

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
December 14, 2020
Regular Meeting No. 648

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Lake Land College
Board of Trustees
District No. 517

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



Regular Meeting No. 648
Monday, December 14, 2020, 6:00 p.m.

Trustees, citizens, faculty and staff may participate in the meeting via Zoom or teleconference:
<https://lakelandcollege.zoom.us/j/99889479983?pwd=ZE8vQjQ0ODYzeXFamjBVWINKRUV3UT09>
 Meeting ID: 998 8947 9983; Passcode: 196457; By phone: 1 (312) 626-6799.

A [disaster declaration](https://www2.illinois.gov/sites/gov/Documents/CoronavirusDisasterProc-12-11-2020.pdf) (<https://www2.illinois.gov/sites/gov/Documents/CoronavirusDisasterProc-12-11-2020.pdf>) by the Governor issued December 11, 2020, that extends Executive Order 2020-007, relating to public health concerns has been issued for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, Dr. Josh Bullock, Lake Land College President, has determined that a fully accessible in-person meeting is not practical or prudent. As permitted by Public Act 101-0640, 5 I LCS 120/7(e), this meeting may be held without the physical presence of a quorum at the regular meeting location.

Dr. Bullock will be physically present at the **meeting location, Webb Hall, Room 081, Mattoon**. In-person attendance by members of the public will be limited to nine (9) people on a first come, first serve basis. Seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting by being physically present will be expected to:

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

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

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, December 14, 2020, and sent to officeofthepresident@lakelandcollege.edu

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of November 9, 2020, Regular Meeting.
2. Approval of Minutes of November 9, 2020, Closed Session.
3. Approval of Agenda of December 14, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
5. Destruction of Tape Recording of June 10, 2019, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success - Faculty Tech Team.	
2. Implementation of Tableau – a Data Analytics Visualization Tool.	
3. Post-Issuance Tax Compliance Report.	23-24
4. Calendar of Events.	25-26
5. Correspondence.	27-28

B. Action Items.

	Board Book Page Number(s)
1. Acceptance of John Ullrich Grant Award.	29
2. Acceptance of Reporting of October 2020 Financial Statements.	30-35
3. Approval of Certificate of Tax Levy.	36-39
4. Approval of Resolution No. 1220-008 - Abating the Tax Heretofore Levied for the Year 2020 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.	40-48
5. Approval of Resolution No. 1220-009 – Authorize Preparation of Tentative Budget.	49-51
6. Approval of Cyber Security Insurance Renewal.	52
7. Approval of Workers Compensation Policy Renewal.	53
8. Approval of Purchase of Two Used Semi-Trucks for CDL Program.	54
9. Approval of Renewal for Education Advisory Board (EAB) Membership.	55-59
10. Acceptance of Coles Community Health Program (CCHP) Grant Award for Simulation Lab Development for the Nursing Program.	60
11. Approval of Modification to Hanson Professional Services, Inc. Agreement for Architectural / Engineering Services for Design through Construction Administration and Closeout for the Neal Hall CDB Project.	61-66
12. Approval of Resolution No. 1220-010 for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake	67-71

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Land College Paraprofessional Association into Spring 2021 Term.

- | | |
|---|-------|
| 13. Approval of Resolution No. 1220-011 for Agreement to Extend Fall 2020 Custodial Memorandum of Understanding (MOU) with the Lake Land College Association into Spring 2021 Term. | 72-75 |
| 14. Approval of Release or Non-Release of Closed Session Minutes. | |
| 15. Approval of Appointment of Chief Information Officer. | |
| 16. Approval of Human Resources Report. | 76-77 |

V. Other Business. (Non-action)**VI. Adjournment.**

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



Regular Board Meeting No. 647
Webb Hall, Room 081, Mattoon, IL
November 9, 2020

Minutes

Call to Order.

Chair Reynolds called the November 9, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:04 p.m. in room 081 of Webb Hall, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

In the absence of Trustee Cadwell, Board Secretary, Chair Reynolds appointed Trustee Storm to serve as secretary pro tem.

Roll Call.

Trustees Physically Present: Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Tom Wright and Student Trustee Lucas Dudit.

Trustees Absent: Mr. Gary Cadwell.

Others Participating via Teleconference: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of October 12, 2020, Regular Meeting.

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2. Approval of Minutes of October 12, 2020, Closed Session.
3. Approval of Agenda of November 9, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	524,927.00
Building Fund	\$	54,073.53
Site & Construction Fund	\$	581,460.26
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	104,701.26
Restricted Purposes Fund	\$	376,450.25
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,171.60
Student Accts Receivables	\$	253,172.53
Total	\$	1,914,956.43

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

4. Destruction of Tape Recording of May 13, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

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

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no report at this time. He will be attending an upcoming ICCTA meeting through a virtual format.

Resource & Development.

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

Finance.

Trustee Storm, Committee Chair, said the Committee met recently for an in-depth review of the audit and the financial statements. He will comment on these finance-related action items when they appear later in the agenda.

Buildings & Site.

Trustee Cadwell, was absent, and Building & Site Committee member Trustee Wright noted the committee had not met since the last regular Board meeting and he had no report at this time.

Foundation.

Chair Reynolds highlighted:

- The recent virtual donor reception was a success and although there was no golf outing held this year due to Covid-19, the Foundation still received a considerable amount of donations.
- A record number of scholarships have been awarded to students this year.

Student Report.

Student Trustee Dudit highlighted:

- The PTK organization had a very successful fundraiser this year.
- PTK recently received over 200 student surveys regarding virtual learning. They will share that information once it has been summarized.
- SAB has offered many opportunities for students to participate in online games to stay connected to others.

President's Report.

Dr. Bullock said:

- In October 2020, we received \$1,500 from the Illinois Department of Corrections (IDOC) toward the FY 2020 outstanding balances. Currently a total of \$1,913,407.67 remains outstanding from IDOC and \$215,377.17 from the Illinois Department of Juvenile Justice (IDJJ) for FY 2020.
- We received no payments for FY 2021 invoices from IDOC or IDJJ in October. A total of \$1,632,261.32 remains outstanding from IDOC and \$121,820.88 from IDJJ.

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- In October, we received a \$950,154.61 credit hour payment from the State of Illinois, and a \$526,012.83 payment for equalization. For FY 2021, \$3.9 million remains outstanding for credit hour reimbursement and \$4.2 million for equalization.
- The College received property tax payments totaling \$1,927,373.21 in October.
- Lake Land College will be hosting a virtual Winter Commencement Ceremony on December 21st to celebrate the accomplishments of our Summer 2020 and Fall 2020 graduates. Stay tuned for more information to come and please mark your calendars to join us online!

Business Items.

Non-action Items.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Correspondence.

Trustees reviewed two items of correspondence.

Action Items.

Approval of Resolution No. 1120-006 to Authorize Property Tax Abatement for the Altamont/Effingham County Enterprise Zone Application.

Trustees heard a recommendation from Dr. Bullock that the Board approve the above-referenced resolution. Trustees reviewed details of the resolution and a map of the proposed enterprise zone area. Dr. Bullock said that per Board Policy 10.31, the proposed resolution was presented to the Board for first reading during the October 12, 2020, Board meeting. He asked if there were any questions. There were none.

Trustee Walk moved and Trustee Wright seconded to approve as presented Resolution No. 1120-006 to Authorize Property Tax Abatement for the Altamont/Effingham County Enterprise Zone Application. [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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Cadwell.

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Motion carried.

Approval of Resolution No. 1120-007 for Support of the Extension of the Effingham Central Redevelopment Project Area and Industrial Area TIF Districts.

Trustees heard a recommendation from Dr. Bullock that the Board approve the above-referenced resolution to support 12-year extensions for two Tax Increment Finance (TIF) Districts for the City of Effingham, the Central Redevelopment Project Area (Downtown Area) TIF District and the Effingham South Central Industrial Project Area (Industrial) TIF District. Trustees reviewed details of the resolution and a map of each TIF District area. Mr. Todd Hull, City of Effingham Economic Development Director, participated in the meeting via teleconference and presented to the Trustees. He highlighted the economic benefits yielded from the current life of the two TIF Districts and the City's plans to utilize extended TIF District funds for infrastructure improvement projects and facility enhancements needed at the Village Square Mall. He also highlighted the City's ongoing commitment to support vocational training.

Trustee Wright moved and Trustee Storm seconded to approve as presented Resolution No. 1120-007 for Support of the Extension of the Effingham Central Area Redevelopment Project Area and Industrial Area TIF Districts by 12 years. [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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Presentation of Audit and Board Acceptance.

Trustees heard a presentation from Ms. Tami Knight, CPA with Kemper CPA of Mattoon. Ms. Knight provided highlights of the 2020 Audit Report and various financial statements. She also gave an overview of a trend analysis for the College's assets, debt, and income statements. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Trustee Storm, Finance Committee Chair, said the Committee met recently for an in-depth review of the Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented. He said overall the Audit results were very good for the College, with no material weaknesses being found. He also said that although there were some immaterial findings in the Financial Aid Department the administration has developed corrective action plans that will be monitored closely in the coming year.

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Trustee Storm moved and Trustee Walk seconded to approve the FY 2020 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Acceptance of Illinois Public Risk Fund Stimulus Grant.

Trustees heard a recommendation by Mr. Greg Nuxoll, Vice President for Business Services, that the Board accept the Illinois Public Risk Fund (IPRF) Stimulus Grant in the amount of \$3,714. Trustees learned that this grant, provided by IPRF who administers our workers compensation program, is designed to ease the burden of safety-related expenses and will cover products that are identified by IPRF Loss Control agents that will assist in reducing injuries or illness. This stimulus grant is in addition to our annual safety grant.

Trustee Walk moved and Trustee Sullivan seconded to accept the Illinois Public Risk Fund (IPRF) Stimulus Grant in the amount of \$3,714.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Acceptance of Reporting of September 2020 Financial Statements.

Trustees reviewed the September 2020 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the September 2020 Financial Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm, Finance Committee Chair, said the Committee met recently for an in-depth review of the Financial Statements and the Committee's consensus was to recommend to the Board approval as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the September 2020 Financial Statements.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Amended Government Telecommunications Consortium Contract.

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, that the board approve an amended agreement with the Government Telecommunications Consortium (GOV TC) that includes local law enforcement partners Coles County, City of Charleston, City of Mattoon, and Eastern Illinois University. Trustees reviewed the proposed amended agreement. Ms. Grunloh said the key change is the addition of language in section 1 to allow GOV TC to change to a non-profit for tax purposes. She said Lake Land College joined this consortium in 2018 when these partnering agencies identified the need to replace the county-wide leased copper network with our own point-to-point network.

Trustee Curtis moved and Trustee Walk seconded to approve as presented an amended agreement with the Government Telecommunications Consortium (GOV TC) that includes local law enforcement partners Coles County, City of Charleston, City of Mattoon, and Eastern Illinois University.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Part-Time Rates and Stipends. (Roll Call Vote Required).

Trustees reviewed a request from Mr. Nuxoll asking the Board to approve an updated chart of the Part-Time Rates and Stipends. Mr. Nuxoll said this action item is normally brought to the Board at the beginning of each fiscal year, as was done this past summer, for rates effective July 1 or the start of the College's fiscal year. However, due to the state-mandated minimum wage increases effective January 1, 2021, this is being submitted for approval of new rates effective January 1, 2021, with the changes relevant for positions directly impacted by the new minimum wage level of \$11.00 per hour. Mr. Nuxoll also highlighted other key changes including:

- Modified the Director of the Learning Resource Center to be a similar stipend to the Chair of Counseling.

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- Added the requisite release time for the IDOT QMTP to be consistent with current practice.
- Added the General Equipment Technician for the Technology Department into the part-time wages.
- Moved Police Officer to the contracted category and increased their rates to be competitive with the area communities.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 2021.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Bid for CNC Plasma Cutting Table for the Welding Program.

Trustees heard a recommendation from Mr. Nuxoll that the Board award the bid from Gano Welding Supplies of Charleston, in the amount of \$30,669.90, for the purchase of a CNC Plasma Cutting Table for the Welding Program. Trustees also received the bid tabulation sheet detailing bids received from four vendors, with Gano Welding Supplies submitting the lowest bid.

Mr. Jon Althaus, Vice President for Academic Services, said the purchase of the CNC Plasma Cutting Table will be funded through the Perkins program.

Trustee Sullivan moved and Trustee Walk seconded to award the bid from Gano Welding Supplies of Charleston, in the amount of \$30,669.90, for the purchase of a CNC Plasma Cutting Table for the Welding Program.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Gift-in-Kind Donation from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock that the Board accept the gift-in-kind equipment donation, including four new gasoline engines valued at \$32,147.80, from the

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College's Foundation. He said these items will be used for educational purposes for the John Deere Tech Program and were generously donated by John Deere & Company of Olathe, Kansas. He thanked Mr. Russell Neu, John Deere Technology Instructor, for his efforts to receive this donation from John Deere.

Trustee Curtis moved and Trustee Wright seconded to accept as presented the gift-in-kind equipment donation, including four new gasoline engines valued at \$32,147.80, from the College's Foundation. The Board expressed its appreciation to John Deere & Company of Olathe, Kansas, for originally making this generous donation to the Foundation.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Agreement with BetterMynd.

Trustees heard a recommendation from Ms. Valerie Lynch, Interim Vice President for Student Services, requesting that the Board approve a proposed agreement with BetterMynd, Inc. of Rochester, New York, for online mental health services for Lake Land College students for the period November 15, 2020, through July 1, 2021, with a total cost of \$26,500 as detailed in the agreement. She said this agreement is in alignment with the College's current initiative to increase mental health awareness and support for Lake Land students and is supported by GEER funding provided to the College for FY 2021. Trustees reviewed the proposed agreement.

Trustees learned BetterMynd delivers therapy strictly for college students with access through a secure College-branded website portal where students can select a counselor, schedule appointments and receive therapy and other mental health education and information during the day, evening and weekend. Trustees also learned this recommendation follows recent efforts by Mr. Andy Gaines, Academic Counselor/Student Accommodations Coordinator and Ms. Tina Moore, Director of Career Services, under the direction of Ms. Emily Hartke, Chair for Counseling and Judicial Affairs Advisement, to guide the College in moving forward with addressing mental health needs of students including consideration for the pending Illinois Mental Health Early Action on Campus Act.

Student Trustee Duduit highlighted that Lake Land students can start receiving mental health services with BetterMynd and continue with the counselor they have connected with even beyond being a student at Lake Land.

Ms. Lynch addressed various questions by Trustees regarding the fee structure as detailed in the agreement. Trustee Storm requested the administration provide an update on student utilization of BetterMynd services sometime prior to the renewal date.

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Student Trustee Duduit motioned and Trustee Walk seconded to approve as presented an agreement with BetterMynd, Inc. of Rochester, New York, for online mental health services for Laker Land College students for the period November 15, 2020, through July 1, 2021, with a total cost of \$26,500.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Requested Change for Athletic Scholarships for Academic Year 2021-2022.

Trustees heard a recommendation from Dr. Tina Stovall, Interim Vice President for Student Services, that the Board approve increasing the total number of allowable Athletic Scholarships for Academic Year 2021-2022. She said this request is in response to NJCAA updates regarding athletic eligibility due to the impact of COVID-19. Trustees reviewed a memorandum from Dr. Stovall that detailed the number of scholarships to be awarded for each of the five collegiate sports.

Trustee Wright motioned and Trustee Curtis seconded to approve a temporary revision to the Athletic Scholarship Guidelines allowing additional Athletic Scholarships for 2021-2022 as presented and in accordance with NJCAA Guidelines.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Closed Session.

7:03 p.m. – Trustee Curtis moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

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Advisory Vote: Student Trustee Duduit voted yes.
 Absent: Trustee Cadwell.
 Motion carried.

Ms. Grunloh announced that the phone line enabling staff and members of the public to listen to the Board meeting via teleconference would remain open so if they stayed on the line they would be able to hear the meeting resume once the Board exits closed session. She said closed session was expected to be brief, lasting approximately 10 minutes or less.

Return to Open Session - Roll Call

7:13 p.m.

Trustees Physically Present: Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan; Ms. Denise Walk; Mr. Tom Wright and Student Trustee Lucas Duduit.

Trustees Absent: Mr. Gary Cadwell.

Appointment of Dean of Workforce Solutions and Community Education as Discussed in Closed Session.

Dr. Bullock requested the Board appoint Ms. Christine Strohl to the position of Dean of Workforce Solutions and Community Education.

Trustee Sullivan moved and Trustee Walk seconded to appoint Ms. Christine Strohl to the position of Dean of Workforce Solutions and Community Education effective November 16, 2020.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted two new positions that have been recommended by the Cabinet.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. Chair Reynolds said this action follows discussion in closed session on the items of a general leave of absence request and the appointment of a John Deere Tech Instructor.

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**The following employees are recommended for FMLA leave.
 Board policy 05.14.12**

Peggy Strange	FMLA	01/04/2021-03/28/2021
Jerri Blazich	FMLA & Intermittent	09/22/2020-10/4/2020
Tomi Gravatt	FMLA & Intermittent	10/28/2020-11/09/2020
Olivia Koester	FMLA	04/16/2021-07/09/2021
Debra Taylor	FMLA	10/22/2020-11/22/2020
Richard Beagle	FMLA & Intermittent	10/22/2020-10/28/2020

The following employee is recommended for General Leave of Absence/ Board policy 05.04.14

Don Hardwick	11/09/2020-12/09/2020
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The following positions have been recommended by the Lake Land College President's Cabinet

Print Shop Graphic Designer – Print Assistant-Level 11, Support Staff
 Student Life Specialist-Level 13, Support Staff

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time - Grant Funded		
Heuerman, Jill	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	
Hjort, Carol	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	
Jordan, Danielle	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	
Maulding, Lacy	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	
Molzen, Kara	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	
Probst, Melissa	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Adjunct Faculty Dental	
Smith, Logan	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	
Wilson, Sheila	Dental Hygiene Enhancement Coach	10/19/2020
	Primary Position is Allied Health Den Cln Hrly	

End Additional Appointments

The following employees are ending their additional appointment

Position	Effective Date
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Part-time

Ali, Iffat	Adjunct Faculty Math and Science Divis	10/06/2020
Beam, Cheryl	Allied Health LPN Substitute Instructo	10/06/2020
Brandt, Haylee	Allied Health LPN Substitute Instructo	10/06/2020
Chambers, David	Adjunct Faculty Social Science Divisio	10/06/2020
Cline, Carol	Allied Health BNA Adjunct Faculty	08/11/2019
Dal Ponte, Marc	Adjunct Faculty Math and Science Divis	10/06/2020
Daugherty, Kathleen	Adjunct Faculty Business Division Subs	10/06/2020
Davis Rincker, Laurie	Adjunct Faculty Math and Science Divis	10/06/2020
Davison, Angela	Adjunct Faculty Business Division Subs	10/06/2020
Doty, Suzett	Adjunct Faculty Math and Science Divis	10/06/2020
Drake, Allen	Adjunct Faculty Agriculture Division S	10/06/2020
Dust, Holly	Adjunct Faculty Math and Science Divis	10/06/2020
Earnst, Cassie	Adjunct Faculty BNA Substitute	10/06/2020
Earp, Lisa	Adjunct Faculty Business Division Subs	10/06/2020
Floyd, Mackenzie	Allied Health Adjunct Faculty ADN Subs	10/06/2020
Foreman, Kay	Adjunct Faculty Allied Health Division	10/06/2020
Goad, Tisha	Allied Health Adjunct Faculty ADN Subs	10/06/2020
Gradle, Scott	Adjunct Faculty Math and Science Divi	10/06/2020
Greider, Matthew	Adjunct Faculty Social Science Divisio	10/06/2020
Hardiek, Karla	Allied Health Adjunct Faculty ADN Subs	10/06/2020
Harley, Sarah	Adjunct Faculty Math and Science Divis	10/06/2020
Hjort, Carol	Dental Hygiene - Substitute	10/06/2020
Holsapple, Kristen	Adjunct Faculty Social Science Divisio	10/06/2020
Homann, Mary	Adjunct Faculty BNA Substitute	10/06/2020
Hood, Shannon	Allied Health LPN Substitute Instructo	10/06/2020
Hunzinger, Brenda	Adjunct Faculty Math and Science Divis	10/06/2020
Jarrell, Charles	Adjunct Faculty Social Science Divisio	10/06/2020
Jones, Bambi	Adjunct Faculty Math and Science Divis	10/06/2020
Jones, Nichole	Allied Health LPN Substitute Instructo	10/06/2020
Kessler, Tynia	Adjunct Faculty Business Division Subs	10/06/2020
Landrus, Matthew	Adjunct Faculty Humanities Division Su	10/06/2020
Lebold, Jonathan	Adjunct Faculty Business Division Subs	10/06/2020
Lynch, Brian	Adjunct Faculty Social Science Divisio	10/06/2020
Madlem, Lisa	Adjunct Faculty Business Division Subs	10/06/2020
Marasinghe, Gishanthi	Adjunct Faculty Math and Science Divis	10/06/2020
McHenry, Walter	Adjunct Faculty Math and Science Divis	10/06/2020
Munger, James	Adjunct Faculty Business Division Subs	10/06/2020
Niebrugge, Stephen	Adjunct Faculty Technology Division Su	10/06/2020
Nohren, Maria	Allied Health LPN Substitute Instruct	10/06/2020
Nwosu, Ikemefuna	Adjunct Faculty Math and Science Divis	10/06/2020
Porter, Cassandra	Allied Health LPN Substitute Instructo	10/06/2020
Powers, Gregory	Adjunct Faculty Humanities Division Su	10/06/2020
Probst, Melissa	Dental Hygiene – Substitute	10/06/2020
Robison, Walter	Adjunct Faculty Technology Division Su	10/06/2020
Salem, Terry	Adjunct Faculty Social Science Divisio	10/06/2020

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Satterwhite, Marcy	Adjunct Faculty Business Division Subs	10/06/2020
Shumard-Shelton, Lisa	Adjunct Faculty Humanities Division Su	10/06/2020
Smithenry, Kimberly	Allied Health LPN Substitute Instructo	10/06/2020
Stolz, Timothy	Adjunct Faculty Humanities Division Su	10/06/2020
Strange, Peggy	Adjunct Faculty Business Division Subs	10/06/2020
Swingler, Erin	Allied Health Adjunct Faculty ADN Subs	10/06/2020
Thomas, Amelia	Adjunct Faculty Math and Science Divis	10/06/2020
Thomas, Amelia	Laboratory Supervisor	10/17/2020
Thomas, Edward	Adjunct Faculty Humanities Division Su	10/06/2020
Thomas, Justin	Adjunct Instructor Soc Science Div	10/06/2020
Turnbull, David	Adjunct Instructor Math and Science Div	10/06/2020
Walden, Sterling	Adjunct Instructor Math and Science Div	10/06/2020
Watson, Tara	Adjunct Faculty Humanities Division Su	10/06/2020
Wilson-Kuhn, Debbuse	Adjunct Faculty Business Dvision Sub	10/06/2020
Yealick, Sabrina	Adjunct Faculty Technology Division Sub	10/06/2020
Yeske, Molly	Medical Assistant Instructor Sub	10/06/2020
Zeller, Nicole	Allied Health LPN Substitutue Sub	10/06/2020
Zimmerle, Jerad	Adjunct Faculty Math and Science Division	10/06/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Volunteer		
Fisher, Kerry	Dual Credit Instructor	10/21/2020
Part-time		
Beeson, Jordan	Engineering Technician	10/12/2020
Cejkova-Kolaci, Klara	Covid-19 Checkpoint Screener	09/17/2020
Estacio, Estiven	Men's Asst Basketball Coach	10/09/2020
Gould, Anna	Newspaper Editor - Student Newspaper	10/06/2020
Johnson, Noah	Adjunct Faculty Agriculture Division	10/19/2020
Maulding, Claire	Covid-19 Checkpoint Screener	09/10/2020
Mourad, Mehdi	Covid-19 Checkpoint Screener	10/12/2020
Reed, Bretta	Contact Tracer	09/28/2020
Smith, Katherine	Covid-19 Checkpoint Screener	10/06/2020
Speer, Clara	Newspaper Editor - Student Newspaper	10/06/2020
Full-time		
Curry, Brent	John Deere Tech Instructor	01/08/2021
Dodson, Evan	Police Officer	11/16/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Travioli, Lyle	Tech Team Intern	10/01/2020

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Full-time

Leonard, Amber	Corr Ofc Asst-Robinson	10/30/2020
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Part-time

Black, Timothy	Adj Doc College Funded Instr	05/19/2019
Clarkson, Jonathan	CBI Non-credit Instructor	10/06/2020
Compton, Daniel	CBI Non-credit Instructor	06/16/2019
Dyer, Brett	CBI Non-credit Instructor	08/01/2020
Froese, Morgan	Newspaper Ed Student News	05/17/2020
Hance, Ronald	Adj Doc College Funded Instr	08/11/2019
Haslett, Kayla	Newspaper Ed Student News	05/03/2020
Henninger, Jenine	Adj Doc College Funded Instr	10/06/2020
Jackson, Kyra	Tutor - Student Lrng Asst Ct	05/17/2020
Jones, Kari	CBI Non-credit Instructor	10/06/2020
Keplar, Vera	Non-Credit Instructor	03/22/2020
Kuster, Nikolous	Adj Doc College Funded Instr	08/11/2019
Lanman, Cindy	Adj Faculty Social Sci	08/11/2019
Nolan, Heather	Adj Doc College Funded Instr	05/19/2019
Ptomey, Kiera	Print Shop Student Asst	05/17/2020
Rardin, James	Test Proctor	08/23/2020
Rhine, Lydia	Print Shop Technician Assist	09/06/2020
Sayers, Kristine	Dual Credit Instructor	10/07/2020
Seifert, Owen	Newspaper Ed Student News	10/20/2019
Sweet, Cheryl	Non-Credit Instructor	03/22/2020
Titus, Timothy	Tutor - Student Lrng Asst Ct	03/06/2020
Wake, Jackie	Professional Development Sup	08/23/2020
Wellbaum, Hannah	Library Assistant	06/14/2020
Wheeler, Elizabeth	Adj Doc College Funded Instr	08/11/2019

College Work Study

Toothman, Elijah	Coll Work Stdy TRIO Talent	05/30/2020
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Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Hurt, Betheny	Associate Dean of Correctional Program Transferring From Corr Career Instructor -Shawnee	10/13/2020
Padrick, Lynae	Employment Specialist from Human Resources Assistant	11/10/2020
Watson, Brian	Associate Dean of Correctional Program Transferring From Associate Dean of Correctional Program	10/05/2020

Part-time

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Davidson, Jo	Police Officer from Full-time Police Officer	11/01/2020
Stovall, Tina	Special Assistant to the President Transferring from Interim Vice-President for Student Services	11/25/2020

There was no further discussion.

Roll Call Vote:

Yes: Trustees Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Cadwell.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:17 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Ms. Doris Reynolds, Board Chair

 Mr. Gary Cadwell, Board Secretary

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

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

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

POST-ISSUANCE TAX COMPLIANCE REPORT

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

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the "*Policy*") adopted by the Board of Trustees (the "*Board*") of Community College District No. 517, Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), on the 18th day of November 2020, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

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

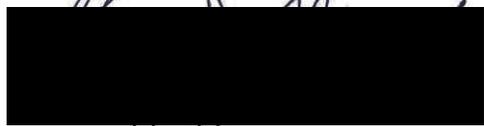
(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

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

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

Respectfully submitted this 14th day of December, 2020.


By _____
Greg Nuxoll
Vice President for Business Services

Calendar of Events

Monday, December 14, 2020	6 p.m. – Board Meeting <i>*Due to the pandemic and as permitted by Public Act 101-0640, 5 ILCS 120/7(e), this meeting will be held without the physical presence of a quorum at the regular meeting location. President Bullock will be physically present at the meeting location, Webb Hall, Room 081, Mattoon. In-person attendance by members of the public will be limited to nine (9) people on a first come, first serve basis. Trustees, citizens, faculty and staff may participate in the meeting via Zoom or teleconference. Instructions to participate remotely will be included on the agenda</i>
Thursday, January 7, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, January 11, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, February 4, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, February 8, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, March 4, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, March 8, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 8, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, April 12, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, May 6, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, May 10, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, June 10, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081

Finance Committee Meeting
9 a.m. – Webb Hall 081

Monday, June 14, 2021

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



THANK YOU FOR YOUR

Kindness

Lake Land College, Board of Trustees / President Bullock

Thank you so much for the beautiful plant
in memory of my dad. Your thoughtfulness
is much appreciated.

Bewah Uphoff
(Basic Nursing Assistant Instructor)

The family of
Wilma Maxine Colclasure

thanks you for your

kind expression of

sympathy

The Colclasure, Byard

McCormick & Grimm
families



MEMO

TO: Jon Althaus, Vice President for Academic Services
FROM: Emily Ramage, Director of Grants and Academic Operations
DATE: November 20, 2020
RE: Acceptance of FY21 John Ullrich Foundation Grant Award

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

For FY21, the Ullrich Foundation will continue to provide individual scholarships to support students majoring in agriculture who are from Coles, Douglas, Macon, Piatt, and Moultrie counties. Grant funds will also be used to support a variety of instructional supplies and materials for the Agriculture Division including a greenhouse lighting system, diagnostic tools, and agriculture technologies and supplies for student use.

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

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



MEMO

TO: Dr. Josh Bullock, President

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

DATE: November 20, 2020

RE: October 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of October for Fiscal Year 2021.

Areas of Concern:

- We believe we do not have any significant budgetary areas of concern through October 2020 of FY2021. We will continue to closely monitor the COVID-19 Pandemic situation along with Illinois State Budget issues and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total October 2020 revenue was \$2,463,053 resulting in an unfavorable variance of \$533,811 compared to the budgeted level. The monthly variance is unfavorable primarily due to a negative budget variance of \$753,179 in the area of local sources due the fact that real estate tax proceeds from Effingham County have not been received through October 2020 as anticipated. Year to date, total revenue is favorable to budget by \$217,334 in aggregate mainly resulting from a \$539,271 favorable variance in ICCB Credit Hour Grant revenue and a \$483,009 favorable variance in tuition revenue contrasted with a \$601,065 unfavorable variance in local source revenue.
- *Expenditures* – Total October 2020 expenditures were \$2,311,317 resulting in an overall favorable variance of \$72,867. Year to date, expenditures remain favorable overall by \$2,790,057 attributable from a favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$753,179 while the year to date variance is also unfavorable to the amount of \$601,065. The main rationale for

both unfavorable variances are due to fact that Effingham County real estate tax proceeds being received later in the fiscal year than anticipated. The variance should normalize by the end of the calendar year when all county real estate tax installments are received.

- *ICCB Credit Hour Grant* – We received two payments in October 2020 resulting in a favorable monthly variance of \$381,426. Year to date, this area is favorable by \$539,271. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We received one equalization payment in October 2020 resulting in an unfavorable monthly variance of \$15,811. The ICCB Equalization Grant revenue is unfavorable \$63,244 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year.
- *Tuition & Fees* – October 2020 had an unfavorable variance for tuition of \$95,942 and fees in the amount of \$51,869. Year to date, there is a favorable variance for tuition of \$483,009 and a favorable variance for fees of \$16,657. The variance in tuition revenue is attributable to enrollment exceeding budgeted enrollment levels. The fees remain favorable YTD due to more course offerings early in the fiscal year than anticipated along with students registering later. We expect the favorable variance in fees to normalize and perhaps turn unfavorable in the upcoming months due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is unfavorable \$5,278 month to date and an unfavorable year to date variance of \$21,427.
- *Other Revenue* – Other revenue is favorable by \$6,842 month to date and unfavorable by \$169,696 year to date. The year to date variances are unfavorable due to reduced CBI and CDL during the summer due to the COVID-19 pandemic.
- *Gifts in Kind* – Gifts in Kind revenue is favorable by \$33,828 year to date.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in October 2020 of \$91,526. Year to date, the salary and wage area is favorable by \$1,993,972. The YTD favorable variance is expected to normalize as the academic year progresses and some positions are filled.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in October 2020 in the amount of \$12,208. Year to date this area is favorable by \$139,834.
- *Instructional* – The Instructional expenditures had a favorable variance in October 2020 of \$43,074 and is favorable \$1,514,942 for the year. The YTD variance is mainly

attributable to favorable variances in salary and wages, employee benefits and general material and supplies.

- *Academic Support* – The Academic Support expenditures had a favorable variance in October 2020 of \$15,476. Year to date, the Academic Support expenditures are favorable by \$102,248.
- *Student Services* – The Student Services expenditures had a favorable variance in October 2020 of \$10,159. Year to date, the Student Service expenditures are favorable by \$126,176.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable October 2020 variance of \$12,385. Year to date, this area is favorable by \$92,950.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall October 2020 variance of \$39,254. Year to date, this area is favorable by \$163,606.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable October 2020 variance of \$45,735. Year to date, the Institutional Support expenditures are favorable to budget by \$1,132,011 with the most significant favorable budget line items of \$538,053 in salary and wages and \$282,708 in general material and supplies.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for October 2020 of \$1,746. Year to date, this area is unfavorable by \$341,875. The unfavorable variance is attributable to the College providing more scholarships than anticipated in the first two full months of FY 2021.

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	FY20 Final Audited Numbers	FY21 Annual Budget
Revenues:										
986,911	1,740,090	(753,179)	Local Sources	5,613,160	6,214,225	(601,065)	-9.67%	7,241,466	-	8,570,088
757,406	375,980	381,426	ICCB Credit Hour Grant	2,043,193	1,503,922	539,271	35.86%	1,973,043	-	4,511,765
526,013	541,824	(15,811)	ICCB Equalization Grant	2,104,051	2,167,295	(63,244)	-2.92%	1,431,221	-	6,501,885
34,514	39,792	(5,278)	Other State Sources	424,269	445,695	(21,427)	-4.81%	-	-	1,154,556
-	-	-	Tech Refresh	-	-	-	0.00%	-	-	-
(36,023)	59,919	(95,942)	Tuition	4,922,840	4,439,831	483,009	10.88%	5,527,771	-	7,343,725
57,058	108,927	(51,869)	Fees	1,793,581	1,776,924	16,657	0.94%	2,158,476	-	2,978,135
137,175	130,333	6,842	Other Revenue	262,185	431,881	(169,696)	-39.29%	425,776	-	2,184,722
-	-	-	Gift in Kind	33,828	-	33,828	0.00%	-	-	-
2,463,053	2,996,865	(533,811)	Total Revenues	17,197,107	16,979,773	217,334	(0)	18,757,754	-	33,244,876
Expenditures:										
Instructional										
936,152	968,616	32,464	Salary and Wages	3,284,006	4,529,149	1,245,143	27.49%	2,816,088	-	11,688,485
169,352	173,084	3,731	Employee Benefits	612,319	692,334	80,015	11.56%	456,990	-	2,199,206
2,343	5,350	3,007	Contractual Services	26,691	65,225	38,534	59.08%	6,047	-	402,535
45,352	38,180	(7,172)	General Materials and Supplies	112,425	240,517	128,092	53.26%	123,710	-	514,753
890	5,556	4,666	Travel and Meeting Expenses	2,201	28,959	26,758	92.40%	6,895	-	106,122
-	1,100	1,100	Fixed Charges	4,568	16,000	11,432	71.45%	-	-	48,875
-	5,278	5,278	Capital Outlay	5,036	16,430	11,394	69.35%	-	-	36,644
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	26,425	-	(26,425)	0.00%	-	-	-
1,154,089	1,197,163	43,074	Total Instructional	4,073,672	5,588,614	1,514,942	27.11%	3,409,730	-	14,996,620
Academic Support										
53,596	63,458	9,863	Salary and Wages	187,218	236,092	48,875	20.70%	142,447	-	435,063
11,841	12,662	821	Employee Benefits	40,126	50,650	10,523	20.78%	26,433	-	85,203
-	-	-	Contractual Services	-	300	300	100.00%	-	-	1,500
40,563	38,458	(2,104)	General Materials and Supplies	74,348	101,774	27,426	26.95%	21,954	-	203,866
-	6,897	6,897	Travel and Meeting Expenses	18	14,897	14,879	99.88%	10,764	-	8,800
-	-	-	Fixed Charges	4,555	4,800	245	5.10%	4,514	-	4,800
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
106,000	121,476	15,476	Total Academic Support	306,265	408,513	102,248	25.03%	206,112	-	739,232
Student Services										
125,764	132,114	6,351	Salary and Wages	536,940	597,694	60,755	10.16%	382,439	-	1,673,994
36,463	32,734	(3,728)	Employee Benefits	132,219	130,937	(1,282)	-0.98%	87,390	-	402,597
-	-	-	Contractual Services	10,086	9,322	(764)	-8.20%	9,322	-	9,322
4,430	5,621	1,191	General Materials and Supplies	16,649	59,622	42,973	72.08%	15,870	-	81,609
254	6,600	6,346	Travel and Meeting Expenses	1,435	25,929	24,494	94.47%	2,944	-	39,830
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	7,500
166,910	177,069	10,159	Total Student Services	697,328	823,504	126,176	15.32%	497,965	-	2,214,852
Public Service/Cont Ed										
23,143	34,233	11,091	Salary and Wages	92,651	143,046	50,395	35.23%	81,842	-	446,255
4,429	4,702	273	Employee Benefits	16,329	18,808	2,479	13.18%	14,964	-	57,828
871	2,000	1,129	Contractual Services	6,638	8,000	1,362	17.02%	12,086	-	34,000
5,390	4,860	(530)	General Materials and Supplies	12,477	50,155	37,678	75.12%	17,072	-	93,409
92	463	371	Travel and Meeting Expenses	779	1,662	883	53.15%	892	-	4,887
12,603	12,654	51	Fixed Charges	50,464	50,616	152	0.30%	37,882	-	151,965
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GK	-	-	-	0.00%	-	-	-
46,527	58,912	12,385	Total Public Service/ Cont Ed	179,338	272,287	92,950	34.14%	164,739	-	788,344
Operations & Maintenance										
70,075	75,304	5,229	Salary and Wages	263,911	314,663	50,751	16.13%	227,231	-	981,641
26,992	26,945	(48)	Employee Benefits	91,399	108,779	17,381	15.98%	66,640	-	333,390
25,932	40,393	14,461	Contractual Services	80,268	78,204	(2,063)	-2.84%	84,294	-	256,570
9,847	13,919	4,072	General Materials and Supplies	49,854	42,660	(7,194)	-16.86%	37,195	-	207,900
-	250	250	Travel and Meeting Expenses	-	625	625	100.00%	-	-	1,250
12,826	11,180	(1,646)	Fixed Charges	63,782	42,220	(21,562)	-51.07%	53,331	-	124,160
83,593	100,529	16,936	Utilities	329,363	417,435	88,072	21.10%	276,664	-	1,278,583
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	753,229	-	15,000
-	-	-	Contingency Funds	-	30,000	30,000	0.00%	-	-	65,000
-	-	-	Gift In Kind	7,403	-	(7,403)	100.00%	-	-	-
229,266	268,520	39,254	Total Operation and Maint	885,980	1,049,587	163,606	3	1,498,584	-	3,263,494
Institutional Support										
248,866	275,394	26,529	Salary and Wages	616,731	1,154,783	538,053	46.59%	464,317	-	3,503,366
84,139	70,881	(13,258)	Employee Benefits	260,046	290,763	30,717	10.56%	189,325	-	1,315,695
162,999	26,822	(136,177)	Contractual Services	303,607	292,200	(11,407)	-3.90%	55,335	-	803,404
(5,171)	51,809	56,980	General Materials and Supplies	345,667	628,375	282,708	44.99%	496,538	-	1,137,624
-	9,523	9,523	Travel and Meeting Expenses	142	31,353	31,211	99.55%	6,139	-	91,495
1,250	2,475	1,225	Fixed Charges	196,408	208,750	12,342	5.91%	2,553	-	217,150
-	-	-	Capital Outlay	-	29,416	29,416	100.00%	3,477	-	36,616
110,767	34,139	(76,628)	Contingency Funds	208,057	267,823	59,766	22.32%	3,223	-	96,256
-	-	-	Other	(5,171)	2,250	7,421	0.00%	-	-	1,139,032
-	-	-	Tech refresh	-	-	-	0.00%	17,610	-	-
-	90,000	90,000	Strategic Initiatives	-	180,000	180,000	100.00%	37,379	-	360,000
3,930	-	(3,930)	COVID Expenses	28,215	-	(28,215)	0.00%	-	-	-
606,779	561,044	(45,735)	Total Institutional Support	1,953,702	3,085,713	1,132,011	4	1,275,897	-	8,700,638
1,746	-	(1,746)	Scholarships, grants, waivers	341,875	-	(341,875)	0.00%	368,892	-	1,133,567
2,311,317	2,384,184	72,867	Total Expenditures	8,438,160	11,228,217	2,790,057	24.85%	7,421,918	-	31,836,747
151,736	612,681	(606,678)	Revenue Less Expenditures	8,758,947	5,751,556	(2,572,723)	(0)	11,335,836	-	1,408,129
3,635	117,344	113,709	Transfers Out:	298,763	469,376	170,613	36.35%	316,265	-	1,408,129
148,101	495,337	(720,387)	Excess of Revenues over Expenditures & Transfers	8,460,184	5,282,180	(2,743,336)	(1)	11,019,571	-	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,457,594.44	1,549,120.36	91,525.92	Salary and Wages	4,981,456.41	6,975,428.05	1,993,971.64
333,216.29	321,008.45	(12,207.84)	Employee Benefits	1,152,438.25	1,292,271.81	139,833.56
192,144.51	74,565.02	(117,579.49)	Contractual Services	427,290.54	453,250.98	25,960.44
100,410.08	152,847.18	52,437.10	General Materials and Supplies	611,420.16	1,123,102.98	511,682.82
1,236.28	29,288.46	28,052.18	Travel and Meeting Expenses	4,574.24	103,423.95	98,849.71
26,679.18	27,408.51	729.33	Fixed Charges	319,776.91	322,386.04	2,609.13
83,593.04	100,529.20	16,936.16	Utilities	329,363.46	417,435.01	88,071.55
-	5,277.50	5,277.50	Capital Outlay	5,035.89	60,845.64	55,809.75
110,767.12	34,139.00	(76,628.12)	Contingency Funds	208,057.19	267,822.92	59,765.73
-	-	-	Other Expenditures	(5,171.00)	2,250.00	7,421.00
2,305,640.94	2,294,183.68	(11,457.26)	Total	8,034,242.05	11,018,217.38	2,983,975.33

Lake Land College
FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$3,284,006	\$4,529,149	\$1,245,143	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$187,218	\$236,092	\$48,875	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$536,940	\$597,694	\$60,755	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$92,651	\$143,046	\$50,395	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$263,911	\$314,663	\$50,751	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$616,731	\$1,154,783	\$538,053	\$3,503,366		\$3,503,366	\$3,503,366
Total Salary and Wages	\$4,981,456	\$6,975,428	\$1,993,972	\$18,728,804	\$0	\$18,728,804	\$18,728,804

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$612,319	\$692,334	\$80,015	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$40,126	\$50,650	\$10,523	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$132,219	\$130,937	(\$1,282)	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$16,329	\$18,808	\$2,479	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$91,399	\$108,779	\$17,381	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$260,046	\$290,763	\$30,717	\$1,315,695		\$1,315,695	\$1,315,695
Total Employee Benefits	\$1,152,438	\$1,292,272	\$139,834	\$4,393,919	\$0	\$4,393,919	\$4,393,919

LAKE LAND COLLEGE

MEMO

TO: Mr. Greg Nuxoll, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: December 1, 2020

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 2020, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2021, and applied to fiscal year 2022 revenues.

Attached is the Certificate of Tax Levy for the 2020 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 2019 levy year property values was \$.6214 per \$100 EAV. We will not know the actual tax rate for the 2020 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will decrease to approximately \$.6057 per \$100 EAV, a 2.5% decline in the amount levied overall.

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

I recommend the sum of Thirteen Million Seven Hundred Forty Thousand Dollars (\$13,740,000) 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 2020 to be collected in the calendar year 2021. The levy for the year 2020 is to be allocated 100% for fiscal year 2022.

Attachment

CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

the sum of \$ 5,200,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 840,000 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 \$ 1,892,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

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

the sum of \$ 75,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,675,000 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 2022 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2022 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 -two-.

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

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

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

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2022 is \$6,597,500.

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 2022 levy.

Date: _____

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
Greg Nuxoll, Vice President for Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: November 30, 2020

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 via Zoom or teleconference, with Dr. Bullock as head of the public body being present 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 14th day of December, 2020.

* * *

As permitted by Public Act 101-0640, 5 ILCS 120/7(e), the meeting was held without the physical presence of a quorum at the regular meeting location.

The meeting was called to order by the Board Chair and upon the roll being called, the following Trustees were present by audio or video conference: _____

_____ and _____ (non-voting student trustee).

The following Trustees were physically present: _____

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

The Board Chair 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 2020 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 2020 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: 1220-008

DATE: 12-14-20

* * *

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 2020 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 2020 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 2020 in accordance with the provisions hereof.

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

Adopted December 14, 2020.

Chair, Board of Trustees

Secretary, Board of Trustees

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

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

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

NAY: _____

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF 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 14th day of December, 2020, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2020 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 14th day of December, 2020.

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 2020 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 14th day of December, 2020, 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 2020 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 Board of Trustees



RESOLUTION NUMBER: 1220-009

DATE: 12-14-20

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 2022 which begins on July 1, 2021, and ends on June 30, 2022, 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, 2021, until such time as the new budget for Fiscal Year 2022 is presented to and adopted by the Board of Trustees.

ADOPTED this 14th day of December, 2020 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 14th day of December, 2020.

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 14th day of December, 2020.

Secretary, Board of Trustees



MEMO

TO: Mr. Greg Nuxoll, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: December 1, 2020

RE: Cyber Liability Insurance Renewal

Our Cyber Liability Insurance Coverage will expire on December 14, 2020. Lloyds of London has provided this coverage for the past three years. The cost of this coverage was \$22,767 for the period of December 14, 2019 through December 14, 2020 for \$3 million in coverage. The renewal cost through Lloyds of London for the period December 14, 2020 through December 14, 2021 is \$24,990 for the same \$3 million in coverage or \$34,899 for an additional \$2.0 million in coverage for a total of \$5.0 million in coverage.

I recommend the additional \$2 million in coverage and additional premium for increased cyber coverage for the following reasons:

- Cyber-attacks are on the rise throughout the nation in all industries
- Other Illinois community colleges have already endured data security breaches in the past year
- Lake Land College is operating in a near 100% remote work environment due to COVID
- Lake Land College is utilizing a significant number of additional laptops compared to normal times which increases overall access points to our systems

I respectfully request the board approve the renewal of the Cyber Liability Insurance at \$5 million of coverage through Lloyds of London for the period December 14, 2020 through December 14, 2021.

I will be available should you have any questions.

LAKE LAND COLLEGE

MEMO

To: Mr. Greg Nuxoll, Vice President Business Services
From: Madge Shoot, Comptroller
Date: December 1, 2020
Subject: Worker's Compensation Insurance 2021 Renewal
Recommendation

Memo

The College recently reviewed the renewal rates for our Worker's Compensation insurance coverage for our policy with Illinois Public Risk Fund (IPRF) for January 1, 2021 – December 31, 2021. The renewal rate of \$227,432 reflects a 3.0% decrease in premium costs to the college as compared to the expiring rate of \$234,673, which equates to a decrease of \$7,241.00 in annual premium costs.

The College once again qualifies for a Safety Grant from IPRF in the amount of \$10,770. This grant can be used to enhance safety throughout campus.

It is my recommendation that the Board of Trustees approve this renewal of the Worker's Compensation insurance policy for 2021.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: November 24, 2020

RE: Approval of the Purchase of Two Semi-Trucks for the College's CDL Program

As part of the College's CDL training program, the College owns two semi-trucks, a 2006 Peterbilt 379 with 1,160,000 miles and a 2004 Peterbilt 379 with 1,797,000 miles.

In October 2020, the 2004 Peterbilt 379 broke down and the truck is currently unusable unless the College would move ahead with repairs that would cost approximately \$30,000.

Considering the age and mileage on the 2004 Peterbilt, I do not believe it is prudent to spend money to repair the vehicle and the funds would be better utilized to purchase a newer model used semi-truck. If the College plans to move forward with replacing the 2004 Peterbilt, I would also recommend the College trade-in and replace the 2006 Peterbilt 379 considering its age and mileage as well.

Upon a search of internet semi-truck websites and discussion with local truck dealers, the College believes it can secure 2 used semi-trucks in the range of \$35,000 to \$42,500 per truck with the expectation that each truck will be no older than a 2016 with miles ranging from 300,000 miles to 450,000 miles.

If the approval to purchases is granted, we would work with a local dealer to secure the very best option for the College and also seek a trade-in for our existing fleet. The College would use an open contingency budget line item to fund the purchase.

I respectfully ask the Board to approve the purchase of 2 used semi-trucks for use in the College's CDL program with the total gross costs of both trucks to not exceed \$85,000.

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



MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: December 7, 2020

RE: Letter of Agreement with Educational Advisory Board – Community College Executive Forum

The Educational Advisory Board (EAB) 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.

Lake Land College has been a member of EAB's Community College Executive Forum since December 2017, with the Board approving a three-year agreement at that time. As a member institution, EAB has worked with us in a variety of ways including facilitation of on-campus strategy sessions, a dedicated advisor for ongoing service and support, best practice library and email updates, implementation tools and templates, strategy reports, annual president/executive summits with peers, and on-demand webcasts available for all staff. Additionally, numerous staff have utilized various EAB best practice resources as we have been developing our two key focus areas: Guided Pathways for Success (GPS) and data analytics. EAB has received national recognition for their work in relation to GPS: *The Complete College America GPS Direct Seal of Approval in 2017* and the *2017 Innovation Award* from the *American Association of Community Colleges*. Please refer to the full summary of member services which is included in the proposed Letter of Agreement for an additional three-year membership period.

With our membership expiring this month, it is my recommendation that we renew our membership as detailed in the attached Letter of Agreement commencing December 12, 2020, and ending December 11, 2023, with a total cost of \$58,126 over that period. Given the budgetary concerns and other uncertainties caused by the pandemic, EAB has offered to waive all charges in year one of the three-year agreement. A summary follows of the proposed three-year membership fees structure.

Three-Year Term	2020-21	2021-22	2022-23
CCEF Annual Fee	\$ 0	\$ 27,563	\$ 27,563
Travel and Administrative Fee	waived	\$ 1,500	\$ 1,500

I am happy to answer any questions that you may have. Thank you.



2445 M Street NW | Washington DC 20037
P 202.747.1000 | F 202.747.1010 | eab.com

December 7, 2020

Dr. Josh Bullock
President
Lake Land College
5001 Lake Land Blvd
Mattoon, IL 61938

Program Order Form: *Community College Executive Forum*

EAB Global, Inc. (“EAB” or “we”) appreciates the opportunity to work with Lake Land College (“**Organization**” or “**you**”) in the Community College Executive Forum (the “**Program**”) pursuant to the terms and conditions set forth in this Program Order Form.

I. Terms of Coverage

The following educational facilities will have access to the Program services, which are described in greater detail in the “Scope of Services” attached to and a part of this Program Order Form:

Lake Land College

The term of the Program is outlined in the table below (the “**Program Term(s)**” and each year therein, a “**Year**”), provided that the parties may begin planning and preparing for the Program as of the execution of this Program Order Form:

	Start Date	End Date
Community College Executive Forum	December 12, 2020	December 11, 2023

II. Financial Terms

EAB is pleased to provide the Program for the following fees:

One-Time Program Fees

Program	One-Time Program Fee
Community College Executive Forum	waived

Annual Fees

Program Term	Program	Annual Program Fee	Annual Travel & Administrative Fee
Year 1 December 12, 2020 - December 11, 2021	Community College Executive Forum	waived	waived

Program Term	Program	Annual Program Fee	Annual Travel & Administrative Fee
Year 2 December 12, 2021 - December 11, 2022	Community College Executive Forum	\$27,563	\$1,500
Year 3 December 12, 2022 - December 11, 2023	Community College Executive Forum	\$27,563	\$1,500

Invoicing:

The Annual Fees, for each 12-month period, will be billed annually in advance.

III. Special Provisions

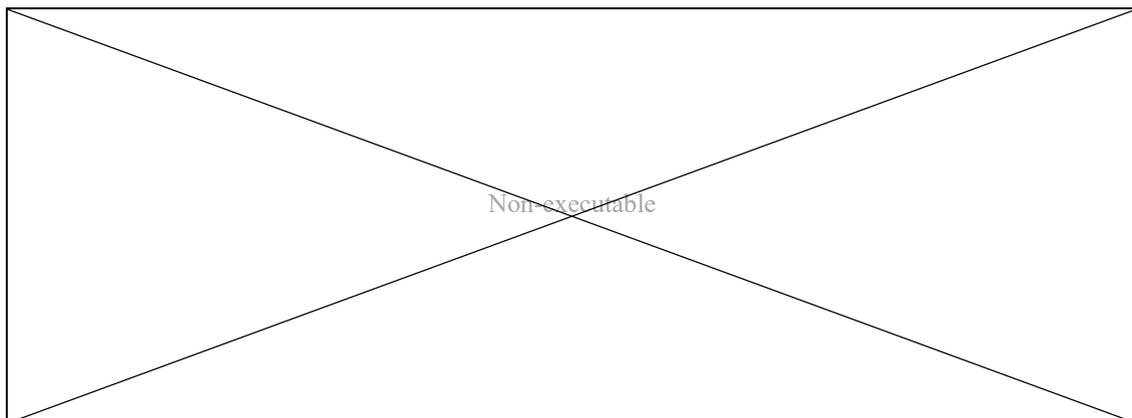
The Program preferred pricing is based on your current EAB portfolio. If you terminate or discontinue any program in your EAB portfolio during the Program Term, the annual Program fee will increase pursuant to a written amendment.

EAB Offers

In addition to the annual onsite presentations provided to the Organization herein, EAB will provide up to one (1) additional onsite presentation during the Program Term, at no additional charge to the Organization. Such additional onsite presentation must be scheduled at least three (3) months in advance, and must be related to the Community College Executive Forum Program.

This Program Order Form, together with the Master Agreement, as agreed upon on **July 20, 2020** and incorporated herein by reference, forms the entire agreement between the parties with respect to the Program (and together with any other applicable agreements or supplements, the “**Agreement**”). Each of the individuals executing this Program Order Form represents and warrants that he or she is authorized to execute the Agreement on behalf of Organization or EAB, as applicable. Notwithstanding anything to the contrary in any purchase order or other document provided by Organization, any Program provided by EAB to Organization in connection with a purchase order related to this Program Order Form is conditioned upon Organization's acceptance of the Agreement. Any additional, conflicting or different terms proffered by Organization in a purchase order or otherwise shall be deemed null and void.

To initiate Organization's involvement in the Program, please sign this Program Order Form and return it to Lizzy Rees at erees@eab.com no later than **December 23, 2020** (after which fees and terms set forth above are subject to change).



Community College Executive Forum

Scope of Services

From enrollment pressures to funding cuts, leaders at two-year schools walk a tightrope of financial and organizational challenges, with student success and institutional stability hanging in the balance. The Community College Executive Forum helps expedite the implementation of new initiatives and scale best practices, resulting in improved student outcomes, future enrollments and a financially sustainable enterprise.

A. Program Services:

- Strategic Leader—Member of EAB staff who will serve as primary point of contact and will facilitate service utilization and dissemination of the Forum services and resources outlined below.
- Annual Presidential Roundtable—One full-day or two half-day intense sessions designed for Forum staff to present major findings from the year and facilitate discussion amongst Presidents on how to introduce these ideas to their own institutions. Held several times throughout the year at multiple locations.
- Leadership Summits—Similar in format and content to the Roundtables outlined above, but open to senior divisional leaders.
- Annual Webinar Series—Short web-based educational intensives facilitated by Forum staff to provide discussion and implementation support on Forum research, without the burden of travel. Webinars are open to all employees at Organization institutions. Organization may also request to have Forum staff deliver “private-label” webinar for their employees.
- Best Practice Research—Comprehensive studies containing detailed profiles of dozens of innovative practices and strategies, implementation road maps and advice. Organization employees have unlimited access to all Forum best practice research, available in multiple formats.
- Diagnostic and Implementation Resources—An assortment of tools and resources that allow Organization to assess their own performance gaps, identify target areas for improvement, and support installation of best practices identified through Forum research. Examples include, but are not limited to, worksheets, case profiles, corresponding benchmarks, and discussions guides.
- Executive Briefings—Condensed versions of research studies meant for broad distribution to key leadership constituencies at Organization institutions. Organization employees have unlimited access to briefings, available in multiple formats.
- Access to Our Experts—Forum research staff is available for telephone consultations to discuss Forum research, providing hands-on support for diagnosis, implementation, and troubleshooting. Staff time is subject to availability during EAB’s regular business hours at no additional cost.
- Ask EAB—Organization can access a dedicated team of EAB content specialists who respond to institution-specific research questions, leveraging a combination of existing EAB research and external research sources.
- On-Campus Intensive—Up to once each Year, a Forum staff member is available to travel to an Organization institution to present Forum research or facilitate discussion on a related topic or terrain to the employee group of Organization’s choosing.
- EAB Online Research Portal—Dedicated website (www.eab.com) for Organization employees, providing full online access to all Forum research and implementation resources. Through the website, Organization employees may subscribe to EAB’s “Daily Briefing” and Forum newsletter(s) that showcase ongoing research, analysis of breaking news, and overviews of important higher education trends.

B. Organization Responsibilities

Organization agrees to:

- Schedule and hold a “Welcome Call” with key campus leadership and EAB’s Strategic Leader within the first 60 days of the Program Term to discuss top institutional priorities and the Forum service plan.
- Schedule an “Annual Organization Planning Session” with key campus leaders in each subsequent year to discuss updates to institutional priorities and the Forum service plan.
- Provide Strategic Leader and senior EAB research staff access to strategic plans, initiatives, working groups, and other information upon request to help inform service plan and enable service delivery.
- Arrange for campus leader to attend at least one (1) Executive Roundtable or Leadership Summit each Year (contingent on staff availability and travel budget).

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: December 8, 2020
RE: Coles Community Health Program (CCHP) Grant Award

I am pleased to announce that the Coles Community Health Program (CCHP) Board of Directors has approved a \$30,000 grant to the College's nursing program for simulation lab development. Thank you to numerous staff in the Allied Health division who assisted in submitting our grant proposal, with a special thanks to Ms. Cheryl Beam, Director of Nursing Programs/Nursing Instructor, for presenting to the CCHP Board of Directors during their November 10, 2020 virtual meeting. I also wish to thank CCHP President Dr. Robert G. Good, DO, MACOI, for his assistance in coordinating with the College for a public announcement of this grant award.

With this grant, Allied Health faculty will enhance the simulation lab experiences for students with the addition of a modular skills trainer, modern infusion pumps, and crash cart with defibrillators. In addition to the nursing programs, the equipment will be used in the Medical Assistant and Emergency Medical Services/Paramedic curriculum.

I respectfully request the Board of Trustees accept this grant. Thank you.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: December 7, 2020

RE: Professional Services Agreement Modification for Hanson Professional Services, Inc.

The original professional services agreement approved at the February 2020 Board Meeting, between the Illinois Capital Development Board and Hanson Professional Services Inc., was for services through Programming and Schematic Design in the amount of \$82,320. The intention at the time of preparation of the original agreement was that the agreement would be modified to cover subsequent design phase, construction administration and closeout services in accordance with the project scope as further defined during the Program Analysis and Schematic Design phase services.

At this time, the scope of the project has been defined as presented in the Program Analysis / Schematic Design report for CDB Project No. 810-058-032, prepared by Hanson Professional Services Inc., dated June 29, 2020. The report has been reviewed by the CDB, and Lake Land College, and the scope of the project was further discussed and agreed to at a review meeting held between these parties on October 9, 2020. The total budget for the entire remodel is currently \$5,337,200.

This modification covers the services commencing with preparation of Construction Documents (plans, specifications), and continuing with bid phase, construction administration and construction closeout services. The additional architectural and engineering fees related to this modification is \$336,755 bringing the entire architect and engineering fees for the project to be \$419,075.

I respectfully ask the Board to approve this modification of the professional services agreement with Hanson Professional Services Inc. as part of the CDB Neal Hall remodel project.

MODIFICATION

State of Illinois



Professional Services Agreement

Modification Number: **1**
Project Number: **810-058-032**
Date: December 2, 2020

Firm Name, Address
Hanson Professional Services Inc.
1525 S Sixth Street
Springfield, IL 62703

Project Information
Renovate Neal Hall
Lake Land College - Mattoon
Mattoon, Coles County, Illinois

This Modification Increases the Full Service Agreement by 409%

Agreement Date: 2020-04-22 Contract: 20041610

Scope/Purpose of this agreement modification: The scope of work provides for design and construction administration services from PA/SD thru project closeout for the renovate of Neal Hall based upon the approved PA/SD submittal. This modification establishes establishes milestone dates for the 50% design submittal, the 100% design submittal, bid document release, bidding, substantial completion, and project closeout.

Subject agreement amended as follows: Replace Appendix A with Appendix A M-1; Replace Attachment A-1 Appendix A-1 Clarifications with Attachment A-1 Mod-1 Appendix A-1 Clarifications; Replaces Appendix B with Appendix B - Mod -1 and are hereby incorporated into the Contract.

AGREEMENT SUMMARY

Fee Description	Total Obligation Per Original Agreement	Total Amount of Previous Modifications	Total Obligation prior to this Modification	Total Amount of this Modification	Total Agreement Obligation including this Modification
Basic Services Fee	\$78,520.00	\$.00	\$78,520.00	\$314,080.00	\$392,600.00
Const. Administration Fee, CAF	\$2,300.00	\$.00	\$2,300.00	\$9,400.00	\$11,700.00
On-Site Representative Reim	\$.00	\$.00	\$.00	\$12,000.00	\$12,000.00
Print Bid Documents in excess	\$500.00	\$.00	\$500.00	\$1,500.00	\$2,000.00
Contractor assistance	\$1,000.00	\$.00	\$1,000.00	-\$225.00	\$775.00
TOTALS	\$82,320.00	\$.00	\$82,320.00	\$336,755.00	\$419,075.00

Prepared by: Brad Nell 12/2/2020
Brad Nell Date

By: _____
Using Agency approval Date

AE Firm name: Hanson Professional Services Inc.

By: _____ 12/2/20
AE's Authorizing Representative Date

Reviewed: _____
Contract Executive Date

Print AE name, Title: Thomas E Bartolamucci, Sr Vice President

Approved by: _____
Regional Manager Date

By: _____
Fiscal Date

Approved by: _____
Legal Date

Final CDB authorization _____
Print name/title _____
Date

APPENDIX A - M 1

A/E NAME: Hanson Professional Services Inc.

CDB PROJECT NO: 810-058-032

CONSTRUCTION BUDGET: \$4,921,200

CONTRACT NO: 20041610

DESIGN BUDGET: \$4,485,700

A	Basic Services Fee	\$392,600.00	
B	Additional Services	\$.00	
C	Const. Administration Fee, CAF	\$11,700.00	
	Total Items A, B, C		\$404,300.00
D	Overhead & Profit Multiplier (Items B & E)	2.875	
E	On-Site Representative Reimbursement Allowance		\$12,000.00
F	Reimbursable Expenses		

	1	Print Bid Documents in excess of 0 sets	\$2,000.00	
	2	Contractor assistance	\$775.00	
		Total Item F:		\$2,775.00

PROJECT SCHEDULE

Schematic Design	06/29/2020
Program Analysis	06/29/2020
50% Design	03/29/2021
100 % Design	07/06/2021
Bid Document Release	08/17/2021
Prime Bid	09/17/2021
A/E Substantial Completion	10/24/2022
A/E Final Acceptance	01/24/2023
A/E Contract Completion Date	09/30/2023

BASIC SERVICES FEE PAYMENT SCHEDULE

Program Analysis	11%	
Schematic Design	9%	
Design Development	13%	
Bid Documents	34%	
Bid Phase	4%	
Construction Phase	22%	
Construction Close-out	7%	

FOR CDB USE ONLY:

Total Contract Obligation (A + B + C + E + F) \$ **\$419,075.00**

Rev. July 2009

Attachment A1 - Appendix A Clarifications – Mod 1

Compensation negotiated according to procedures set forth in the CDB Centralized Fee Negotiation Handbook, dated March 2009. Group Classification: 2R

Reference Item A. Basic Services:

The Basic Services fee provides for the design services necessary to accomplish the scope of work defined for this project. Other expenses such as Additional Services, CDB - CAF, On-site Representative Reimbursable Allowance and Reimbursable Expenses, if applicable, are separately described. All are summarized in Appendix A and some further explained below.

Reference Item E. On-Site Representative:

The on-site representative allowance indicated is for budget purposes only. CDB will pay the actual DWE of the representative times the multiplier indicated. A/E to provide resume of each proposed representative and evidence of their DWE to the CDB PM prior to the Construction Phase of the project. CDB shall provide written acceptance or rejection of the proposed representative.

A/E to monitor the on-site compensation budget and may request (in writing) additional on-site compensation funds from the CDB PM in the event a shortfall is anticipated. Such request shall not be made prior to expending 90% of the compensation budget.

A/E is required to provide 2 General and 2 MEP visits per month as a part of the basic services.

Reference Item F. Reimbursable Expenses:

1. Printing: \$2,000 (for bid sets or any review sets in excess of 10 sets) - **Amount was increased by \$1,500 as part of Mod #1**
2. Contractor Assistance: \$775 (Masonry Investigation) – **The original amount of \$1,000 was reduced by \$225 as part of Mod #1**

Reference Project Schedule:

Any reference to 95% or 100% construction documents shall be interpreted to mean complete construction documents but which have not yet been given final review and approval by CDB and the Using Agency and are not yet signed, sealed and released for construction. The Contract Ending Date is the date that the A/E contract will terminate.

APPENDIX B - Modification 1

A/E'S SUBCONTRACTORS/CONSULTANTS

In compliance with Paragraph 2.7 of this agreement, the A/E submits the following list of proposed subcontractors/consultants to be employed on this project. No changes to this list are to be made without prior approval of CDB Administrator of Contract Administration.

If consultants are not employed on this project please indicate so by inserting the word "None" below.

Subcontractor/Consultant Address	Name & Discipline	Subcontractor/Consultant Fee (Approx.)	If Applicable
<hr/> Massie Massie + Associates 1210 S. Fifth Street Springfield, IL 62703 FEIN 37-1218974	<hr/> Landscape Architect FEB Certification expires 08/11/2021 Prequalification Expires:	<hr/> \$14,980 *	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> Black <input type="checkbox"/> VBE <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian or Alaskan Native
<hr/> Bailey Edward Design 35 East Wacker Drive, Suite 2800 Chicago, IL 60601-2308 FEIN 20-1870760	<hr/> Architect FEB Certification expires 05/19/2021 Prequalification Expires: 04/30/2023	<hr/> \$66,963 *	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> Black <input type="checkbox"/> VBE <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian or Alaskan Native
<hr/> Middleton Construction Consulting, LLC 5600 N. River Rd., Suite 950 Rosemont, IL 60018 FEIN 46-1310941	<hr/> Cost Consulting SDVOSB Certification expires 02/08/2021 Prequalification Expires:	<hr/> \$15,820 *	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Black <input checked="" type="checkbox"/> VBE <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian or Alaskan Native
<hr/> FEIN	<hr/> Prequalification Expires:	<hr/>	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Black <input type="checkbox"/> VBE <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian or Alaskan Native

*** Note: Approximate fee listed for consultants considers the total of the original contract and the increase by Modification 1.**



A/E Modification Log



Project: 810-058-032

Contract: 20041610

Firm Name: Hanson Professional Services Inc.

Phase Description: Renovate Neal Hall

Using Agency: Illinois Community College Board

PM Name: Crystal Kitchen

CE Name: Brad Nell

Mod	Ph	Requested	FSA Indicator	Status	Brief Description	Mod Amt
1	1	12/02/2020	Completes an FSA	Signature	Establishes a Full Service Agreement	\$336,755.00



MEMO

TO: Dr. Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice President for Business Services

DATE: December 7, 2020

RE: Extension of MOU's for the Custodial and Paraprofessional Association

I would like to request that the Board of Trustees approve the extension of the current Memorandum of Understanding (MOU) for both the Custodial and the Paraprofessional Association, with both MOU's addressing working condition issues due to the pandemic. This extension would continue our current MOU's through Friday, May 14, 2021. This extension was mutually agreed on by both Associations.

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 1220-010

DATE: December 14, 2020

Resolution for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Paraprofessional Association into Spring 2021

WHEREAS, on August 10, 2020, the Lake Land College Board of Trustees approved a Memorandum of Understanding (attached to this Resolution) with the Lake Land College Paraprofessional Association (LLCPA) to address changes in working conditions due to the COVID-19 pandemic; and,

WHEREAS, the LLCPA Presidents originally signed the MOU on August 13, 2020; and,

WHEREAS, Item 10 of the MOU provides that by mutual agreement the MOU may be extended to the end of the Spring 2021 term if needed; and,

NOW THEREFORE BE IT RESOLVED, by the governing board of Lake Land College, Community College District No. 517 that given the continuation of the COVID-19 pandemic the Board agrees to extend the previously agreed upon Fall 2020 MOU through the end of the Spring 2021 term on May 14, 2021, as outlined in Item 10 of the MOU.

ADOPTED this 14th day of December, 2020 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

Memorandum of Understanding

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

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

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

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

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

Whereas the Lake Land College Paraprofessional Association, Local 6028 and Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time;

Therefore, be it also resolved that both parties agree to temporary changes in working conditions for the timeframe of August 10 – December 23, 2020, as described below:

1. The College shall continue to comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.
 - a. Members who access leave due to the quarantine or isolation of someone under their care or to care for their own children due to the unavailability of schools/daycare shall be permitted to make their salary whole by using $\frac{1}{3}$ of their personal accrued sick leave.
2. Any bargaining unit member who is at higher risk of severe illness from COVID-19 may request accommodations which may include working remotely when possible based on job requirements and departmental needs. Higher risk shall be defined based upon up-to-date CDC guidance for the category of identifying individuals who are at an increased risk. Accommodation requests should be processed through the Human Resources Department.
3. Members approved to work from home but do not have the technology to carry out their normal or assigned job functions will be provided with the necessary technology by the College for the duration of the pandemic. This includes but is not limited to College provided cell phones and Wi-Fi hot-spots.
4. Paraprofessionals will receive a \$25/month stipend for technology or be provided a Wi-Fi hotspot if approved to work remotely or if such benefit is extended to other employees.
5. The College will not require paraprofessionals to enforce safety guidelines that are outside of the scope of normal paraprofessional responsibilities.

6. As detailed in the College's Return to Campus plan, the College shall provide necessary cleaning and disinfecting supplies to each department to keep personal work spaces clean on a regular basis. If additional supplies are necessary, paraprofessionals will work with their supervisor by means of individual departmental budgets following the purchasing guidelines and with prior approval from their supervisor.
7. The College will update safety guidelines regarding the Return to Campus Plan on the College's website in alignment with the various phases of the Governor's Restore Illinois Plan and as the pandemic conditions evolve.
8. The College will continue to monitor the safety of the mail collection system and make changes as necessary to limit contact and exposure.
9. All paraprofessional members shall be afforded coverage to take their breaks, lunch and attend to personal needs.
10. By mutual agreement, this MOU may be extended through the end of Spring 2021 term if needed.

This agreement is not precedent setting.

Gavin Shawver
Lake Land College Paraprofessional Association

Doris Reynolds
Chair of the Board, Lake Land College

Date

Date

Tanishia Fulk
Lake Land College Paraprofessional Association

Date

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 1220-011

DATE: December 14, 2020

Resolution for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Custodial Association into Spring 2021

WHEREAS, on September 14, 2020, the Lake Land College Board of Trustees approved a Memorandum of Understanding (attached to this Resolution) with the Lake Land College Custodial Association (LLCCA) to address changes in working conditions due to the COVID-19 pandemic; and,

WHEREAS, the LLCCA President originally signed the MOU on September 11, 2020; and,

WHEREAS, Item 6 of the MOU provides that by mutual agreement the MOU may be extended to the end of the Spring 2021 term if needed; and,

NOW THEREFORE BE IT RESOLVED, by the governing board of Lake Land College, Community College District No. 517 that given the continuation of the COVID-19 pandemic the Board agrees to extend the previously agreed upon Fall 2020 MOU through the end of the Spring 2021 term on May 14, 2021, as outlined in Item 6 of the MOU.

ADOPTED this 14th day of December, 2020 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

Memorandum of Understanding

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

Whereas the 2018-2021 Lake Land College Custodial Association (Association) Agreement was ratified by the Lake Land Custodial Association membership and approved by the Lake Land College Board of Trustees; and

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

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

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

Whereas the Lake Land College Custodial Association, Local 6027 and Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time;

Therefore, be it also resolved that both parties agree to temporary changes in working conditions for September 14, 2020 through December 31, 2020 as described below:

1. Members who have exhausted their Families First leave and their own accrued sick leave shall be allowed to use up to 7 additional days of future accrued sick leave in the event that they are recovering from COVID-19 with a positive test result and under a physician's directive.
2. The College will comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.
 - a. Members who access leave due to the quarantine or isolation of someone under their care or to care for their own children due to the unavailability of schools/daycare shall be permitted to make their salary whole by using $\frac{1}{3}$ of their personal accrued sick leave.
 - b. Members who are experiencing COVID-like symptoms and are awaiting test results shall contact Human Resources providing documentation by a health care provider/health department advising employee to self-quarantine to qualify for leave per the FFCRA.
3. The College shall provide all Custodial Association members adequate PPE based on CDC guidelines. If the Coles County Health Department requires a closing of a room or facility bargaining members would not be required for cleaning until released by the Coles County Health Department.
4. The College shall provide appropriate types and amounts of cleaning products that are effective against the COVID-19 virus.
5. The College retains the right to work shift flexing as outlined in Article IV, Section 3. Should the College create new cleaning shifts, the new shifts shall be posted for bid and the job bidding process as detailed in Article V Section 2 shall be followed.

6. By mutual agreement, this MOU may be extended through the end of the Spring 2021 term if needed.

This agreement is not precedent setting.

Liz Pinner
Lake Land College Paraprofessional Association

Doris Reynolds
Chair of the Board, Lake Land College

Date

Date

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
December 14, 2020**

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Tucker, Laura	FMLA	10/3/2020-11/29/2020
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Graziano, Amy	IEL Instructor Primary Position is Adj. Humanities	11/10/2020
Hunter, Kimberly	IEL Instructor Primary Position is Coor International St.	11/10/2020
Mourad, Mehdi	International Studies Student Assistant Primary Position is Covid-19 Checkpoint Screener	11/9/2020
Robison, Walter	Technology General Equipment Tech. Primary Position is Adj. Technology	11/9/2020
Hill, Sarah	Director of Library Services Primary Position is Librarian	01/01/2021

Part-time - Grant Funded

Saril, Hannah	Pathways Classroom Assistant	11/9/2020
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Hill, Sarah	Bridging the Gap Curriculum Consultant	12/2/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Fatheree, Dustyn	Student Life Specialist	01/08/2021
Martin, Zachary	Microcomputer Support Specialist	01/04/2021
Stortzum, Natasha	Coor of Laker nest & Bookstore	01/04/2021

Full-time- Grant Funded

Harrington, Elizabeth	Adm. Asst. to Dean of Correctional Pr	11/30/2020
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Part-time

Bloemer, Kaitlyn	Newspaper Editor - Student Newspaper	10/6/2020
Metzelaars, Jason	Police Officer	11/16/2020

Mosaad, Hana	Covid-19 Checkpoint Screener	11/16/2020
Rardin, Kristen	Newspaper Editor - Student Newspaper	8/24/2020
Jennifer DeWeese	Adjunct Business Division	11/16/2020

Volunteer/No pay

Gough, Amanda	Dual Credit Instructor	11/2/2020
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time Grant funded		
Price, George	Corr Cust Maint Instructor Lawrence	12/14/2020
Jackson, Dustin	Cor. Const Occupations Instructor	11/25/2020

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Vogel, David	Graphic Design Print Assistant	01/04/2021
	Transferring from Pt Time Graphic Designer Pre-Flight	
Sharp, Tony	Director of Enterprise Applications	01/04/2020
	Transferring from Programmer Analyst	
Full-time - Grant Funded		
Scott, Gary	Director of Adult and Alt Education	01/04/2021
	Transferring from Assc. Dean of Joliet	
Part-time		
Murphy, John	Print Shop Student Assistant	11/17/2020