

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
December 13, 2021
Regular Meeting No. 660

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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. 660
Monday, December 13, 2021, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

In alignment with the College's Pandemic Response Safety Protocols, masks covering the nose and mouth will be required for all individuals attending the meeting.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

(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 8, 2021, Regular Meeting.
2. Approval of Minutes of November 8, 2021 Closed Session.
3. Approval of Agenda of December 13, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

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

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Gary Cadwell
B. Resource & Development	Mr. Gary Cadwell
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Katherine Greuel
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 – Mental Health Initiatives.	
2. Annual Assessment Report.	22-40
3. Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI – First Generation Students.	41
4. Post Issuance Tax Compliance Report.	42-43
5. Calendar of Events.	44-45

B. Action Items.

	Board Book Page Number(s)
1. Presentation of Audit and Board Acceptance. [FY 2021 Audit may be viewed at: https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/ - Referenced Attachments Section.]	
2. Approval of Amended Contract with Illinois Department of Corrections for Educational Services at 23 Correctional Facilities. [Proposed Amended Contract may be viewed at: https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/ - Referenced Attachments Section.]	46

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| 3. Approval of Resolution No. 1221-004 - Abating the Tax Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. | 47-56 |
| 4. Approval of Resolution No. 1221-005 – Authorize Preparation of Tentative Budget. | 57-59 |
| 5. Approval of Proposed Revisions to Board Policy 10.33 – <i>Payroll Withholdings</i> . | 60-61 |
| 6. Acceptance of October 2021 Financial Statements. | 62-67 |
| 7. Declaration of Surplus Items – Van, Electric Golf Cart and Bucket Truck. | 68 |
| 8. Approval of Proposed Pricing for Commercial Driver License (CDL) programs. | 69-70 |
| 9. Acceptance of Governor’s Emergency Education Relief (GEER) II Grant Award. | 71 |
| 10. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees. | |
| [Return to Open Session - Roll Call] | |
| 11. Appointment of Director for Adult and Alternative Education as Discussed in Closed Session. | |
| 12. Approval of Release or Non-Release of Closed Session Minutes. | |
| 13. Approval of Human Resources Report as Discussed in Closed Session. | 72-74 |

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

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



Regular Board Meeting No. 659
Board and Administration Center, Room 011
Mattoon, IL
November 8, 2021

Minutes

Call to Order.

Chair Sullivan called the November 8, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board & Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm; Mr. Mike Sullivan, Chair; Ms. Denise Walk, Mr. Thomas Wright, Secretary and Student Trustee Katie Greuel.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Mr. Greg Nuxoll, Vice President for Business Services; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Vice President for Student Services; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of October 11, 2021, Regular Meeting.
2. Approval of Minutes of October 11, 2021, Closed Session.
3. Approval of Minutes of October 28, 2021, Board Retreat.
4. Approval of Agenda of November 8, 2021, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

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The following is a summary by funds:

Education Fund	\$	364,531.89
Building Fund	\$	42,951.12
Site & Construction Fund	\$	197,682.49
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	85,302.66
Restricted Purposes Fund	\$	1,359,291.87
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	21,914.47
Student Accts Receivables	\$	412,062.63
Total	\$	2,483,737.13

For a summary of trustee travel reimbursement and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk, Legislative Liaison, said there will be an upcoming ICCTA meeting in Schaumburg for which Trustee Cadwell will attend on behalf of the College. She also highlighted HB 2778, COVID-19 Wage and Benefit Protection, which recently passed both state legislative bodies and has been sent to the Governor for signature.

Resource & Development.

Trustee Cadwell, 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 had met recently and the Committee's review will be discussed later in the meeting per the agenda.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee had met recently and the Committee's review will be discussed later in the meeting per the agenda.

Foundation.

Trustee Wright, Foundation Liaison, highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- The Foundation is excited to welcome new board members: Angela Downs (Paris), Kellie Eastham (Paris), Austin Frank (Mattoon) and Tyler Micenheimer (Effingham) and honored outgoing board members at the October meeting: Michelle Blackwell (Pana), Mike Bohannon (Charleston), Brian Hutchins (Charleston), and Lisa Kallis (Effingham).
- Congratulations to our 2021 Philanthropy recipients which include: Outstanding Philanthropist - Burnham Neal & Family; Outstanding Philanthropic Organization -Fuqua Foundation; Outstanding Volunteer Fundraiser - Preston Smith.
- The Foundation is hosting a drive thru style donor reception on campus the morning of Thursday, Nov. 18 from 7:30-9 a.m. to thank our generous top donors. Donors will drive through campus to pick up a "thank you" box, grab coffee and a snack.

Student Report.

Student Trustee Katie Greuel said that SGA recently held a successful blood drive which will help 108 people in need of blood. Ms. Greuel said she would like to thank Lake Land College for acknowledging our student veterans. She presented a video that was produced by our Marketing and Public Relations department highlighting Ms. Greuel and her experiences at Lake Land College as a veteran student.

President's Report.

- Lake Land received a payment of \$95,076 in October from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2021 outstanding balance. IDJJ is paid in full for FY 2021.
- The College received no October payments from either the Illinois Department of Corrections (IDOC) or IDJJ for FY 2022 invoices. A total of \$1.12 million remains outstanding for IDOC and \$141,274 for IDJJ.
- In October, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$947,152 and equalization payments of \$505,251.
- The College received property tax payments totaling just under \$3.4 million in October.

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- November 7-13 is Allied Health Professions Week. On behalf of the College, I would like to thank all of our allied health faculty and staff for their dedication to educating our future allied health workforce!
- Finally, kudos to the entire Lake Land College community for being recognized for the fifth time by The Aspen Institute as one of the top 150 community colleges in the nation. The Aspen Institute honors colleges with outstanding achievement in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equity for students of color and students from low-income backgrounds. Way to go Lakers!

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success – HyFlex Technology.

Mr. Joshua Fulk, Civil Engineering Technology Instructor/Coordinator, highlighted his use of the Hyflex Technology that enables students the option to participate in his classes either in person or virtually.

Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI - Low Income Students.

Ms. Lisa Cole, Director of Data Analytics, highlighted data she has compiled related to Lake Land College students considered to be in low-income status.

Proposed Revisions to Board Policy 10.33 – Payroll Withholdings.

Mr. Greg Nuxoll, Vice President for Business Services, recommended proposed changes to the above-referenced Policy. Mr. Nuxoll reported the revisions are needed to include five new voluntary insurance policies being offered by the College related to the recent health insurance renewal approved by the board.

Mr. Nuxoll said the administration is submitting this recommendation as first reading and will bring this to the Board of Trustees for approval during the December 2021 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Action Items.

Approval of Employee Retention Incentive.

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Trustees heard Dr. Bullock present on a proposed employee retention incentive for the Fall 2021 semester and Trustees reviewed details of the incentive levels based on employment status. Dr. Bullock said this incentive is needed to recognize the additional burdens placed on our employees due to the pandemic, the short-term inflationary pressures on spending power, and to express our thanks to our staff who have remained with the College during such challenging times.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented an employee retention incentive for the Fall 2021 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Certificate of Tax Levy.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the Certificate of Tax Levy for the 2021 levy year. Mr. Nuxoll said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. Therefore, a notice and a hearing will not be necessary. Trustees learned the College will not know the actual tax rate for the 2021 levy year until late spring when all of the 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 \$.5996 per \$100 EAV, a 2.5% decline in the amount levied overall from the prior levy year. Dr. Bullock said that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the 2021 tax levy and related certificate of compliance.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

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

Trustees heard a recommendation from Dr. Bullock regarding proposed revisions to Board Policy 11.08.04 – *Retention of College Records*. The proposed Policy revisions were provided

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to each trustee. Dr. Bullock explained that as part of Public Act 101-0652 that included sweeping criminal justice reforms, the Local Records Act was amended to require permanent retention of records related to complaints, investigations and adjudication of police misconduct. The proposed policy revisions reflect this new amendment in the Human Resource Records section.

Dr. Bullock said this request was submitted as first reading during the October 2021 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 11.08.04 – *Retention of College Records*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Workers Compensation Insurance Renewal.

Trustees heard a recommendation from Mr. Nuxoll requesting the Board approve the renewal of the College's current worker's compensation policy with the Illinois Public Risk Fund (IPRF). Trustees learned the proposed renewal rate of \$174,593 reflects a 23.2% decrease in premium costs to the College as compared to the expiring rate of \$227,432. This equates to a decrease of \$52,839 in annual premium costs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund at a rate of \$174,593 for the period January 1, 2022 through December 31, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Cyber Security Insurance.

Trustees heard from Mr. Dave Storm, Trustee and Finance Committee Chairman, recommending the Board approve a cyber security insurance policy with Cowbell Cyber, Inc. of Bedford, Texas, in the amount of \$18,248 for the period December 14, 2021, through

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December 14, 2022, providing \$3 million in coverage. He said the Finance Committee met recently to review the administration's recommendation and the Committee's consensus was to recommend to the Board approval of this agenda item as presented.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented a cyber security insurance policy with Cowbell Cyber, Inc. of Bedford, Texas, in the amount of \$18,248, for the period December 14, 2021, through December 14, 2022, providing \$3 million in coverage.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of September 2021 Financial Statements.

Trustees reviewed the September 2021 Financial Statements and heard from Trustee Storm regarding an update for the September 2021 Financial Statements. He said the Finance Committee met recently to review the administration's recommendation and the Committee's consensus was to recommend to the Board approval of this agenda item as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the September 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Part-Time Rates and Stipends.

Mr. Nuxoll requested that the Board approve an updated chart of the Part-Time Rates and Stipends. He said that 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. Mr. Nuxoll said that due to the state-mandated minimum wage increases effective January 1, 2022, this is being submitted for approval of new rates effective January 1, 2022, for positions impacted by the new minimum wage level of \$12.00 per hour.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 2022.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment – Chair Back Seats.

Trustees heard a recommendation from Mr. Nuxoll for the Board to declare as surplus 119 chair back seats from the Athletics Department that have become obsolete and have little value to the College. He said if these items are approved by the Board as surplus, then the administration will dispose of these items in a manner most beneficial to the College.

Trustee Walk moved and Trustee Cadwell seconded to declare as surplus the 119 chair back seats from the Athletics Department so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Spring 2022 Tuition Incentives.

Trustees heard a recommendation from Ms. Valerie Lynch, Vice President of Student Services, asking the Board to approve two separate tuition incentive programs for the Spring 2022 semester including:

- Provide a Spring 2022 tuition award (waiver) equivalent to the credit hours a student withdrew from during the past year (Spring, Summer or Fall 2020 and Spring, Summer, or Fall 2021) up to a maximum of five (5) credit hours (\$552.50).
- Offer a “Second Chance Presidential Scholarship” incentive to 2021 district high school graduates who either:
 - Attended another college or university for Summer or Fall 2021 but do not plan to continue at that school for Spring 2022; or
 - Have not yet attended any college or university and wish to attend Lake Land for Spring 2022.

Ms. Lynch said that since Spring 2020, Lake Land College students have worked diligently to continue or complete their educational goals despite the many challenges related to the

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pandemic and in order to further support our students, the administration is proposing these tuition incentives for the Spring 2022 semester.

Trustee Storm said the Finance Committee met recently to review the administration's recommendation and the Committee's consensus was to recommend to the Board approval of this agenda item as presented.

Trustee Cadwell moved and Trustee Reynolds seconded to approve two tuition incentive programs for Spring 2022 as follows:

- Provide a Spring 2022 tuition award (waiver) equivalent to the credit hours a student withdrew from during the past year (Spring, Summer or Fall 2020 and Spring, Summer, or Fall 2021) up to a maximum of five (5) credit hours (\$552.50).
- Offer a "Second Chance Presidential Scholarship" incentive to 2021 district high school graduates who either:
 - Attended another college or university for Summer or Fall 2021 but do not plan to continue at that school for Spring 2022; or
 - Have not yet attended any college or university and wish to attend Lake Land for Spring 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Tuition Waivers for Adult Students Eligible for the "Ability to Benefit" Program Associated with the FAFSA and for GED and Pathways Alternative High School graduates.

Trustees heard a recommendation from Dr. Bullock and reviewed memorandums from Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, asking the Board to approve proposed tuition waivers for adult students eligible for the "Ability to Benefit" Program associated with the FAFSA and for GED and Pathways Alternative High School graduates. He said that adult students without a high school diploma, or the equivalency, and students in GED and Pathways Alternative High School graduates often face many social and economic barriers for equitable access to higher education. Dr. Bullock said in order to address these equity issues, the administration proposes two tuition waiver programs as follows:

- Provide a six credit hour tuition and fees waiver for any adult student eligible for the "Ability to Benefit" program related to the federal financial aid and the FAFSA process.
- Provide a three credit hour tuition waiver for any GED or Pathways Alternative High School Graduate.

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Trustee Storm moved and Trustee Walk seconded to approve providing a six credit hour tuition and fees waiver for any adult student eligible for the Ability to Benefit Program related to the federal financial aid and the FAFSA process and approve providing a three credit hour tuition waiver for any GED or Pathways Alternative High School Graduate. The pilot period for both tuition waiver programs would be from the Spring 2022 semester through the Spring 2025 semester, with the administration reevaluating the effectiveness of these waiver programs during the Fall 2024 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Landscape Architect of Record.

Trustees heard a recommendation from Mr. Kevin Curtis, Trustee and Buildings and Site Committee Chairman, along with Mr. Nuxoll requesting the Board grant approval to hire a landscape architect and aid the College in a multi-year landscaping planning project. Trustees learned the administration had issued a Request for Qualifications (RFQ) and then extensively vetted eight qualified respondents, using a selection committee for the vetting process. Trustee Curtis said the Buildings and Site Committee met recently and thoroughly reviewed the administration's request. He said the Committee's consensus was to recommend to the Board approving engaging Planning Design Studio of St. Louis, Missouri as the landscape architect of record for this project so that the administration may work with Planning Design Studio on a formal contract with hopes of starting meetings and design work in 2022.

Trustee Curtis moved and Trustee Walk seconded to approve engaging Planning Design Studio of St. Louis, Missouri, as the landscape architect of record for the College's multi-year landscaping project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Contract Renewal with Dynamic Controls Inc.

Trustees heard a recommendation from Mr. Nuxoll requesting that the Board approve a three-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois, at a rate of \$45,466

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per year, which is an increase of \$4,278 as compared to our previous agreement that expired on September 30, 2021. Trustees were provided with the service agreement.

Trustee Storm moved and Trustee Curtis seconded to approve as presented a three-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois, at a rate of \$45,466 per year, for the period October 1, 2021 through September 30, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Updated Request for Class B Truck Purchase.

Mr. Nuxoll presented the Trustees with a request that the Board approve increasing the maximum net purchase price from \$40,000 to \$60,000 to purchase one used Class B truck for use in the College's CDL program. He said during the September 2021 regular meeting the Board approved the purchase for a Class B truck to replace our 1992 Ford F700F bucket truck, with a net purchase price not to exceed \$40,000. However, trustees learned that due to vehicle shortages and supply chain issues the administration has not been able to successfully purchase an appropriate Class B truck at the previously approved price limit.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the administration's request to increase the maximum net purchase price from \$40,000 to \$60,000 to purchase one used Class B truck for use in the College's CDL program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Use of Tech Refresh Bond Proceeds for Wasabi Cloud-Based Air-Gapped Backups.

Mr. Nuxoll presented to the Trustees a request that the Board approve the use of remaining Tech Refresh Bond funds for the purchase of Wasabi Cloud-Based Air-Gapped Backups at a cost of \$36,885.26 to continue to improve the cyber security for the College. Mr. Nuxoll reported that adding air-gapped backups was a key finding by H & A's security assessment. He said air-gapped backups help prevent ransomware attacks from modifying or destroying

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our back-up data. He said this tool is also a key requirement of insurance agencies willing to offer cyber security insurance coverage.

Trustee Cadwell moved and Trustee Storm seconded to approve the use of remaining Tech Refresh Bond funds for the purchase of the Wasabi Cloud-Based Air-Gapped Backups to continue to improve the cyber security of the College at a cost of \$36,885.26.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

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 discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

Return to Open Session - Roll Call

7:08 p.m.

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

Trustees Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended positions.

Trustee Cadwell motioned and Trustee Walk seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on this topic held in closed session that related only to an approval for a maternity leave request and the appointment of an employee for the Director of Enrollment Services position.

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

Byrum, Larissa
 Cox, Jane

Revised FMLA 10/20/21-1/12/22
 9/8/21-10/8/21

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Hampton, Tanya	9/22/21-Intermittent
Hartke, Pam	11/12/21-1/7/22
Hurt, Betheny	10/15/21-Intermittent
Parnell, Thomas	10/4/21-12/7/21
Tucker, Laura	10/5/21-11/5/21

The following employee is recommended for Maternity Leave/ Board policy 05.04.10

Byrum, Larissa	Maternity Leave 1/13/22-4/13/22
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The following positions have been recommended by the Lake Land College President's Cabinet

WIOA Apprenticeship Navigator	Level 13
Accounting and Payroll Specialist	Level 13
Associate Dean of Enrollment Management	Level 15
Director of Enrollment Services	Level 15

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Grass, Yolanda	Covid Test Collection Assistant	10/27/21
	Primary Position-Covid Site Collection Driver	
Hammond, Diana	Covid Test Collection Assistant	10/27/21
	Primary Position- Adult Education Instructor	
Hollingsworth, Travis	Covid Test Collection Assistant	10/11/21
	Primary Position- Adm Assist Marshall Ext	
Meadows, Janet	Human Resources Assistant	10/11/21
	Primary Position- Test Proctor	
Monterusso, Lauren	College Work Study - TRIO Talent Search	9/30/21
	Primary Position- College Work Study-TRIO	
Mukanya, Andy	Tutor-Disability Services - Student	10/18/21
	Primary Position-	
Storm, Janalee	Print Shop Technician Assistant	10/6/21
	Primary Position- Tutor - Student Lrng Ass	
Part-time - Grant Funded		
Mukanya, Andy	Tutor-Student Carl Perkins	10/8/21
	Primary Position- Tutor - Student Lrng Ass	
Tuttle, Allie	Perkins Student Worker - Allied Health	10/18/21
	Primary Position- Covid Test Collection	

End Additional Appointments

The following employees are ending their additional appointment

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	Position	Effective Date
Part-time		
Duckett, Amy	Retiree Incentive Program	10/6/21
Monterusso, Lauren	College Work Study - TRIO SSS	10/1/21
Stoutin, Drew	College Work Study - Business	8/31/21
Tappendorf, Hannah	Admissions and Records Data Entry Asst	8/20/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Goldberg, Anna	Internship & Employment Coordinator	11/9/21
Gough, Zachary	Groundskeeper	11/10/21
Lang, Justin	Transportation Training Specialist	11/9/21

Full-time Grant Funded

Cunningham, Nancy	Correctional Career Technology Instructor	10/25/21
Owens, Jaclyn	Correctional Office Assistant	10/18/21

Full-time Tenure Track

Webster, Samantha	Cosmetology Instructor	1/7/22
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Part-time

Baker, Jessica	Covid Test Collection Assistant	10/27/21
Connelly, Travis	Covid Site Collection Driver	10/11/21
Fitt, Jacob	Covid Test Collection Assistant	10/11/21
Fitzsimmons, Jessica	Covid Test Collection Assistant	10/11/21
Grass, Yolanda	Covid Site Collection Driver	10/27/21
Hobgood, Justin	Fitness Center Specialist	10/6/21
Jarrell, Cameron	Covid Test Collection Assistant	10/11/21
Lawrence, Jessalyn	Covid Test Collection Assistant	11/1/21
Marino Lopez, Juliana	Covid Test Collection Assistant	10/11/21
Mukanya, Andy	Tutor - Student Learning Assistance Center	10/8/21
Myers, Alyvia	Covid Test Collection Assistant	10/11/21
Nino Pardo, Wilson	Covid Test Collection Assistant	10/11/21
Porter, Janice	Part-Time Groundskeeper	10/18/21
Ramage, Joshua	Covid Test Collection Assistant	10/11/21
Richey, Brandon	Covid Test Collection Assistant	11/1/21
Scroggins, Amanda	Covid Test Collection Assistant	10/27/21
Snyder, Kiersten	Covid Test Collection Assistant	10/28/21
Songo, Divine	Covid Test Collection Assistant	10/11/21
Sudkamp, Sandra	Covid Test Assistant	10/27/21
Wilhoit, Sarah	Adjunct Faculty Business Division	1/10/22
Williams, Lauren	Newspaper Editor - Student Newspaper	9/13/21

Part-time Grant Funded

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Eller, Tabitha	Talent Search Tutor - Bachelors	10/28/21
Hardy, Natalie	Perkins Student Worker - Allied Health	10/11/21
Neal, Lance	Adjunct DOC College Funded Instructor	10/18/21

College Work Study

Myers, Renee	College Work Study - Early Childhood Edu	10/11/21
Williamson, Katie	College Work Study - Early Childhood Edu	10/11/2021

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Cheek, Zachary	Correctional Horticulture Instructor	10/26/21
Craig, Jessica	Admissions Representative	10/13/21
Hendren, Helen	Human Services Instructor / Coordinator	8/8/21
Marshall, Brianna	Associate Dean of Correctional Programs	9/15/21

Part-time

Brown, Rex	E-Commerce Specialist	10/14/21
Drone-Silvers, Scott	Retiree Incentive Program	10/6/21
Hess, David	Adjunct DOC College Funded Instructor	10/20/19
Kepley, Kirk	Police Officer	10/26/21
Lapington, Kyle	Adjunct DOC College Funded Instructor	12/27/20
Meadows, Jessica	Student Success Coach Trio Destination Col	10/15/21
Melvin, Kathy	Adjunct DOC College Funded Instructor	10/11/19
Metzelaars, Jason	Police Officer	2/21/21
Tuttle, Allie	Covid Test Collection Assistant	10/11/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Deters, Timothy	Groundskeeper	11/9/21
	Transferring from- Physical Plant Assistant	
Hunter, Kim	Director Student Success Service	11/15/21
	Transferring from- Coor International Studies	
Kaurin, Joy	TRIO student Support Services Advisor	11/15/21
	Transferring from- Counseling Srvcs Specialist	
Smith, Paula	Director of Enrollment Services	11/15/21
	Transferring from-Co of Enrollment Services	

Full-time - Grant Funded

Knebel, Ty	Welding Instructor - Vandalia	11/1/21
	Transferring from- Corr Auto Body Instructor-Graham	
Scott, Garry	Correctional Career Technology Instructor	10/12/21
	Transferring from- Dir of Adult/Alt Education	

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

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

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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



MEMO

TO: Dr. Josh Bullock, President

CC: Jean Anne Grunloh, Chief of Staff and Lisa Cole, Director of Data Analytics

FROM: Lisa Madlem, Director of Assessment and Program Review

DATE: November 8, 2021

RE: FY 2021 Annual Assessment Report

The Assessment Department at Lake Land College completes an Annual Assessment Report that includes information for six major components of assessment as listed below, and outlines progress that the College has made.

- ICCB Program Review
- Program
- General Education
- Course
- DOC course
- Institutional.

I respectfully request to present the 2021 Annual Assessment Report to the Board of Trustee at the December 13th meeting.

2021

ANNUAL ASSESSMENT REPORT



PREPARED BY:

Lisa Madlem

Director of Assessment & Program Review

LAKE LAND
COLLEGE



IN THIS REPORT

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Course Assessment	8
General Education Assessment	12
DOC	13
Institutional Assessment	14



ASSESSMENT DUE DATES IN WEAVE

February (Second Wednesday)

Fall Course Assessment
Results & Analysis

May 15

Program Assessment
Results & Analysis

ICCB Program Review

September 15

Institutional Assessment
Results & Analysis

September

(Second Wednesday)
Spring Course Assessment
Results & Analysis

INTRODUCTION

Assessment is the systematic measurement of student performance for the purpose of improving the quality of the institution, and its educational programs and courses. It affords Lake Land College the opportunity to make informed decisions that ultimately improve teaching and learning. Essentially, assessment is looking at what students should know, value, or be able to do upon the completion of a unit of study, course, program, or interaction with a department. Assessment asks the questions, "Are students learning?" and "How do we know?"

The College provides a learning environment of the highest quality through the process of assessment in each of the six major components that are described in detail within this report. The following six components of assessment are in place and completed each year:

- (1) Illinois Community College Board (ICCB) Program Review;
- (2) Program Assessment;
- (3) General Education Assessment;
- (4) Course Assessment;
- (5) Institutional Assessment; and,
- (6) Department of Corrections (DOC) Course Assessment.

The Department of Corrections course assessment is in its fourth year. This process was implemented to ensure that DOC courses are equivalent to the course assessment activities on the main campus. A pilot assessment of 14 courses began during the 2018 spring semester, and in 2020, an additional 95 courses were added to the College's assessment software.

In order to bring the data from all of these components together, and act as a central housing location, Lake Land College purchased WEAVEonline Assessment Software in 2010. Recently, Weave moved to a new 4.0 platform-based version. Weave completed the content migration process (moving existing data from the old version to the new 4.0 version). As a result, training for faculty and staff was completed in early 2020.

New to this report are examples of best practices for course, program and institutional assessment. Best practices in assessment are crucial to the improvement of student learning because they provide a wide range of individual activities and programmatic approaches to achieve positive changes in student attitudes or academic behaviors.

ICCB PROGRAM REVIEW

The Illinois Community College Board (ICCB) coordinates a state-wide system for the review of instructional programs to be reviewed once every five years.

The purpose of the statewide program review is to:

1. Support strategic campus-level planning and decision-making related to instructional programming and academic support services;
2. Support program improvement; and,
3. Support the delivery of locally responsive, cost-effective, high quality programs and services across Illinois' community college system.
(www.ICCB.org).

Of the programs that were reviewed, 100% of Lake Land College programs were in compliance with the Illinois Community College Board. For the 2021 fiscal year, Figure 1.0 provides the Lake Land College A.A.S. programs (7), Certificate Programs (5), Department of Corrections (3), Academic Discipline, Cross-Disciplinary Instruction and Student and Academic Support Services that were reviewed.

ICCB implemented a new format with significant changes for completing program review for 2017 reporting. By using the new format, ICCB hopes that colleges will use it to plan, implement, and otherwise change programs throughout the system. Because the new format is much more complex and data driven, Lake Land College faculty have recognized the completed reports as a resource for the recently developed Program Improvement and Enrichment (PIE) Model.



ICCB PROGRAM REVIEW

Figure 1.0

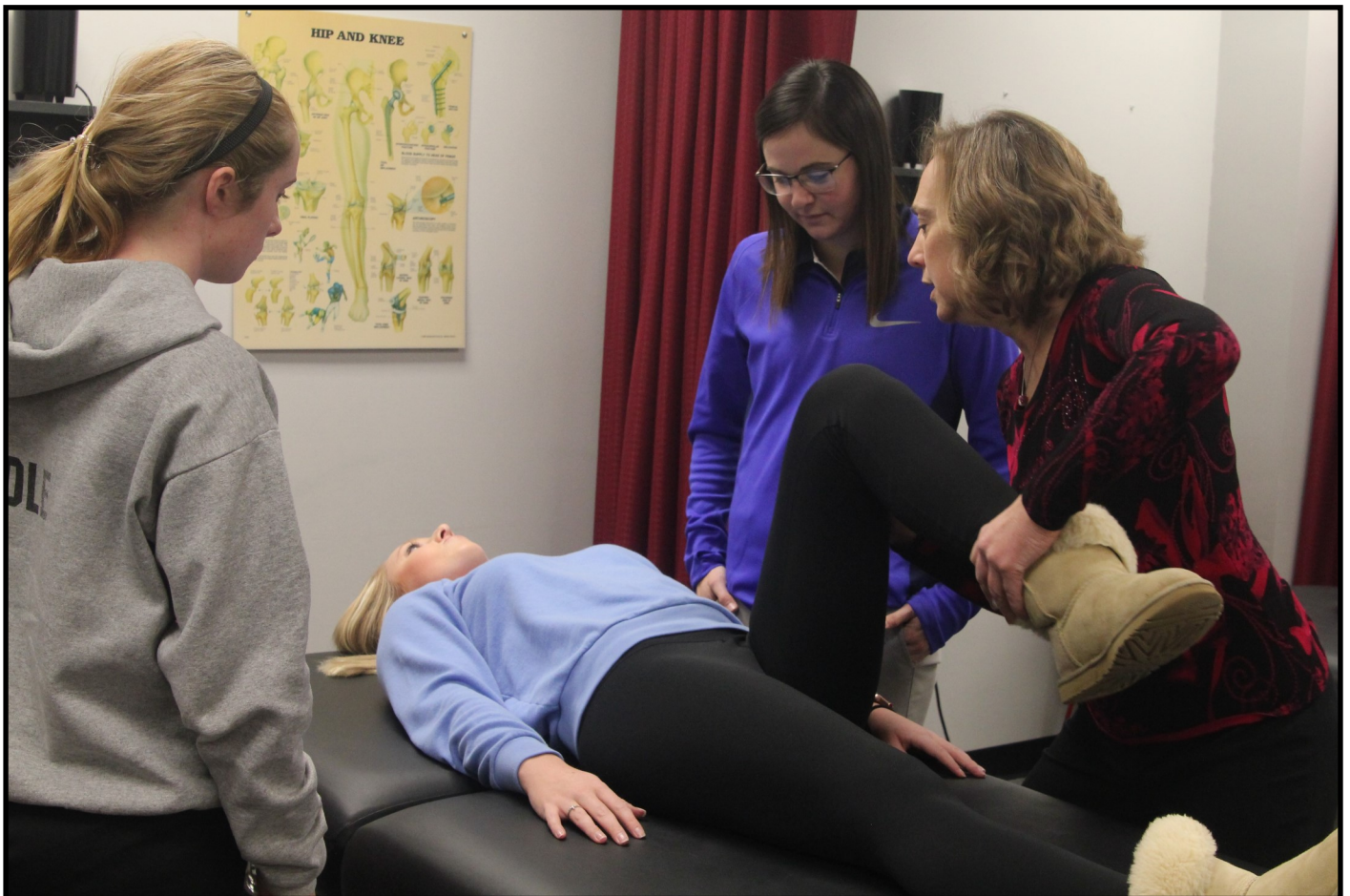
Degree	Program
Associate in Applied Science	Diesel & Ag Power Technology
Associate in Applied Science	John Deere Ag Technology
Associate in Applied Science	Child & Family Services
Associate in Applied Science	Early Childhood Care & Education
Associate in Applied Science	Paraprofessional Educator
Associate in Applied Science	Human Services
Associate in Applied Science	Automotive Technology
Certificate	Diesel & Ag Power Technology
Certificate	Nanny Child Care Provider
Certificate	Paraprofessional Educator
Certificate	Automotive Mechanic
NDP	Commercial Truck Driving
DOC Certificate	Basic Automotive Certificate I
DOC NDP	Basic Automotive Certificate II
DOC Certificate	Automotive Body Repair
Academic Discipline Review	Social and Behavioral Sciences
Cross-Disciplinary Instruction	Vocational Skills
Student and Academic Support Services	Business Services, Athletics & Student Activities

PROGRAM ASSESSMENT

Program assessment ensures every degree, diploma, and certificate has learning outcomes. Each learning outcome is measured by the faculty in the program through a variety of assignments, tests, projects, licensing examinations, etc. Division chairs and program directors create assessment plans as the programs are developed and implemented. Since 1996, the College has annually assessed all active certificate and associate degree programs. What follows below are results for the past five years:

PROGRAM ASSESSMENT RESULTS

- 2021—100% completion by the due date
- 2020—100% completion by the due date
- 2019—100% completion by the due date
- 2018—100% completion by the due date
- 2017—100% completion by the due date



BEST PRACTICE IN PROGRAM ASSESSMENT

PHYSICAL THERAPY ASSISTANT PROGRAM, Martha Mioux, Instructor & Program Coordinator

Goal: Provide career education including occupational, vocational, technical training for employment, advancement or career change which will satisfy individual, local and state human resource needs.

Outcome Statement: Graduates of the Physical Therapist Assistant Program administer and provide complex and comprehensive care under the direction and supervision of a licensed Physical Therapist in a variety of settings.

Measuring Tools:

1. National Board Exam passing rate will be at or above the state passing rate. The Director is responsible for collecting statistics after state notification of individual program pass rates. Faculty will review and discuss results each Spring Semester or when the class results are received.
2. Advisory Committee Members provide input regarding graduate performances discussed at annual Fall meeting.
3. Job Placement in 6 months

Targets:

1. National Board Exam passing rate will be at or above the state passing rate. (target met)
2. Monitoring for continuous improvement. (target met)
3. 90% of the students who are licensed as a PTA and wish to obtain a job will be employed. (target met)

Results:

1. Class of 2020: 14/16 = 87.5% pass rate of initial attempt. The 2 students who failed have not retaken the test. National average on 1st attempt is 88.7%. Two year average 93%.
2. Advisory Meeting was held 4-19-21. Discussion of the 2020 Curriculum Model, Update of Covid, Board Results, Enrollment, and Program Strengths and Weakness.
3. 100% of the Spring 2020 students who are seeking employment are employed.

Analysis (How are you using your results to improve student learning? Identify the implications for the outcome. Identify recommendations for next steps.)

1. This data is given to the PTA advisory committee to discuss ways to improve the program. Additional courses were added to the curriculum and the curriculum model has now been updated. Students now are receiving additional information.
2. The new Curriculum model will continue to strengthen the program with the added neurology course, adding more credit hours to Pathology, and changing the hours around in Clinical Practicum III. Post Covid - Returning back to Clinical Practicum III for the summer of 2021 and the recommendation to return back to the observation hours for the fall of 2022 would be beneficial.
3. The results are used to maintain accreditation with the Commission on Accreditation in Physical Therapy Education (CAPTE). All job postings are sent to the Placement Center to help new alumni and past alumni to remain employed.

COURSE ASSESSMENT

In January of 2010, the College implemented course assessment. Faculty began this process by developing 3-5 outcomes for each course along with measuring tools and achievement targets. The data collection process for course assessment began during the fall 2010 semester and, today, is an ongoing process. By fall 2013, there was a significant increase in the overall completion. Much of this success was driven by a 2013 action plan implemented by the Director of Academic Support & Assessment to meet the achievement target for completion of course assessment at the College. The plan entailed working closely with division chairs and requesting their assistance in working with faculty that were non-compliant in the course assessment process.

In addition, an Assessment Participation Task Force was developed during the fall 2013 semester. The charge of this task force was to define what “participate in assessment” meant for the new faculty contract. During the spring 2014 semester, an Assessment in Participation document was disseminated to division chairs and full-time faculty. This document provided clear guidelines in defining “participate in assessment.” Consequently, the overall participation, for the seven academic divisions, in course assessment increased.

Also equally important, was the inclusion of assessment for all course sections. Adjunct and high school dual credit instructors are required to collect assessment data for each class/section they teach. The results are submitted to lead instructors who are full time faculty. The lead instructor analyzes the data and enters the results into the Weave assessment software. To take this process a step further, lead instructors provide results to the adjunct and dual credit instructors. This type of collaboration has grown throughout the College and indirectly created a culture of assessment.

COURSE ASSESSMENT RESULTS

Fall 2020:

- AG 100%
- AH 100%
- BUS 100%
- HUM 100%
- M/S 99%
- SS/ED 97%
- TECH 91%

Average for the 7 divisions: 98%

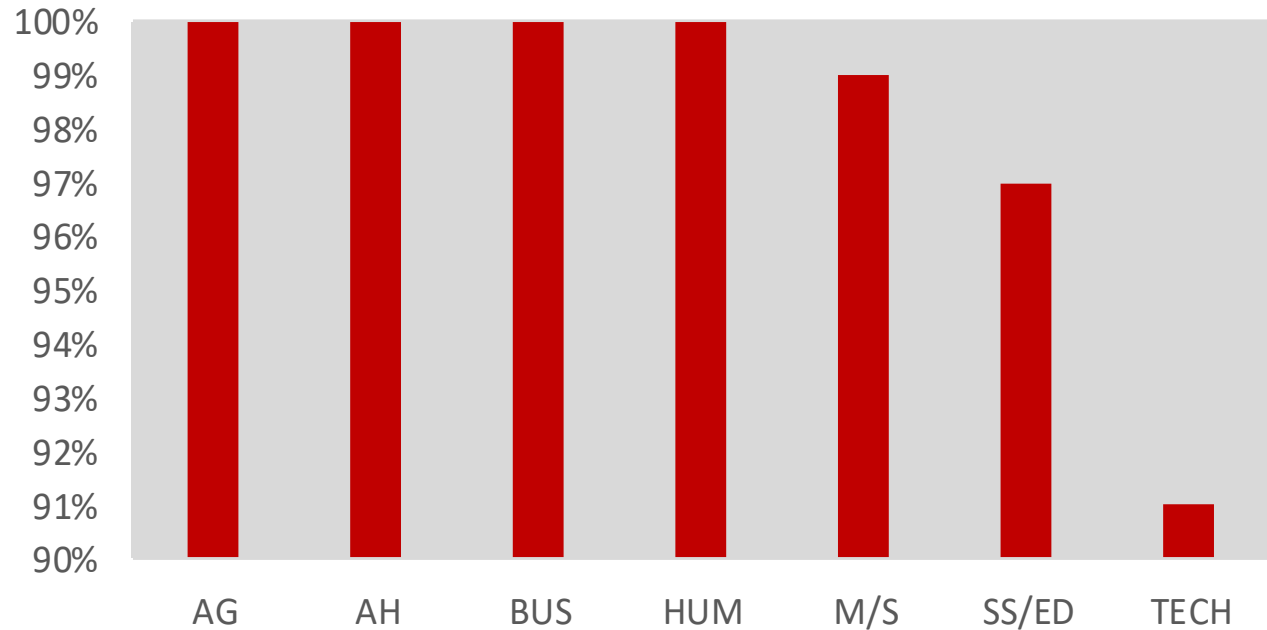
Spring 2021:

- AG 100%
- AH 100%
- BUS 100%
- HUM 100%
- M/S 99%
- SS/ED 99%
- TECH 96%

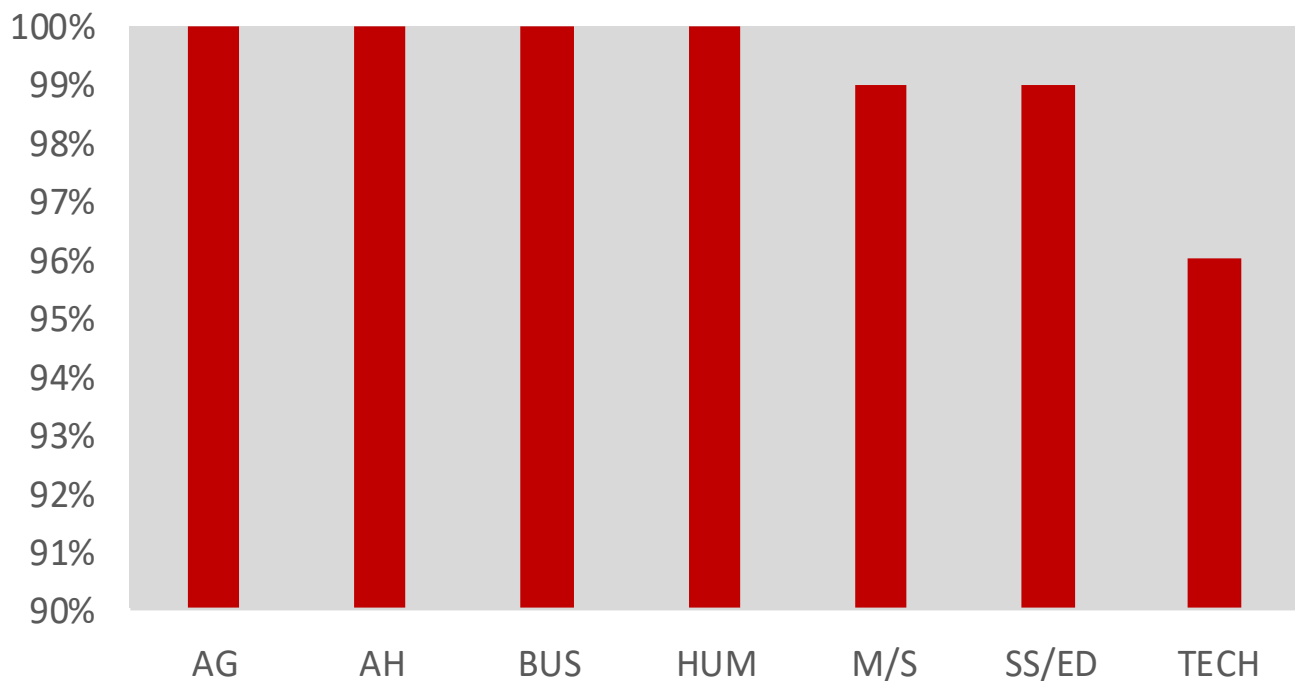
Average for the 7 divisions: 99%

COURSE ASSESSMENT

Fall 2020 Course Completion Percent



Spring 2021 Course Completion Percent



BEST PRACTICE IN COURSE ASSESSMENT

PHI 290 INTRODUCTION TO LOGIC (Tara Blaser, Instructor)

Outcome Statement: Students will make an effective application of course material to a selected personal, social, or educational topic.

Measuring Tool: Student work will be evaluated using a common, four-point rubric for all objectives. The assignment used to assess this objective will be determined by the individual instructor.

Target: 5 year average of 3.0 or higher out of 4.0 for all students. **Target Status:** Exceeded

Results:

Fall 2020 – Three online sections with 69 students averaged a score of 3.28/4.0. No in-class sections were taught.

Spring 2021 - Four online sections with 95 students averaged a score of 3.33/4.0. No in-class sections were taught.

Analysis (How are you using your results to improve student learning? Identify the implications for the outcome. Identify recommendations for next steps.)

Fall 2020 – Many of the students in logic are nursing students and they are highly motivated to work hard, which contributes to the success rate. Their feedback indicates they have been working more and are stressed from Covid-19 at the workplace and in general.

Based on the results from spring 2019, I provided students with a video that I created on combating stress for students to watch, and I received very positive feedback regarding it. The students continue to indicate that having the ability to work ahead is appreciated, and I watched as many took advantage of that benefit. The flexibility has proven to be a clear advantage, and, as a result of this success, students will continue to have the ability to work ahead in the online sections. Based on feedback, I will continue to utilize the video on stress and allow students the option to work ahead. Although no action is necessary to remedy insufficient results, I am considering new content, assignments, and methods of teaching with the expectation that similar (or better) successful results will be found.

Spring 2021 - The majority of the students in logic continue to be nursing students and they tend to stay focused and work hard. Based on previous feedback, the video on combating stress remained part of the class and, once again, it had positive feedback. Additionally, the ability for students to work ahead remained part of the class and most students took advantage of it. That flexibility remains a clear positive direction for this class to have incorporated and students take advantage of it and perform better as a result. I was given feedback that they have demanding and hectic schedules, so when they have a block of time free, they like to focus on schoolwork. Students reported that knowing they had busy schedules the following week, they were grateful to work ahead so they were not stressed and/or trying to fit in work for this class after being exhausted from other classes, work, or family demands. Based on feedback, I will continue to utilize the video on stress and allow students the option to work ahead. Although no action is necessary to remedy insufficient results, I am considering new content, assignments, and methods of teaching with the expectation that similar (or better) successful results will be found.

BEST PRACTICE IN COURSE ASSESSMENT

AGR 087 DIESEL FUEL SYSTEMS, (Woody Reinhart, Instructor)

Outcome Statement: Students will be able to diagnose the different types of systems with the aid of the proper service manual, and will be able to repair problems encountered in the fuel system.

Measuring Tool: Projects

Target: 85% of the students will be able to perform lab assignments on a timely basis with the proper tools and material. **Target Status:** Met

Results: 100% of the students were able to complete their designated lab assignments using multiple resources for diagnostics and repair. 25% of the students scored 100% on his lab assignments and the remainder were at the 84% or better.

Analysis (How are you using your results to improve student learning? Identify the implications for the outcome. Identify recommendations for next steps.)

Scores on Lab assignments were again very good this fall with a small class size allowing more time to devote to each student. Again, this year's lab projects created a challenge to find new props. Will strive to find new and hopefully more current fuel system demonstration props. The cost of current emissions system props is a major constraint. I have requested a grant this fall for a unit that could bring the lab to current emissions. This unit could also be used for another class as well.



GENERAL EDUCATION ASSESSMENT

The purpose of general education at Lake Land College is to provide students with learning experiences that are necessary to enable them to maintain responsible and satisfying relationships to society and the environment. General Education Assessment is administered to students in February by faculty.

Prior to 2010, the College's general education goals targeted transfer students. After an extensive review process by the General Education Committee, new goals were developed targeting students in all programs, both transfer and career/technical. This decision significantly impacted assessment, as both transfer and career/technical students are included in the random samples selected to participate in assessment activities.

In 2012, the General Education Committee piloted an initiative titled, "A Path to Improvement" with the goal of using the information gathered through assessment activities to improve student learning. In December of 2020, the Committee met and unanimously chose Diversity as the new path to improvement. Details and results from the diversity survey initiative are being disseminated to the seven academic divisions as a resource to incorporate diversity in the classroom.

Due to the COVID-19 Pandemic, the General Education Committee collaboratively agreed to delay the assessment for Spring 2020 to the 2021-2022 Academic Year. Therefore, there are no results to report.



DEPARTMENT OF CORRECTION COURSE ASSESSMENT

Lake Land College's Assessment Committee initiated a process to ensure that the assessment activities at the Department of Correction locations were equivalent to the assessment activities on the main campus. In an effort to support continuous improvement by leading college-wide participation and integration of assessment activities and results, the Assessment Committee put forth the following outcome statement:

Lake Land College will ensure that the Department of Correction participates in the College's course assessment process.

Meaning, all courses at the Department of Correction facilities should be assessed to improve student learning using the same methods as those taught on campus. The Assessment Committee met with the Deans of the Correctional facilities to review and implement the following steps: review campus course assessment process; address barriers and challenges; identify pilot courses (14 courses were chosen for the pilot); identify pilot instructors; create pilot timeline; create WEAVE assessment plans for pilot; and, create faculty course assessment professional development timeline. This process was implemented during the spring 2018 semester. Ongoing progress has been made with the remaining 100 plus courses.

For the 2020-2021 reporting period, 100% of DOC courses were completed by the due date.



INSTITUTIONAL ASSESSMENT

Institutional Assessment was implemented during the 2011-2012 fiscal year. The goal of Institutional Assessment is to address the following two questions: (1) How does my department contribute to the student learning experience at Lake Land College; and, (2) How do we know?

The Assessment Committee was charged with leading a plan for college-wide assessment and quality goals. As a result, the committee developed institutional goals for many areas of the College, which are assessed in order to gauge how each department contributes to the student learning experience. See below:

- Communication;
- Critical Thinking;
- Problem Solving;
- Diversity;
- Citizenship; and,
- Foundational Knowledge

Figure 2.0, on page 15, provides the results for each department that participates in institutional assessment. The overall average completion rate for 2021 institutional assessment was 100%.



INSTITUTIONAL ASSESSMENT

Figure 2.0

Department	By 9-15-21 (due date)
ACADEMIC SERVICES (100%)	
Academic Scheduling	100%
Assessment	100%
Dual Credit	100%
Grants	100%
Learning Resource Center	100%
Perkins	100%
BUSINESS SERVICES (100%)	
Accounting	100%
Bookstore	100%
Human Resources	100%
Information Systems & Services	100%
Physical Plant	100%
Print Shop	100%
PRESIDENT'S OFFICE (100%)	
College Advancement	100%
Institutional Research	100%
Police Department	100%
STUDENT SERVICES (100%)	
Admissions	100%
Athletics	100%
Career Services	100%
Counseling Services	100%
Financial Aid	100%
Health Services	100%
Marketing & Public Relations	100%
Student Life	100%
TRIO Destination	100%
TRIO Student Support Services	100%
Tutoring & Placement Services	100%
WORKFORCE SOLUTIONS AND COMMUNITY EDUCATION (100%)	
Adult Education	100%
Alternative Education	100%
Center for Business & Industry	100%
Department of Corrections	100%
Kluthe Center	100%
AVERAGE COMPLETION FOR ALL DEPARTMENTS	100%

BEST PRACTICE IN INSTITUTIONAL ASSESSMENT

INSTITUTIONAL ASSESSMENT – DUAL CREDIT PROGRAM

Goal: Dual Credit activities and processes will add to and enhance the student learning experience.

Outcome Statement: The dual credit program department staff will communicate the updated system for the Dual Credit Course Reviews (in 2019-2020 and 2020-2021 these have the goal of Dual Credit Faculty utilization of the course syllabus). The program staff will determine the success rate of dual credit instructors meeting expectations and increase the number of submission meeting expectations.

Measuring Tool: The new submission process for dual credit instructors to submit portfolios was implemented last fall and was highly successful for the fall. The dual credit program will determine the number of submissions that did not meet expectations, met expectations, and exceeded expectations. Through better communication between dual credit instructors and Lake Land College faculty who evaluate these submissions, the dual credit program will increase the number of submissions that exceed expectations by 25%.

Target: The dual credit program will increase the number of submissions that exceed expectations by 25%. **Target Status:** Met

Results: The total number of College courses/instructors offered through the DCP was seventy-one (71). Of this, half were to do in fall and half in spring. 29 instructors completed the course review. 12 instructors completed the course review in spring or yearlong.

Analysis (How are you using your results to improve student learning and/or the student experience with your department? Identify the implications for the outcome. Identify recommendations for next steps):

The 2019-2020 year rolled out the new plan for course reviews. The goal of the new system is to align dual credit courses with all regular courses via a focus on the syllabus. Course reviewers (divisional faculty as before) would review to ensure that the syllabus includes required content as is published by the college. The process provides recommendations and suggestions for best practices. For this, instructors are not submitting assignments and assessments although they would still have to complete their course assessment and student evaluations. After a successful Fall 2019, but interrupted 2020, it was decided the 2020-21 year needed to continue focus on the new efforts (which was the plan overall). Renewed communications were sent and there was continued focus on the syllabi. This worked wonderfully. It spurred much needed conversation in regards to the College's policies. It was especially critical that we remained focused due to the Spring 2020 COVID pandemic shut down, which interrupted the cycle and cancelled the collection of reviews in Spring of 2020. The 2020-21 review plan helped ensure that instructors are in compliance with the recommendations put forth by HLC in regards to maintaining greater consistency in College syllabi. Due to the COVID shut down in 2020, the plan over the course of the next year will be to still review the syllabus for the instructors in the AY22 cycle to catch up any instructors that might have missed the opportunity to submit.

BEST PRACTICE IN INSTITUTIONAL ASSESSMENT

INSTITUTIONAL ASSESSMENT – INSTITUTIONAL RESEARCH AND REPORTING

Goal: Program Improvement and Enhancement (PIE) process involves developing the rubric and data elements for assessment. In addition, the PIE reports are an integral part of the process.

2018-2019 Outcome Statement: Reports will be developed for each CTE program. These reports will encompass the key variables used to assess each program.

Measuring Tool: Rubric

Target: 1. Finalized pilot rubric will be used to identify the program score. 2. Finalized report structure and identified key variables. Target Status: Met

Results: Piloted the report using the rubric with Ag, Business and Tech. Updated the rubric and report based on feedback received.

Analysis (How are you using your results to improve student learning and/or the student experience with your department? Identify the implications for the outcome. Identify recommendations for next steps).

Based on feedback from the President, VP of Academic services, program coordinators and division chairs during the report review meetings, the pilot rubric was re-evaluated and updated. The reports were changed to reflect the metrics used in the updated rubric. This process is still evolving and additional changes are expected to be made as we move forward.

2019 through 2021 Outcome Statement: The IR Department will continue to update the PIE rubric and program reports based on feedback from all parties involved.

Measuring Tool: Rubric

Target: Meet with program coordinators and division chairs Target Status: Met

Results: During FY2019 and FY2020, the Director of IR and Director of Academic Support and Assessment met with all CTE program coordinators and division chairs to review their program specific PIE reports.

Analysis (How are you using your results to improve student learning and/or the student experience with your department? Identify the implications for the outcome. Identify recommendations for next steps)

2019 - 2020 We have taken meticulous notes during each meeting with program coordinators and have used the feedback from all program coordinators and division chairs to make modifications to the PIE reporting requirements and rubric, which will ultimately help improve the programs.

2020– 2021 We made changes to the rubric and the reports based on feedback from all parties. We added fall enrollment numbers as well as retention for first time students. We also modified the scoring process to include the 2 additional variables. The Vice President of Academic Services gave direction that he would meet with all program coordinators that fell under PIE advisory status to develop actions plans.

CONTACT:

Lisa Madlem

Director of Academic Support & Assessment

Phone: 234-5088

Email: lmadlem@lakelandcollege.edu

Office: WH 020

www.lakelandcollege.edu/assessment

Diversity • Equity • Inclusion

Lake Land College Data Point Discussion – First Generation Students Fall 2021



1,817 or 63%

First Generation Students –

Out of 2,844 enrolled for Fall 2021 who completed survey

Students were surveyed when printing their book list to get a better understanding of our First Generation Population. We asked questions to ensure the answers were in line with our Trio Grants. Prior data was collected from the application or from the FAFSA. The FAFSA doesn't separate the Community College graduates from the 4 year graduates.

841 or 46%

Low Income and First Generation

Students identified as Low Income and First Generation based on Federal Pell qualifications.



210 or 11%

Single Parents and First Generation

Students identified as a Single Parent and First Generation based on results from the semester survey.

General Statistics for First Generation Students at Lake Land College

1,187 Females		630 Males	
1,625 White		192 Non-White or Unknown	
1,637 In-District		180 Out of District or out of State	
975 Enrolled Full-Time		842 Enrolled Part-Time	
792 Enrolled majority On-Line	357 Enrolled Majority Off Campus	668 Enrolled Majority On-Campus	

Key Thoughts:

- Help TRIO Student Support Services Program identify students who qualify for their program

The mission of Lake Land College's TRIO Student Support Services is to provide holistic, academic support to first-generation, income eligible, and/or students needing accommodations in an inclusive and caring environment. We seek to help meet the lifelong educational needs of our students by providing personalized academic resources, setting academic goals, developing transfer plans, and providing opportunities to enhance students' college experience.

- Trio encourage students to seek additional resources for assistance such as completing the FAFSA, submitting a Foundation Scholarship application, and fitting into College.

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 11th day of November, 2013, 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.* I have in my 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 13th day of December, 2021.

By



Greg Nuxoll, VP for Business Services

Calendar of Events

Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, January 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 5, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 9, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, June 9, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 13, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 4, 2022	Finance Committee Meeting

	9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 8, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, September 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 12, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Lake Land College Board of Trustee's

FROM: Brandon Young, Dean of Correctional Programs

CC:

DATE: December 6, 2021

RE: Department of Corrections Contracts

The Corrections Division of Lake Land College has come to a tentative agreement with the Illinois Department of Corrections to amend the FY22-FY24 Contract that originally began on July 1, 2021. The new contract amends the previous contract by adding in 4 correctional facilities (East Moline CC, Kewanee Life Skills Re-Entry Center, Shawnee CC and Vienna CC) with an effective date of January 1, 2022.

Contract Description:

Lake Land College (LLC) provides Educational Services for numerous Illinois Department of Corrections (IDOC) IDOC facilities. LLC together with IDOC would like to amend the current contract under SAP Number: 4100144705 to add four additional sites: East Moline, Kewanee, Shawnee and Vienna Correctional Center. The original contracts for these sites end 12/31/2021. With approval of this Amendment they will end 06/30/2024.

To summarize:

Lake Land College will continue to provide vocational programs to Big Muddy Correctional Center, Decatur Correctional Center, Dixon Correctional Center, East Moline Correctional Center, Graham Correctional Center, Hill Correctional Center, Illinois River Correctional Center, Jacksonville Correctional Center, Joliet Treatment Center, Kewanee Life Skills Re-Entry Center, Lawrence Correctional Center, Lincoln Correctional Center, Logan Correctional Center, Murphysboro Life Skills Re-Entry Center, Pinckneyville Correctional Center, Robinson Correctional Center, Shawnee Correctional Center, Sheridan Correctional Center, Southwestern Correctional Center, Taylorville Correctional Center, Vandalia Correctional Center, Vienna Correctional Center and Western Correctional Center. On December 31, 2021 the contracts for East Moline/Kewanee and Shawnee/Vienna will expire, and be combined into one single contract effective January 1, 2022 with an expiration date of June 30, 2024. Total price of the new contract is \$37,591,044.19. Lake Land will receive an indirect of 8% for FY 22, 8.5% for FY 23 and 9% for FY 24, for a potential total not to exceed \$1,695,000.

Additionally, standard amendments were made on the contract to update ICCB Reimbursement rates for FY22 and salary/fringe costs were updated as needed.

It is my recommendation that Lake Land College Board of Trustee's approve the continuing partnership with the Illinois Department of Corrections with this contract. Thank you for your consideration.

LAKE LAND COLLEGE

MEMO

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

FROM: Madge Shoot, Comptroller

CC:

DATE: November 30, 2021

RE: Alternative Revenue Bond Abatement

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

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

Attachment

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in the Board Room of the Board & Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 13th day of December, 2021.

* * *

The meeting was called to order by the Chairman and upon the roll being called, Mike Sullivan, the Chairman, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student trustee).

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

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

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

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

year 2021 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 2021 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: 1221-004

DATE: 12-13-21

* * *

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 2021 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 2021 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 2021 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 13, 2021.

Chairman, Board of Trustees

Secretary, Board of Trustees

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

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

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

NAY: _____

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF RESOLUTION AND MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 13th day of December, 2021, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2021 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 13th day of December, 2021.

Secretary, Board of Trustees

Copy Sent to Each County Clerk

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

FILING CERTIFICATE

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

RESOLUTION abating the tax heretofore levied for the year 2021 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 13th day of December, 2021, 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 2021 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: 1221-005

DATE: 12-13-21

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 2023 which begins on July 1, 2022, and ends on June 30, 2023, 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, 2022, until such time as the new budget for Fiscal Year 2023 is presented to and adopted by the Board of Trustees.

ADOPTED this 13th day of December, 2021 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 13th day of December, 2021.

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 13th day of December, 2021.

Secretary, Board of Trustees



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice-President for Business Services

CC:

DATE: December 7, 2021

RE: Proposed Board Policy 10.33 Revisions

Board Policy 10.33 Payroll Withholdings needs to be amended to include five new voluntary insurance policies being offered by the College related to the recent health insurance renewal approved by the board. The Board Policy should now include the five new following voluntary insurance policies:

- Voluntary Short Term Disability Insurance
- Voluntary Vision Insurance
- Voluntary Accident Insurance
- Voluntary Critical Illness Insurance
- Voluntary Hospital Indemnity

Proposed revisions were submitted as first reading for your consideration during the November 2021 regular meeting. I now respectfully request the Board approve the recommended changes as presented. I am happy to address any questions or concerns.

10.33

Payroll Withholdings

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

- Union dues
- Credit union deductions
- Tax sheltered annuities
- Combined charities campaign
- Flexible spending accounts
- Optional life insurance
- Dependent health care premiums
- Voluntary Short Term Disability Insurance
- Voluntary Vision Insurance
- Voluntary Accident Insurance
- Voluntary Critical Illness Insurance
- Voluntary Hospital Indemnity
- United States Savings Bonds
- Identification theft and legal protection services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation

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

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



MEMO

TO: Dr. Josh Bullock, President

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

DATE: December 1, 2021

RE: October 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of October for Fiscal Year 2022.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through October 2021, the fourth month of FY2022.

Overall Variances:

- *Revenue* – Total October 2021 revenue was \$3,227,297 resulting in an unfavorable variance of \$811,566 MTD and an unfavorable YTD variance of \$1,398,172. The monthly variance is unfavorable primarily due to a \$432,660 unfavorable variance in ICCB Equalization Grant revenue and \$353,525 unfavorable variance in Tuition.
- *Expenditures* – Total October 2021 expenditures were \$3,048,525 resulting in a favorable variance of \$156,653 MTD and \$4,709,220 YTD with favorable variances in nearly all line items.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$45,670 MTD and \$739,786 YTD. The variance on a monthly basis is a timing issue dependent on the local counties' property tax cycle and the timing as to when funds are sent to the College. As the year transpires, we expect a normalized variance.
- *ICCB Credit Hour Grant* – We received payments of \$616,105 in October 2021 resulting in an unfavorable monthly variance of \$41,717 and a yearly unfavorable variance of \$97,394. 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 equalization payments of \$505,251 in October 2021 resulting in an unfavorable monthly variance of \$432,660, while a yearly unfavorable variance exists of \$480,093. The variances are timing related based on a slow payment process from the State of Illinois but we remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* –October 2021 tuition was negative due to student refunds and a corresponding unfavorable monthly variance for tuition of \$353,525 while fees were unfavorable by \$40,226. Year to date, tuition is unfavorable by \$903,395 and fees are unfavorable by \$368,895. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The monthly variances are unfavorable \$7,145 while YTD the variance is unfavorable by \$356,766. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Month to date the variance is favorable by \$13,036 and year to date it is favorable by \$63,584.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines have a monthly favorable variance of \$109,691 and year to date favorable variance of \$1,827,766. A portion of the YTD variance is related to timing issues and how the College records prepaid salaries for audit purposes. As the year transpires, we expect some of the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was a monthly unfavorable variance in employee benefits in October 2021 of \$137,832 but a favorable YTD remains in the amount of \$78,327.
- *Instructional* – The Instructional expenditures had an unfavorable variance in October 2021 of \$60,256 but a YTD favorable variance still exists in the amount of \$1,516,735. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$4,186 in October 2021 and YTD of \$218,762.
- *Student Services* – The Student Services expenditures had a favorable variance in October 2021 of \$10,514 and YTD of \$232,174.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable October 2021 variance of \$29,069 and YTD of \$204,915.

- *Operations & Maintenance* – The Operations and Maintenance expenditures had a monthly favorable variance of \$98,498 and favorable YTD variance of \$348,624.
- *Institutional Support* – The Institutional Support expenditures had a favorable October 2021 variance of \$83,768 and a YTD favorable variance of \$2,370,506 with favorable variances in nearly all line items. As the year transpires, we expect the variance to begin to normalize.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for October 2021 of \$9,127 and YTD of \$182,496. The College was able to process more scholarships than anticipated thus far year to date resulting in an unfavorable variance.

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.

Oct-21

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Final Audited Numbers	FY22 Annual Budget
Revenues:										
1,797,760	1,752,090	45,670	Local Sources	8,114,241	7,374,456	739,786	10.03%	5,613,160	9,758,060	9,745,282
616,105	657,821	(41,717)	ICCB Credit Hour Grant	1,656,796	1,754,190	(97,394)	-5.55%	2,043,193	4,471,285	4,385,475
505,251	937,911	(432,660)	ICCB Equalization Grant	2,021,003	2,501,096	(480,093)	-19.20%	2,104,051	6,312,153	6,252,740
32,647	39,792	(7,145)	Other State Sources	88,929	445,695	(356,766)	-80.05%	424,269	1,143,651	1,154,557
(45,281)	308,244	(353,525)	Tuition	4,433,311	5,336,706	(903,395)	-16.93%	4,922,840	8,799,744	8,670,590
191,257	231,482	(40,226)	Fees	1,693,047	2,061,942	(368,895)	-17.89%	1,793,581	2,897,434	4,177,668
124,558	111,522	13,036	Other Revenue	504,755	441,171	63,584	14.41%	262,185	3,083,197	1,110,509
5,000	-	5,000	Gift in Kind	5,000	-	5,000	0.00%	33,828	-	-
3,227,297	4,038,863	(811,566)	Total Revenues	18,517,083	19,915,255	(1,398,172)	(1)	17,197,107	36,465,524	35,496,821
Expenditures:										
Instructional										
1,368,096	1,380,513	12,416	Salary and Wages	3,709,010	4,867,094	1,158,084	23.79%	3,284,006	9,888,575	12,547,027
262,893	180,893	(82,001)	Employee Benefits	687,556	723,570	36,014	4.98%	612,319	2,072,422	2,277,438
310	13,100	12,790	Contractual Services	15,830	31,095	15,265	49.09%	26,691	379,895	406,760
48,798	34,954	(13,844)	General Materials and Supplies	137,629	311,284	173,656	55.79%	112,425	418,237	163,678
1,658	4,763	3,105	Travel and Meeting Expenses	9,435	41,014	31,578	76.99%	2,201	23,890	117,757
-	2,000	2,000	Fixed Charges	-	2,000	2,000	0.00%	4,568	72,309	56,375
-	5,278	5,278	Capital Outlay	958	101,097	100,138	99.05%	5,036	74,931	120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	26,425	-	-
1,681,755	1,621,499	(60,256)	Total Instructional	4,560,418	6,077,154	1,516,735	24.96%	4,073,672	12,930,258	15,689,470
Academic Support										
58,997	74,084	15,088	Salary and Wages	161,350	206,744	45,394	21.96%	187,218	533,103	388,891
9,310	9,922	612	Employee Benefits	33,675	39,690	6,015	15.15%	40,126	129,057	68,707
-	-	-	Contractual Services	-	300	300	100.00%	-	-	1,500
59,239	36,897	(22,342)	General Materials and Supplies	94,165	236,173	142,008	60.13%	74,348	195,845	333,406
(9,645)	1,183	10,828	Travel and Meeting Expenses	488	25,533	25,046	98.09%	18	1,439	8,800
-	-	-	Fixed Charges	-	-	-	#DIV/0!	4,555	4,555	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
117,901	122,087	4,186	Total Academic Support	289,677	508,440	218,762	43.03%	306,265	864,000	801,304
Student Services										
183,190	202,858	19,667	Salary and Wages	584,575	642,099	57,523	8.96%	536,940	1,554,454	1,717,949
49,945	38,651	(11,294)	Employee Benefits	139,183	153,622	14,439	9.40%	132,219	432,709	471,802
-	-	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	10,086	12,142	9,322
5,700	2,471	(3,229)	General Materials and Supplies	17,635	92,669	75,033	80.97%	16,649	63,582	113,270
1,081	6,450	5,369	Travel and Meeting Expenses	2,957	28,879	25,922	89.76%	1,435	43,320	42,580
-	-	-	Fixed Charges	-	60,306	60,306	100.00%	-	-	60,306
-	-	-	Other Expenditures	-	-	-	0.00%	-	5,352	15,000
239,915	250,429	10,514	Total Student Services	754,723	986,897	232,174	23.53%	697,328	2,111,558	2,430,229
Public Service/Cont Ed										
33,917	50,929	17,012	Salary and Wages	99,392	144,709	45,317	31.32%	92,651	289,179	433,304
6,089	5,915	(174)	Employee Benefits	16,245	17,911	1,666	9.30%	16,329	53,190	67,001
3,711	4,500	789	Contractual Services	7,627	11,100	3,473	31.29%	6,638	25,881	42,155
2,381	13,343	10,962	General Materials and Supplies	19,634	49,817	30,183	60.59%	12,477	64,100	116,191
41	395	354	Travel and Meeting Expenses	895	1,715	821	47.84%	779	1,950	4,595
8,388	8,514	126	Fixed Charges	33,951	34,406	455	1.32%	50,464	151,135	102,235
-	-	-	Capital Outlay	-	123,000	123,000	0.00%	-	-	123,000
-	-	-	Other	-	-	-	0.00%	-	94	-
-	-	-	G/K	-	-	-	0.00%	-	-	-
54,526	83,595	29,069	Total Public Service/ Cont Ed	177,743	382,658	204,915	53.55%	179,338	585,530	888,481
Operations & Maintenance										
101,686	124,343	22,657	Salary and Wages	305,315	369,054	63,739	17.27%	263,911	910,742	1,089,976
35,796	34,097	(1,699)	Employee Benefits	100,643	138,389	37,746	27.27%	91,399	336,212	421,363
28,962	56,468	27,505	Contractual Services	44,200	130,035	85,835	66.01%	80,268	280,474	260,470
13,742	33,531	19,790	General Materials and Supplies	72,540	113,250	40,710	35.95%	49,854	176,617	220,500
-	-	-	Travel and Meeting Expenses	-	575	575	100.00%	-	-	1,250
750	750	-	Fixed Charges	3,000	5,500	2,500	45.45%	63,782	243,355	103,788
79,534	109,779	30,245	Utilities	354,597	457,117	102,519	22.43%	329,363	1,160,988	1,335,350
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-	23,253	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	6,313	-
-	-	-	Gift In Kind	-	-	-	100.00%	7,403	-	-
260,470	358,968	98,498	Total Operation and Maint	880,296	1,228,920	348,624	5	885,980	3,137,956	3,447,697
Institutional Support										
396,614	419,465	22,852	Salary and Wages	782,549	1,240,258	457,708	36.90%	616,731	3,302,222	3,631,055
129,064	85,787	(43,277)	Employee Benefits	350,180	332,627	(17,553)	-5.28%	260,046	1,069,862	1,287,608
67,790	40,136	(27,654)	Contractual Services	164,734	718,269	553,536	77.07%	303,607	830,571	1,400,678
49,188	76,782	27,594	General Materials and Supplies	646,527	1,324,727	678,200	51.20%	345,667	793,481	959,849
(742)	15,211	15,953	Travel and Meeting Expenses	1,696	173,908	172,212	99.02%	142	27,904	273,481
4,271	2,475	(1,796)	Fixed Charges	14,389	209,250	194,861	93.12%	196,408	202,096	218,150
-	-	-	Capital Outlay	22,139	159,450	137,311	86.12%	-	498,684	18,900
38,647	38,744	97	Contingency Funds	169,193	343,708	174,515	50.77%	208,057	545,476	1,392,266
-	-	-	Other	-	22,216	22,216	0.00%	(5,171)	511,279	49,075
-	90,000	90,000	Strategic Initiatives	222,500	220,000	(2,500)	-1.14%	-	79,612	400,000
-	-	-	COVID Expenses	-	-	-	0.00%	28,215	-	-
684,831	768,599	83,768	Total Institutional Support	2,373,907	4,744,413	2,370,506	5	1,953,702	7,861,187	9,631,062
9,127	-	(9,127)	Scholarships, grants, waivers	332,496	150,000	(182,496)	0.00%	341,875	695,834	1,228,566
3,048,525	3,205,178	156,653	Total Expenditures	9,369,261	14,078,481	4,709,220	33.45%	8,438,160	28,186,322	34,116,809
178,772	833,685	(654,913)	Revenue Less Expenditures	9,147,822	5,836,775	3,311,047	(1)	8,758,947	8,279,202	1,380,012
-	-	-	Transfers Out:	-	-	-	0.00%	298,763	(1,373,457)	1,380,012
Excess of Revenues over Expenditures & Transfers										
178,772	833,685	(654,913)		9,147,822	5,836,775	3,311,047	(1)	8,460,184	9,652,659	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
2,142,499.51	2,252,191.00	109,691.49	Salary and Wages	5,642,191.93	7,469,957.48	1,827,765.55
493,097.25	355,264.96	(137,832.29)	Employee Benefits	1,327,481.75	1,405,808.61	78,326.86
100,773.18	114,203.45	13,430.27	Contractual Services	242,762.56	900,121.42	657,358.86
179,046.80	197,976.93	18,930.13	General Materials and Supplies	988,130.26	2,127,920.28	1,139,790.02
(7,607.37)	28,002.40	35,609.77	Travel and Meeting Expenses	15,470.87	271,624.10	256,153.23
13,408.10	13,738.50	330.40	Fixed Charges	51,340.33	251,156.00	199,815.67
79,533.88	109,779.17	30,245.29	Utilities	354,597.44	457,116.67	102,519.23
-	5,277.50	5,277.50	Capital Outlay	23,097.23	398,546.67	375,449.44
38,647.21	38,744.00	96.79	Contingency Funds	169,192.56	343,708.00	174,515.44
-	-	-	Other Expenditures	-	22,215.64	22,215.64
3,039,398.56	3,115,177.91	75,779.35	Total	8,814,264.93	13,648,174.87	4,833,909.94

Lake Land College

FY2022 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2022 Budgeted		FY22 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$3,709,010	\$4,867,094	\$1,158,084	\$12,547,027			\$12,547,027	\$12,547,027
Salary and Wages - Acad. Support	\$161,350	\$206,744	\$45,394	\$388,891			\$388,891	\$388,891
Salary and Wages - Stud. Svcs	\$584,575	\$642,099	\$57,523	\$1,717,949			\$1,717,949	\$1,717,949
Salary and Wages - Public Svc.	\$99,392	\$144,709	\$45,317	\$433,304			\$433,304	\$433,304
Salary and Wages - Maintenance	\$305,315	\$369,054	\$63,739	\$1,089,976			\$1,089,976	\$1,089,976
Salary and Wages - Inst. Support	\$782,549	\$1,240,258	\$457,708	\$3,631,055			\$3,631,055	\$3,631,055
Total Salary and Wages	\$5,642,192	\$7,469,957	\$1,827,766	\$19,808,202		\$0	\$19,808,202	\$19,808,202

Employee Benefits	Year to Date			FY2022 Budgeted		FY22 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$687,556	\$723,570	\$36,014	\$2,277,438			\$2,277,438	\$2,277,438
Employee Benefits - Acad. Support	\$33,675	\$39,690	\$6,015	\$68,707			\$68,707	\$68,707
Employee Benefits - Stud. Svcs	\$139,183	\$153,622	\$14,439	\$471,802			\$471,802	\$471,802
Employee Benefits - Public Svc.	\$16,245	\$17,911	\$1,666	\$67,001			\$67,001	\$67,001
Employee Benefits - Maintenance	\$100,643	\$138,389	\$37,746	\$421,363			\$421,363	\$421,363
Employee Benefits - Inst. Support	\$350,180	\$332,627	(\$17,553)	\$1,287,608			\$1,287,608	\$1,287,608
Total Employee Benefits	\$1,327,482	\$1,405,809	\$78,327	\$4,593,919		\$0	\$4,593,919	\$4,593,919

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: November 9, 2021

RE: Surplus Equipment

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

1 – 2002 Chevy Express G2500 Passenger Van, VIN: 1GAGG29R821155375

1 – 2008 Ruff & Tuff Electric Golf Cart, VIN: 5UHCA08218W000155

1 – 1992 Ford F700 Bucket Truck, VIN: 1FDXK74PXMVA12347

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

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

MEMO

TO: Dr. Josh Bullock, President

FROM: Justin Onigkeit, Transportation Training Coordinator

DATE: November 29, 2021

RE: Proposed pricing for Commercial Driver License (CDL) programs

In accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) signed on June 29, 2012, the Entry Level Driver Training (ELDT) Rule will be effective starting February 7, 2022. This rule will require all new entry level drivers to attend a training program that has been certified by the Federal Motor Carrier Administration (FMCSA). This rule dictates the curriculum that certified providers teach all new Entry Level Drivers to obtain their Commercial Drivers Licenses. Students will be able to complete the full CDL course or complete the course in sections at a time.

Lake Land College has updated the curriculum and will need to update the pricing schedule to reflect the updated course length as well as the new courses that we will be offering in response to the rule changes. The below schedule will allow Lake Land College to continue to offer the program at the lowest cost both to the local community as well as students nationwide and remain competitive with the other schools in the area. Below is the proposed pricing schedule starting in spring semester 2022, for the CDL programs that Lake Land College will be offering:

CDL Class A Full Course

Tuition: \$2525.00

Fees: \$1725.00

Total: \$4250.00

CDL Class A Theory Only

Tuition: \$1128.50

Fees: \$287.50

Total: \$1416.00

CDL Class A Behind the Wheel (BTW)

Tuition: \$1396.50

Fees: \$1437.50

Total: \$2834.00

CDL Class B to A Upgrade

Tuition: \$2105.00

Fees: \$1437.00

Total: \$3542.00

CDL Class B Full Course

Tuition: \$1334.00

Fees: \$660.00

Total: \$2000.00

CDL Class B Theory Only

Tuition: \$667.00

Fees: \$167.00

Total: \$834.00

CDL Class B Behind the Wheel (BTW)

Tuition: \$667.00

Fees: \$499.00

Total: \$1166.00

Hazardous Materials Endorsement

Tuition: \$50.00

Fees: \$0.00

Total: \$50.00



MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: November 30, 2021
Subject: Governor's Emergency Education Relief Grant
(GEERS) II Funding

On September 2, 2021, the State of Illinois announced it will dedicate funds from the federal Governor's Emergency Education Relief (GEER) II Funds to pre-K-12 public education and institutions of higher education to meet the numerous challenges of COVID-19.

Through ICCB, Lake Land College was awarded \$224,734 as part of the GEER II grant funding. The funds were dispersed to continue to help the College to mitigate barriers, due to the COVID-19 crises with 53.80% allocated for Academic Support and 46.20% for activities involved with social, emotional, and economic support.

In the grant application approved by ICCB, the College indicated it planned to use the GEER II Funds in the following manner:

- \$96,510 – funds for payment of laptops that can be rented by students from the College.
- \$45,332 – funds to help offset the expenses incurred in the COVID testing of our employees and students.
- \$44,392 - provide mental health counseling services for students who are struggling with many aspects of life in these uncertain times.
- \$34,650 – funds to provide a variety of mental health training for our employees along with programs that will aid in the mental health of our students.
- \$3,850 – funds for the direct emergency aid of our students in need.

We respectfully ask the Board to approve the use of the GEER II Funds per the intent indicated in the College grant application.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
December 14, 2021**

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

Hamilton, Eric	10/29/21-1/30/21
Leisch, Lisa	10/29/21-Intermittent
Harris, Mark	12/3/21-Intermittent

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

Director of Effingham Education and Regional Extension Centers	Level 14
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ferrar, Spencer	Tutor-Disability Services - Student	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Community Education	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Carl Perkins	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
Mason, Ronald	Tutor-Disability Services - Student	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Carl Perkins	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Community Education	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
Puckett, Logan	College Work Study - Student Life	11/8/21
	Primary Position- Tutor - Student Lrng Asst	
Sims, Tiffany	Covid Test Collection Assistant	10/11/21
	Primary Position- Adm Asst Pana Ext Center	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Seiler, David	Director of Student Life	10/25/21
	Primary Position- History Instructor	

New Hire-Employees**The following employees are recommended for hire**

	Position	Effective Date
Full-time		
Brough, Gayle	Correctional Commercial Cooking Instructor	11/29/21
Coop, Tylana	Associate Dean of Correctional Programs	11/29/21
Daniels, Denver	Coordinator of International Studies Program	1/3/22
McGregor, Shannon	Director of Adult and Alternative Education	1/4/22
Rauschek, Travis	Director of Information Security	12/14/21

Part-time

Edwards, Kelby	Allied Health EMS Adjunct Faculty	10/1/21
Mason, Ronald	Tutor - Student Learning Assistance Center	11/17/21
Mayes, Kristina	Allied Health EMS Adjunct Faculty	11/23/21
Rachar, Kara	IDOT QMTP Lab Assistant	11/15/21

Part-time Grant Funded

Lovelace, Kelly	Talent Search Tutor - Bachelors	11/9/21
Webb, Camden	TRIO Destination College Student Specialist	11/16/21

Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Full-time		
Dormire, Marcia	Correctional Office Assistant	12/15/21
Hooker, Andrea	Temporary College Nurse	12/2/21
Knollenberg, Dustin	Associate Dean of Correctional Programs	12/10/21
Parish, Wesley	Correctional Custodian Instructor	11/30/21
Smith, Miranda	Correctional Horticulture Instructor	11/22/21
Strange, Peggy	Cosmetology Instr/Director of Cosmetology	12/17/21
White, Casey	Correctional Career Technology Instructor	12/10/21

Part-time

Anderson, Kimberly	Adjunct Faculty Math and Science Division	12/13/20
Clark, Macy	Bookstore Rush Worker	7/25/21
Connelly, Travis	Covid Site Collection Driver	10/12/21
Daniels, Kristin	Cosmetology Clinical Instr (hourly)	12/10/21
Due, Adam	Adjunct Faculty Math and Science Division	5/17/20
Fields, Terri	Retiree Incentive Program	11/4/21
Flight, Donna	Adjunct Faculty Social Science Division	12/15/19
Gass, Cody	Clinical Dentist	11/1/20
Gordon, Melissa	Adjunct Faculty Business Division	12/13/20
Hardwick, Don	Retiree Incentive Program	11/4/21
Heuerman, Dustin	Adjunct Faculty Social Science Division	12/13/20
Loy, John	Police Officer	11/26/21
Martin, Megan	Adjunct Faculty Humanities Division	12/13/20
Merryman, Reilly	Pathways Classroom Assistant	5/16/21
Morley, Carl	Commercial Driver Training Instr - Marshall	11/24/21

Orr, Robert	Adjunct Faculty Social Science Division	5/17/20
Phillips, Derek	Adjunct Faculty Social Science Division	12/15/19
Rotert, Haley	Trio Destination College Intern	8/8/21
Salem, Terry	Adjunct Faculty Social Science Division	5/17/20
Small, Kevin	Adjunct for CBI	11/29/20
Steber, Joyce	Non-Credit Instructor	5/10/20
Thies, Dawn	Allied Health EMS Adjunct Faculty	11/18/21
Tingley, Denise	Adult Education Adjunct Faculty	5/17/20
Wakefield, Rita	Adjunct Faculty Math and Science Division	12/15/19
Weis, Beth	Allied Health Den Clinical Instructor (hourly)	12/13/20
Wright, Kathleen	Adjunct Faculty Social Science Division	12/15/19

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Niemerg, Kellie	Foundation Awards Corporate Relations Coor	12/27/21
	Transferring from- Director Effingham Edu Centers	
Wiles, Tessa	Director of Dual Credit and Honors Experience	12/27/21
	Transferring from- Academic Services Specialist	
Full-time - Grant Funded		
Spiller, Kevin	Associate Dean of Correct Pro Murphysboro	12/13/21
	Transferring from- Correctional Career Tech Instructor	
Scott, Garry	Associate Dean of Correctional Programs	11/29/21
	Transferring from-Correctional Career Technology	
Part-time		
Altman, Galen	IDOT Quality Management Training Pro Spc	11/15/21
	Transferring from-Adjunct Fac Technology	
Logan, Susan	Dual Credit Instructor	11/18/21
	Transferring from- Allied Health BNA Cln Instructor	