

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
December 12, 2022
Regular Meeting No. 672

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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. 672
Monday, December 12, 2022, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

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 14, 2022, Regular Meeting.
2. Approval of Minutes of November 14, 2022, Closed Session.
3. Approval of Agenda of December 12, 2022, 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/bot-bills/>
5. Destruction of Tape Recording of the June 14, 2021, Closed Session.

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. Maggie Kelly
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Appointment of Naming Rights Advisory Committee for the Lake Land College Foundation Recommendation for Naming of West Building Room 111.	
2. Faculty Focus on Advancing Student Success – Biology and Chemistry Lab Improvements.	
3. Monthly Data Point Discussion – Online Data Digest.	
4. Post Issuance Tax Compliance Report.	19-20
5. Calendar of Events.	21-23

B. Action Items.

	Board Book Page Number(s)
1. Approval of MOU with AFSCME Council 31.	24-27
2. Approval of Employee Retention Incentive.	28
3. Approval of Resolution No. 1222-006 Abating the Tax Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.	29-38

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| 4. Approval of Resolution No. 1222-007 – Authorize Preparation of Tentative Budget. | 39-41 |
| 5. Approval of Certificate of Tax Levy. | 42-45 |
| 6. Approval of Adoption of Board Policy 08.01.01 - <i>Emergency Notification System</i> and Proposed Revisions to Board Policy 09.19 – <i>Animals on Campus</i> . | 46-56 |
| 7. Approval of Proposed Revisions to Board Policy 06.19 – <i>Dual Credit Program</i> . | 57-61 |
| 8. Approval of Proposed Revisions to Board Policies 10.24 - <i>Purchase or Lease of Sites</i> and 10.25 - <i>Lease of Equipment, Machinery, Vehicles, and Buildings</i> . | 62-64 |
| 9. Approval of October 2022 Financial Statements. | 65-70 |
| 10. Acceptance of ICCB Innovative Bridge and Transitions Grant. | 71-72 |
| 11. Acceptance of Selection for National Science Foundation Mentor-Connect Program. | 73 |
| 12. Approval of Purchase of Laser Engraver. | 74-76 |
| 13. Approval of Purchase of Printer and Related Service Contract. | 77-82 |
| 14. Declaration of Surplus Equipment. | 83 |
| 15. Acceptance of Gift-in-Kind Donations of Welding Items and a Toyota Camry from the Lake Land College Foundation. | 84-87 |
| 16. Approval of Campus Master Facility Plan. | 88-171 |
| 17. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees and to review the minutes of meetings lawfully closed under the Open Meetings Act. | |
| [Return to Open Session - Roll Call] | |
| 18. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session. | |
| 19. Approval of Human Resources Report as Discussed in Closed Session. | 172-173 |

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

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



Regular Board Meeting No. 671
Board and Administration Center, Room 011
Mattoon, IL
November 14, 2022

Minutes

Call to Order.

Chair Sullivan called the November 14, 2022, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, 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 Maggie Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of October 10, 2022, Regular Meeting.
2. Approval of Minutes of October 10, 2022, Closed Session.
3. Approval of Agenda of November 14, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	391,510.61
Building Fund	\$	60,762.47
Site & Construction Fund	\$	24,823.75
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	141,286.91
Restricted Purposes Fund	\$	708,723.41
Working Cash Fund	\$	-
Audit Fund	\$	11,950.00
Liability Insurance Fund	\$	17,284.89
Student Accts Receivables	\$	375,684.66
Total	\$	1,732,026.70

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

5. Destruction of Tape Recording of the May 10, 2021, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that she and Chair Sullivan had attended the ICCTA conference in Chicago earlier this month. She said the meetings included legislative updates, legal updates, parliamentary procedures, OMA topics, Board communication and social media best practices.

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 not met since the last regular Board meeting and he had no report at this time.

Buildings & Site.

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

Foundation.

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

- Thank you all for attending and celebrating our Alumni and Foundation awardees on October 20!
- During the October Foundation Board meeting, three new incoming board members were announced including (Kathleen Anderson of Hindsboro; Bob Payton of Wichita Falls, TX; and Rudy Huber of Sullivan), along with thanking our outgoing members for their service: Tom Grunloh, Brian Hutchins, and Chris Pilson.
- The 2023-2024 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31. The foundation/financial aid offices are partnering with student life to host several events during Student Activity Board periods on campus and at Kluthe during the open application times.
- Together with Sarah Bush, the Foundation hosted the first event on November 1 to announce and celebrate the first 20 recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship. We look forward to continuing this partnership annually!
- November 9 was the Foundation scholarship recipient pizza party where students wrote donor thank you notes and shared their stories.

Student Report.

Ms. Maggie Kelly, Student Trustee, said Student Life has been very busy the past few weeks with many events! November 8 was a Kluthe event and it spotlighted Foundation Scholarships and student success. On November 9, the SAB and TRIO Student Support Services partnered to honor first generation college students by handing out free doughnuts and t-shirts. November 10 was the Red Cross Blood Drive and free subs were given out to anyone who donated. This coming Wednesday, November 16 the College & Community Services Awareness Taskforce is hosting a Student Success Resource Fair. This will be a great opportunity to raise awareness and connect directly with students who may face barriers to success. Tables will be set up for each department/service, and students can get information from multiple departments in one location! There will be a free taco bar for students who attend. Departments who plan to attend include Financial Aid and Scholarships, Mental Health

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Resources, Counseling Services, Library Resources, Perkins, Tutoring and Testing, Adult Education and so much more!

President's Report.

- Lake Land received \$931,227 from the Illinois Department of Corrections and no funds from the Illinois Department of Juvenile Justice (IDJJ) in October toward the FY 2023 outstanding balance. A total of \$622,361 remains outstanding for IDOC and \$205,581 for IDJJ for FY 2023.
- In October, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$836,345 and equalization payments of \$544,608. A total of \$3.7 million in credit hour reimbursement and \$4.4 million in equalization remain outstanding for FY 2023.
- The College received \$1.5 million in property tax payments in October.
- ICCB recently released the Fall 2022 tenth day enrollment report. Overall, community colleges in Illinois saw a slight increase in headcount enrollment of 1.5% and credit hour enrollment of 0.3%. This is the first increase in Illinois in more than a decade. Lake Land eclipsed the state average with increases of 2.7% in headcount and 4.6% in credit hour. Kudos to the entire Lake Land family!

Business Items.

Non-action Items.

Update from "The Vibe" Student Marketing Council.

Ms. Mercury Bowen, Communications Engagement Coordinator, along with two student members of our student marketing council, "The Vibe," highlighted the purpose and recent activities of this council.

Monthly Data Point Discussion – 2022 Annual Assessment Report.

Ms. Lisa Cole, Director of Analytics, highlighted the 2022 Annual Assessment Report that was included in the Board Book.

Update from Campus Police – Data Points for Community Policing.

Chief Jeff Branson provided an update and shared data on activities and the community policing approach within the Campus Police Department.

Proposed Aggregate Tax Levy.

Ms. Madge Shoot, Comptroller, provided an update for the proposed aggregate tax levy for the 2022 levy year. Dr. Bullock 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. Ms. Shoot reported we will not know the actual tax rate for the 2022 levy year until late spring when all of the EAV's are finally

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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 \$.5206 per \$100 EAV, a 13.8% decline in the amount levied overall from the prior levy year.

Ms. Shoot noted 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.

Per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. Thus, we will bring this back to the Board for approval during the December 12, 2022 regular meeting.

Proposed Adoption of Board Policy 08.01.01 – Emergency Notification System.

Ms. Jean Anne Highland, Chief of Staff, provided a recommendation for the Board to approve revisions to Board Policy 08.01.01 – *Emergency Notification System*. She said adoption of this Policy will acknowledge the College's compliance with the notification system components of the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act. Ms. Highland said the College's current "Laker Alert" system utilizes multiple communication methods to provide warnings and/or emergency information to the College community such as text messages, emails, phone calls, and multiple social media platforms. She said the use of our emergency alert system is also included in our Campus Emergency Operations Plan.

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the December 2022 regular Board meeting.

Proposed Revisions to Board Policy 09.19 – Animals on Campus.

Ms. Highland provided a recommendation for the Board to approve revisions to Board Policy 09.19 – *Animals on Campus*. She said the goal by College leadership is to distinguish our rules for animals allowed inside College owned or leased buildings versus animals allowed on campus grounds.

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the December 2022 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the November 30, 2022, Holiday Luncheon to be held once again on campus.

Action Items.

Approval of Constitution for the Math Club of Lake Land College.

Ms. Valerie Lynch, Vice President for Student Services, presented a recommendation for the Board to approve the constitution and bylaws of the Math Club of Lake Land College.

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Trustee Curtis moved and Trustee Storm seconded to approve as presented the Constitution for the Math Club of Lake Land 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 Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of September 2022 Financial Statements.

Trustees reviewed the September 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

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

Trustee Storm moved and Trustee Curtis seconded to approve as presented the September 2022 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 Kelly 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, 2023, this is being submitted for approval of new rates effective January 1, 2023, for positions impacted by the new minimum wage level of \$13.00 per hour.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment or Items from the Automotive Department and from Information Systems and Services.

Mr. Nuxoll requested the Board declare as surplus various items or equipment from the Automotive Department and from Information Systems and Services. Trustees reviewed detailed listings of the various items or equipment that have become obsolete or have little value to the College. Mr. Nuxoll said that if these items are approved by the Board as surplus, then the administration will dispose of the items in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Storm seconded to declare as surplus various items or equipment from the Automotive Department and from Information Systems and Services 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of 10 Tuition Waivers for Math Pilot Students (TUT-010) for the Lab Portion of the College Algebra (MAT-130) Co-Requisite Pilot and Two Tuition Waivers for Students in the INS-200 Internship Experience as Embedded Math Tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124) – Both for the Spring 2023 Semester.

Trustees reviewed two recommendations from Dr. Mike Rudibaugh, Math and Science Division Chair, that the Board approve a total of 12 tuition waivers for the two above referenced Math pilot programs.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented for the Spring 2023 semester 10 tuition waivers for Math Pilot Students (TUT-010) for the lab portion of the College Algebra (MAT-130) Co-Requisite Pilot and two tuition waivers for students in the INS-200 Internship Experience as embedded math tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124).

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Amended Consulting Contract with Gallagher Benefit Services, Inc.

Mr. Nuxoll gave a recommendation for the Board to approve an amended consulting contract with Gallagher Benefit Services, Inc. (Gallagher) of Rolling Meadows, Illinois, for consulting services related to our employee benefit insurance programs including medical, dental, life and vision insurance. He said the College originally entered into a contract with Gallagher as of January 1, 2020 with an annual fee for the services guaranteed to be a flat rate of \$71,000 from January 1, 2020 to December 31, 2022. Mr. Nuxoll said the administration would like to continue its working relationship with Gallagher by renewing the consulting agreement as the current pricing of the consulting contract expires on December 31, 2022.

Mr. Nuxoll shared the amended contract increases the annual fee from \$71,000 to \$80,000 for three years. He noted Gallagher also receives a commission on the four new voluntary policies added to the overall benefit plan as of January 1, 2022. Both parties maintain the right to terminate the relationship at the end of each year.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the amended contract with Gallagher Benefit Services, Inc. (Gallagher) of Rolling Meadows, Illinois, for insurance consulting services for the period January 1, 2023 through December 31, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of New Furniture Purchase for Multiple Campus Locations.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of new office furniture for multiple campus locations from Office Essentials, a division of Hon, at a total cost of \$88,782.16, which includes delivery and installation. Trustees reviewed the quote from Office Essentials and a summary breakdown of the cost by building.

Mr. Nuxoll reported that the vast amount of College furniture is now 15 to 20 years old and showing its age. The Physical Plant team has worked with various Campus personnel to address some pertinent needs in replacing some old, dated and broken furniture. Additionally, he reported the most significant need being addressed is furniture issues in the Northwest Building Offices as that accounts for approximately 53% of the total order based on total value.

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Mr. Nuxoll said that since the College is using Omni contract pricing with state bid, this alleviates the need to seek bids on the above-related equipment.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the purchase of new office furniture for multiple campus locations from Office Essentials, a division of Hon, at a total cost of \$88,782.16, which includes delivery and installation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Workers Compensation Insurance Renewal.

Trustees heard a request from Mr. Nuxoll for the Board to approve the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF). Trustees learned the proposed renewal rate of \$170,842 reflects a 2.15% decrease in premium costs to the college as compared to the expiring rate of \$174,593 equating to a decrease of \$3,751 in annual premium costs for the period January 1, 2023 through December 31, 2023.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) at a rate of \$170,842 for the period January 1, 2023 through December 31, 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Cyber Security Insurance Renewal.

Trustee heard a recommendation from Mr. Nuxoll to approve the renewal of the Cyber Liability Insurance through Cowbell Cyber, Inc. for the period December 14, 2022, through December 14, 2023. Mr. Nuxoll said the \$26,006 premium is a \$7,758 or 42.5% increase from the prior year policy that carried an \$18,248 premium. He said the premium increase was anticipated by Dimond Brothers and the College due to many reported instances of cyber security and ransomware attacks across the country. Mr. Nuxoll said the College continues to work vigilantly to ensure we are taking all necessary measures to protect the College against any and all cybersecurity attacks.

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Trustee Walk moved and Trustee Cadwell seconded to approve as presented a cyber security insurance policy with Cowbell Cyber, Inc. of Bedford, Texas, in the amount of \$26,006 for the period December 14, 2022, through December 14, 2023, providing \$3 million in aggregate annual cyber security coverage, but with an aggregate limit of \$1,000,000 for ransom ware payments.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:19 p.m. – Trustee Cadwell moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of 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 Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:26 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 and Mr. Tom Wright, Secretary and Ms. Maggie Kelly, 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 personnel changes.

Trustee Cadwell motioned and Trustee Walk seconded to approve as presented the standard Human Resources Report with the exception of the request for a general leave of absence

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without pay for the period November 14, 2022 through December 14, 2022, by Ms. Diane Pender, Office Assistant to the Dean at the Sheridan Correctional Center. The Board denies Ms. Pender's request per Board Policy 05.14.14 – *General Leave of Absence Without Pay*. Chair Sullivan said this follows discussion on the topic in closed session related only to Ms. Pender's leave without pay request.

The following employee is recommended for FMLA leave. Board policy 05.04.12

Parr, Angela	9/26/22-11/28/22
Roberts, Wrobria	10/25/22-1/7/23
Zuhone, Richelle	9/7/22-12/31/22 Intermittent

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Pender, Diane	11/14/22-12/14/22 continuous and intermittent
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The following positions have been recommended by the Lake Land College President's Cabinet

Alternative Education Transition Coordinator	Level 13
Transportation Training Specialist (additional position)	Level 11

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Claybaugh, Jennifer	Adjunct Faculty Allied Health Division Primary Position Allied Health Cln Instructor	10/7/22
Ferguson, Brooke	Engineering & Drafting Technician Primary Position Adj Faculty Math/Science	10/17/22
Part-time - Grant Funded		
Fatheree, Dustyn	Adult Education Instructor Primary Position Student Life Specialist	10/28/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bunch-Epperson, Genine	Alternative Education Instructor Primary Position Traffic Safety Instructor	5/19/22
Von Behren, Linda	Adjunct Faculty Technology Division Primary Position Admissions Services Specialist	9/28/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Brashear, Madison	Correctional Office Assistant	10/18/22

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Collins, Amanda	Correctional Office Assistant	10/18/22
Cox-Lercher, Jolie	Correctional Office Assistant	10/24/22
Evans, Annetta	Correctional Office Assistant	11/1/22
Evans, David	Correctional Automotive Technology Instr	10/24/22
Helton, Robert	Associate Dean of Correctional Programs	10/31/22
Nadolski, Randall	Correctional Commercial Cooking Instructor	10/18/22
Robertson, Zachary	Custodian	11/16/22
Stell, Ashley	Custodian	11/15/22
West, Leslie	Correctional Career Technology Instructor	11/1/22

Part-time

Harlin, Alisha	Newspaper Editor - Student Newspaper	10/11/22
Thomason, Deborah	Special Asst to the Vice-Pres Academic Serv	10/20/22

Part-time Grant Funded

Ault, Alexis	Student Intern	8/18/22
Stremming, Sara	Perkins Student Worker - Allied Health	10/13/22

College Work Study

Harper, Ashley	College Work Study - Social Science Education	10/31/22
Jenkins, Elyse	College Work Study - Student Life	10/12/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Martin, Zachary	Technical Support Specialist	10/28/22
Stortzum, Natasha	Coordinator of Laker Nest & Bookstore	11/11/22
Part-time		
Bushue, Rachel	Early Education Mentor/Coach	10/7/22
De Oliveira Barbeta, Camila	Kluthe Test Proctor	3/28/22
Dosch, Kelsie	Special Needs Note Taker	5/2/22
Francis, Allyn	College Work Study - Student Life	9/23/22
Gillespie, Alex	Adjunct Faculty Social Science Division	5/10/21
Houser, Kedrick	Police Officer	7/16/22
Malooley, Edward	Commercial Driver Training Instructor	10/3/22
McBride, Jonica	Adjunct Faculty Math and Science Division	8/2/21
McCarty, Hollie	Focus Group Tran	9/28/22
Nave, Russella	Adult Education Instructor	3/3/21
Pruitt, David	IEL Instructor	8/1/22
Smith, Shelby	Adult Education Instructor	2/12/22

Transfers/Promotions

The following employee is recommended for a change in position

Position	Effective Date
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Full-time - Grant Funded

McHenry, Cassidy	Correctional Office Assistant at Southwestern	10/31/22
	Transferring from Corr Office Assistant at Graham	
Ohnesorge, Lori	Director TRIO Student Support Services	10/17/22
	Transferring from Director TRIO Destination 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 Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Storm seconded to adjourn the meeting at 7:29 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/

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: 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

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, Counties of 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.

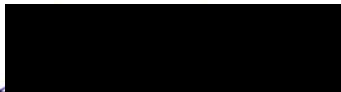
- (a) *Records.* I have in my possession all of the records required under the Policy.
- (b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the 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] [certain Tax Advantaged Obligations may not comply] 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 ____ day of _____, 20__.

By  _____
Greg Nuxoll, VP for Business Services

Calendar of Events

Thursday, December 8, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Monday, May 1, 2023	3:30 p.m. – Annual Organizational Meeting Board and Administration Center, 011

Thursday, May 4, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 8, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, May 17, 2023	12 p.m. – 5 p.m. Board of Trustees Annual Retreat with Lunch Board and Administration Center
Thursday, June 8, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 12, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 10, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 14, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, September 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Dr. Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice President for Business Services

DATE: December 6, 2022

RE: MOU for AFSCME31 regarding Retention Incentive

I would like to request that the Board of Trustees accept the Memorandum of Understanding for AFSCME 31 for the Fall 2022 Retention Incentive. This MOU will solidify AFSCME's agreement to withdraw their unfair labor practice as part of their agreement to participate in the Fall 2022 Retention incentive, similarly to other full-time employees.

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** (“Agreement”) is entered into this ___ day of December, 2022, between Lake Land College (the “College”) and AFSCME Council 31 (the “Union”) (collectively, the “Parties”) to facilitate the payment of a retention incentive to bargaining unit employees and resolve and settle the pending unfair labor practice charge (Case No. 2022-CA-0066-C).

WHEREAS, the College and the Union are parties to a 2021-2024 Collective Bargaining Agreement (the “CBA”); and

WHEREAS, the Union is the exclusive representative for the purpose of collective bargaining for the College’s employees in the job classifications listed in the CBA; and

WHEREAS, on April 18, 2022, the Union filed an unfair labor practice charge (Case No. 2022-CA-0066-C) (the “ULP Charge”) with the Illinois Educational Labor Relations Board (the “IELRB”) alleging that the College violated Sections 14(a)(1) and (5) of the Illinois Educational Labor Relations Act related to actions involving a December 2021 retention incentive payment; and

WHEREAS, in November 2022, the Parties met to discuss the payment of a second retention incentive and stipend to bargaining unit employees; and

WHEREAS, the Parties seek to memorialize the terms of its agreement for the payment of a second retention incentive and stipend to eligible bargaining unit employees and concurrently resolve the ULP Charge and avoid further litigation, costs, and legal fees.

NOW, THEREFORE, in consideration of the promises and mutual understanding herein, it is hereby agreed by the Parties as follows:

1. Retention Incentive Payment

The College will provide full-time bargaining unit employees continuously employed by the College between the period of August 22, 2022 through December 9, 2022 with a one-time retention incentive payment in the amount of one-thousand dollars (\$1,000.00). This one-time retention incentive payment will be paid to eligible employees in the December 16, 2022 payroll cycle, less all applicable taxes and withholdings. The Parties agree and understand that the one-time retention incentive payment as provided under this Paragraph shall not be considered pensionable earnings for purposes of the State Universities Retirement System (“SURS”).

2. Stipend Payment

The College will provide full-time bargaining unit employees hired after August 22, 2022 but employed by the College as of December 9, 2022 (*i.e.*, those employees not eligible for the retention incentive payment in Paragraph 1) with a one-time stipend payment in the amount of two-hundred and fifty dollars (\$250.00). This one-time stipend payment will be paid to eligible employees in the December 16, 2022 payroll cycle, less all applicable taxes and withholdings. The Parties agree and understand that the one-time stipend payment as provided under this Paragraph shall be considered pensionable earnings for purposes of SURS.

3. Withdrawal of Unfair Labor Practice Charge

Based upon the College's agreement as set forth in Paragraphs 1 and 2 above, the Union agrees to file a written request with the IELRB to withdraw the ULP Charge within ten (10) business days of the effective date of this Agreement.

4. Waiver and Release of Claims

The Union agrees to release and forever discharge the College, its Board members, employees, officers, representatives, and successors from all lawsuits, claims, demands, charges, grievances, damages, fees, costs, and causes of action arising out of or related to the ULP Charge as of the date of execution of this Agreement. Further, the Union acknowledges and agrees that the College fully complied with all applicable legal obligations and requirements when negotiating the terms of the retention incentive and stipend payments as set forth in Paragraphs 1 and 2 above.

5. Non-Admission

The Parties agree that nothing in this Agreement is an admission of liability or violation of any law, policy, or agreement by the College or the Union or by any of their officers, employees, or agents.

6. Non-Precedential

The Parties agree that this Agreement is entirely non-precedential and shall not constitute binding precedent for the College or the Union in relation to their respective positions concerning future matters or proceedings.

7. No Amendment to Collective Bargaining Agreement

The Parties acknowledge and agree that this Agreement is not intended to supersede, modify, or amend the existing contract language in the CBA.

8. Entire Agreement

This Agreement sets forth all the promises, agreements, conditions, and understandings between the Parties related to the subject matter hereof and there are no promises, agreements, or understandings, either oral or written, expressed or implied, between them other than as herein set forth.

9. Effective Date

This Agreement is effective immediately upon execution by the authorized representatives of the College and the Union.

IN WITNESS WHEREOF, the Parties have executed this Agreement by the signatures of their authorized representatives on the dates set forth below.

Lake Land College

AFSCME Council 31

By: _____

By: _____

Date: _____

Date: _____

LAKE LAND COLLEGE

Memo

To: Board of Trustees
 From: Dr. Josh Bullock, President
 Date: December 12, 2022
 Re: Approval of Employee Retention Incentive

At a time when current economic and labor market pressures are placing an additional burden on the workload of our employees, and opportunities for employment are plentiful, the Board and Administration are thankful our staff have remained engaged at the College during such challenging times. To express appreciation to staff for their commitment to Lake Land College and our students, we are recommending the Board of Trustees approve a one-time Employee Retention Incentive for non-student employees who have remained at the College during the Fall 2022 semester. We are recommending the incentive be provided to staff who were continuously employed at Lake Land College from August 22, 2022 through December 9, 2022 (and paid on the December 16 payroll) based on the following structure.

<u>Employee Groups</u>	<u>Incentive</u>
Full-time	\$1,000
Part-time regular (worked 320 or more hours in Fall 2022)	\$ 500
Part-time non-regular (worked more than 80 hours, but less than 320 hours)	\$ 100
Adjunct instructor (incentive per courses taught in the Fall 2022)	\$ 150

Additionally, despite the aggressive wage increases provided for staff in FY 2023, short-term inflation continues placing downward pressure on the spending power of wages. We are hopeful the Employee Retention Incentive will provide some needed financial relief as employees continue to adjust to the ongoing increases in personal expenses.

We are asking the Board to allow administration to use Fund Balance to support the FY 2023 Retention Incentive, as a one-time expenditure. Additionally, SURS has previously confirmed that the one-time Employee Retention Incentive would not be considered pensionable earnings, and thus would not impact an employee's annual 6% earnings limitation cap. The incentive would be taxable earnings for employees.

Full-time employees hired since August 22, 2022, and thus do not qualify for the Retention Incentive, would receive a \$250 one-time stipend. This would be pensionable and taxable.

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

LAKE LAND COLLEGE

MEMO

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

FROM: Madge Shoot, Comptroller

CC:

DATE: November 22, 2022

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 Board & Administration Center Room 011, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 12th day of December, 2022.

* * *

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 2022 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 2022 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: 1222-006

DATE: 12-12-22

* * *

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 2022 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 2022 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 2022 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 12, 2022.

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 12th day of December, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2022 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 12th day of December, 2022.

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 2022 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 12th day of December, 2022, 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 2022 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: 1222-007

DATE: 12-12-22

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 2024 which begins on July 1, 2023, and ends on June 30, 2024, 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, 2023, until such time as the new budget for Fiscal Year 2024 is presented to and adopted by the Board of Trustees.

ADOPTED this 12th day of December, 2022 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 12th day of December, 2022.

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 12th day of December, 2022.

Secretary, Board of Trustees



MEMO

TO: Mr. Greg Nuxoll, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: December 5, 2022

RE: Proposed Tax Levy

Each year the College is required to submit a tax levy (dollar amount) to the Coles County Circuit Clerk by the fourth Tuesday of December so we are eligible to collect property tax revenue. This year the levy is for the equalized assessed value (EAV) of property for the year 2022, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2023, and applied to fiscal year 2024 revenues.

Attached is the Certificate of Tax Levy for the 2022 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

Lake Land's rate of levy for the 2021 levy year property values was \$.6037 per \$100 EAV. We will not know the actual tax rate for the 2022 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will decrease to approximately \$.5206 per \$100 EAV, a 13.8% decline in the amount levied overall.

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

I propose the sum of Fifteen Million One Hundred Forty Five Thousand Dollars (\$15,145,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2022 to be collected in the calendar year 2023. The levy for the year 2022 is to be allocated 100% for fiscal year 2024.

Per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. We presented this as first reading during the November 2022 regular Board meeting. Thus, we request Board approval during the December 12, 2022 regular meeting.

Attachment

CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

the sum of \$ 6,435,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1),
and

the sum of \$ 1,038,000 to be levied as a tax for operations and maintenance purposes (110
ILCS 805/3-1), and

the sum of \$ 4,290,000 to be levied as an additional tax for educational and operations and
maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 897,747 to be levied as a special tax for purposes of the Local Government
and Governmental Employees Tort Immunity Act (745 ILCS 10/9-
107), and

the sum of \$ 209,253 to be levied as a special tax for Social Security and Medicare
insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 200,000 to be levied as a special tax for financial audit purposes (50 ILCS
310/9), and

the sum of \$ 2,075,000 to be levied as a special tax for protection, health, and safety
purposes (110 ILCS 805/3-20.3.01), and

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

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 2023 budget resolution
and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2023 either are
attached to this document or have been submitted to you previously.

Signed this ___ day of

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

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

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

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2024 is \$6,466,000.

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

County Clerk

Date

County

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

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

CHECK ONE OF THE CHOICES BELOW:

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

This certificate applies to the 2024 levy.

Date: _____

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



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: December 5, 2022

RE: Proposed Adoption of Board Policy 08.01.01 – *Emergency Notification System*.

Section 8 of the Board Policy Manual is devoted to public safety and the College's commitment to a safe educational and work environment for all students, employees and guests. The College's Emergency Operations Guide, utilized by the Emergency Operations Team, includes provisions for the Lake Land College Police and/or other approved staff to immediately initiate appropriate emergency notifications to protect the safety of students, employees and guests in the event of an emergency and/or disaster. The College's "Laker Alert" notification system utilizes multiple communication methods to provide warnings and/or emergency information to the College community such as text messages, emails, phone calls, and multiple social media platforms.

In consultation with Dr. Bullock, Jeff Branson, Police Chief, and Todd Short, Police Sergeant & Coordinator for Emergency Management Response & Training, I recommend the Board adopt Policy 08.01.01 – *Emergency Notification System* to acknowledge the College's compliance with the notification system components of the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act.

I submitted this recommendation as first reading for your consideration during the November 2022 regular Board meeting. I now request Board approval during the December 2022 regular meeting.

Thank you for your consideration of this request.

Attachment

08.01.01**Emergency Notification System**

Lake Land College is committed to a safe educational and work environment for all students, staff, and guests. Efficient communication in the event of an emergency and/or imminent threat to health, life or safety on campus is a priority to provide sufficient time to enable students and employees to take appropriate safety measures. The College places the safety of human life above all other concerns, and will utilize appropriate notification resources to mitigate threats to the health, life or safety of the College community.

In the event of an emergency and/or disaster, the Lake Land College Police or approved staff will immediately initiate appropriate emergency notifications to protect the safety of students, employees and guests. The College will utilize any/all communication resources available to mitigate the situation as efficiently and safely as possible, and the College will rely on multiple, duplicative emergency communication systems as deemed appropriate in order to disseminate communications during an emergency and/or disaster. To the extent possible, the College will automatically provision all students and employees of the College to receive emergency notifications. Individuals may opt out of receiving emergency notifications to their personal communication devices.

The Lake Land College Police Department has established an Emergency Procedures Guide to supplement its Emergency Operations Plan which specifically addresses methods used to provide warnings, and/or emergency information to the College community and the departments or employees responsible for activation of any/all of the emergency notifications used by the College. This Policy and the Emergency Procedures Guide were established in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act. A copy of the Emergency Procedures Guide is on file with the Lake Land College Police Department and available to all employees via the College's shared electronic folder (S drive).

Adopted



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: December 5, 2022

RE: Proposed Revisions to Board Policy 09.19 – *Animals on Campus*.

Currently, Board Policy 09.19 – *Animals on Campus* prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College facilities and on all College owned property unless permitted by law or approved by the appropriate College official when certain exceptions apply (e.g. service animals, police training). Please find attached proposed revisions to this Policy with a goal by College leadership to distinguish our rules for animals allowed inside College owned or leased buildings versus animals allowed on campus grounds.

We have several area residents that come to our main campus to walk outside given our beautiful 347-acre campus. They often bring their dogs with them and our Campus Police Department ensures the dogs remain leashed and under the control of their owners. As previously discussed with the Board, it is our goal that our ten-year master landscaping plan and campus beautification efforts will encourage more area residents to visit and enjoy the campus grounds. Updating this Policy to align with current practice for allowing domesticated pets under the control of an owner to be on campus grounds will support this initiative. The restrictions for animals allowed inside College-owned or leased buildings would remain mostly unchanged in this Policy, with minor updates proposed to the "Service Animals" section to align language with the provisions of the Americans with Disabilities Act.

I submitted this recommendation as first reading for your consideration during the November 2022 regular Board meeting. I now request Board approval during the December 2022 regular meeting.

Thank you for your consideration of this request.

Attachment

09.19

Animals on Campus

~~To promote a safe, clean, and healthy learning environment, Lake Land College prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College facilities and on all College owned property except as permitted by law or approved by the appropriate College official (e.g., persons with a disability who require the assistance of a trained service animal, as defined by law and pursuant to this Policy; specific animals maintained by the College for educational purposes as an integral part of scientific programs of study; and animals used and trained for a law enforcement function by the College's Police Department or outside law enforcement organization).~~

Lake Land College considers the safety and well-being of students, employees and visitors of utmost priority. However, the College recognizes that for a variety of purposes animals may inhabit College grounds and College buildings. This policy is designed to preserve the safety of people and animals on any College-owned property, promote a safe, clean and healthy campus environment, and to set forth clear rules and requirements for animals on College property.

It is the responsibility of all students, employees and visitors to comply with this Policy. Failure to comply with this Policy may result in appropriate action by the College, but not limited to, suspension or expulsion of students, and removal and/or campus exclusion for individuals or employees.

In any instance in which an animal authorized to be on College property is displaying aggressive or disruptive behavior, posing a direct threat to the health or safety of others, or is involved in an alleged bite or incident where skin is broken, the owner and/or handler must immediately report said incident to the Lake Land College Police Department, and any other individuals should contact the Police Department.

College Owned or Leased Grounds:

Dogs, cats, and other owned, domesticated pets are permitted on College grounds, which are open to the public, as permitted by law and only under the following conditions:

1. They are harnessed, leashed, tethered or in an appropriate carrier and under the direct control of an individual. The only exceptions to the harness, leash, tether or appropriate container requirement are:
 - A. Guide dogs guiding the blind, the visually handicapped, the hearing impaired, or the physically disabled. Refer to 2.C. of the Service Animal Section of this policy below.
 - B. The harness, leash, or tether device interferes with a service animal's work or the individual's disability prevents using these devices. Refer to 2.C. of the Service Animal Section of this policy below.
 - C. Domestic animals participating in College approved events such as shows and exhibitions during the time of their participation and under the direct control of the owner or their handler.
 - D. Police animals during training or while completing duties.
2. All dogs, cats and other owned, domesticated animals must display tags indicating that they are properly licensed within the community and that they are current on all vaccines in accordance with local or county regulations, with the burden of proof on the owner.
3. Dogs, cats and other owned, domesticated animals on campus grounds, which are unattended or not properly tagged, will be reported to Campus Police and to the appropriate local animal control.
4. Fecal matter deposited by any dog, cat, or other animal brought to campus must be removed immediately and disposed of properly by the owner. The burden is on the owner or handler to arrange for removal of fecal matter if unable to perform the task.

Board Policy No. 09.19

5. Should a domestic animal create a persistent nuisance (such as repetitive barking or aggressive behavior) the owner or their handler will be asked to remove the animal from campus.
6. No person shall confine any animal in a motor vehicle in such a manner that places it in a life or health-threatening situation by exposure to a prolonged period of extreme heat or cold, without proper ventilation or other protection from such heat or cold. In order to protect the health and safety of an animal, an animal control officer or law enforcement officer who has probable cause to believe that this Section is being violated shall have authority to enter such motor vehicle by any reasonable means; after making a reasonable effort to locate the owner or other person responsible.
7. Owners of animals are liable for any harm or injury caused by the animal to other students, staff, and/or visitors and will be responsible for any damage to College or personal property caused by that animal.

College Owned or Leased Buildings:

Lake Land College prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College ~~buildings~~ facilities and on all College owned property except as permitted by law or approved by the appropriate member of the President's Cabinet ~~College official~~ (such as: (1) service and therapy animals e.g., persons with a disability who require the assistance of a trained service animal, as defined by law and pursuant to this Policy; (2) specific animals maintained by the College for educational purposes as an integral part of scientific programs of study; (3) animals used and trained for a law enforcement function by the College's Police Department or outside law enforcement organization; and (4) animals used for entertainment productions or promotional events).

~~It is the responsibility of all faculty, staff, students, and visitors to comply with this Policy. Failure to comply with this Policy may result in appropriate action by the College.~~

Board Policy No. 09.19

~~In any instance in which an animal authorized to be on College property is involved in an alleged bite or incident where skin is broken, the owner and/or handler must immediately report said incident to the Lake Land College Police Department.~~

Service Animals

The College is committed to compliance with state and federal laws regarding individuals with disabilities. Pursuant to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to an individual's disability. Service animals are not pets. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. When the service animal is on College property, the service animal must be accompanied by a responsible person (i.e., owner and/or handler) who is solely responsible for the care and control of the service animal.

The following is a non-exhaustive list of work or tasks service animals may perform to assist an individual with a disability:

- Guiding individuals who are blind;
- Alerting individuals with hearing loss;
- Reminding individuals with mental illness to take prescribed medications;
- Alerting others or standing guard over individuals during a seizure episode; or
- Calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

1. Requests for Service Animals

A. Students

Students who have a service animal ~~for their disability~~ which they wish to accompany them on College property ~~should~~**must** contact the College's Office of Student Accommodations ~~and are encouraged to make this contact prior to the start of classes~~**so that the College is on notice**

Board Policy No. 09.19

~~that the student will have the service animal on College property on a regular basis.~~ While such students are not required to formally register their service animal with the College, students with a documented disability may seek additional support and accommodations from the College's Office of Student Accommodations. Students who have concerns related to use of a service animal on College property, should address such concerns with the Office of Student Accommodations.

B. Employees

Employees who have a service animal ~~for their disability~~ which they wish to accompany them on College property ~~should~~must contact Human Resources about their need, if any, to have the service animal accompany them on campus and in their work area of employment.

C. Visitors

Visitors who have a service animal ~~for their disability~~ are welcome in all areas of campus that are open to the public. Specific questions related to a visitor's use of a service animal on College property ~~may~~should be directed to the College's ~~Office of Student Accommodations~~ Campus Police Department.

2. Requirements for Service Animals

A. The requirements concerning animals set forth in earlier sections of this Policy also apply to service animals.

A.B. Service animals must be trained to do work or perform tasks provide assistance to for an individual with a disability.

B.C. The owner and/or handler must be in full control of the animal at all times. The service animal may not be disruptive and/or aggressive while on College property.

Board Policy No. 09.19

G.D. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In such cases, the owner and/or handler must maintain control of the animal through voice, signal, or other effective controls.

D.E. ~~Service animals on campus must be in compliance with all applicable state, county, and local regulations for animal ownership. Owners must follow all requirements for tags and vaccinations of their service animal. Service animals must be licensed in accordance with all applicable Illinois laws and county regulations and owners must follow all requirements for tags and vaccinations.~~

E.F. ~~The College encourages owners of S~~service animals ~~to have the service animal~~must wear a vest or collar for the safety of the service animal, the individual with a disability, and others.

F.G. Service animals must be kept clean and in good health. The owner and/or handler is expected to clean and dispose of all animal waste.

G.H. The College is not responsible for the care, assistance or supervision of a service animal, including providing food or water for the animal, walking the animal, responding to the animal's need to relieve itself, or otherwise providing a handler for the service animal. Owners and/or handlers are expected to care and supervise their service animals. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the College. The owner and/or handler must care for the needs of the service animal, such as walking the service animal in a previously designated area, cleaning up after the service animal (waste immediately disposed of in proper place), engaging in hand washing after elimination clean up and ensuring the service animal is given water and food when needed.

H.I. Owners and/or handlers of service animals are liable for any damage, harm or injury caused by the animal to other students, staff, visitors, and/or property.

3. Removal of a Service Animal from College Property

Reasonable behavior consistent with the above requirements is expected from service animals and their owners and/or handlers while on College property. The owners and/or handlers of disruptive and/or aggressive service animals may be asked to remove the service animal from College facilities and property. If the improper behavior happens repeatedly, the owner and/or handler may be prohibited from ~~told they are not permitted to bring~~ing the service animal into any College facility or on College property until they take ~~significant~~ appropriate steps to mitigate the complained of behavior.

A service animal may be removed from College property for the following non-inclusive reasons:

- Disruptive behavior in a College facility, program or on College property including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating area, other's belongings) and initiation of contact outside of working role as a service animal
- Animal illness;
- Animal is not housebroken;
- Hygiene - dirty, strong odor, not groomed, evidence of having fleas, ticks;
- The animal is out of control and the animal's owner and/or handler does not take effective action to control it; and/or
- Aggressive and disruptive behavior including, but not limited to, biting, scratching, chasing, kicking, continuous barking or howling and/or jumping.

4. Conflicting Disabilities

A student or employee may have severe allergic reactions or other medical conditions in response ~~who has an allergy to~~

Board Policy No. 09.19

another individual's service animal that are substantial enough to qualify as a disability~~may qualify for accommodations~~. To resolve ~~these potential~~ conflicts regarding the animals' presence on campus as efficiently and effectively as possible, individuals should contact the Office of Student Accommodations (for students) or the Office of Human Resources (for employees), as applicable so that appropriate reasonable accommodations ~~may~~ can be considered.

Adopted April 12, 2005
Revised May 9, 2005
Revised July 10, 2017
Revised



MEMO

TO: Ike Nwosu, Vice President of Academic Services
FROM: Tessa Wiles, Director of Dual Credit & Honors Experience
CC: Emily Ramage, Dean of Academic Operations
DATE: November 17, 2022
RE: Update to Board Policy 06.19 – Dual Credit Program

In light of multiple amendments to the Dual Credit Quality Act (110 ILCS 27/40) in recent years, a revision to Board Policy 06.19 – Dual Credit Program is warranted. Please see the attached revision, which includes a general reference to the legislation as the guiding source for the policy. Referencing the Act allows the College to remain compliant without having to revise the policy as the legislation is amended.

As the most recent public acts amending the Dual Credit Quality Act take effect January 1, 2023, I respectfully request that the Board of Trustees waive first reading and approve the revision to this policy.

Dual Credit Program

[In accordance with the Dual Credit Quality Act \(110 ILCS 27/40\)](#), Lake Land College offers academic and career and technical college-level courses to qualified high school students in order to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge high school students, and give students advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers.

Dual Credit Courses

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

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

1. State Laws and Regulations and Accreditation Standards
All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.
-

2. Instructors

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

3. Qualification of Students

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

4. Placement Testing and Prerequisites

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

5. Course Offerings

Courses should be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois or from courses in ICCB-approved certificate or associate in applied science degree programs.

6. Course Requirements

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

7. Concurrent Credit

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

8. College Credit

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

9. Dual Credit Fee

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

Dual Enrollment Courses

Lake Land College courses offered outside or inside the regular high school day for which Lake Land College reimburses the instructor for teaching services are regular college courses. High school students taking dual enrollment courses for college credit will be charged in accordance to the agreement between the school district and the college, which may include full tuition and related fees. Students will not be charged a separate dual credit fee.

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

Adopted November 9, 1998
Revised August 16, 1999
Revised October 13, 2003
Revised June 13, 2005
Revised April 10, 2006
Revised July 14, 2008
Revised May 8, 2017
Revised September 18, 2019
Revised December 9, 2019

[Revised](#)



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: December 7, 2022

RE: Proposed Revisions to Board Policies 10.24 – *Purchase or Lease of Sites* and
10.25 - *Lease of Equipment, Machinery, Vehicles, and Buildings*.

Please find attached proposed revisions to Board Policies 10.24 – *Purchase or Lease of Sites* and 10.25 - *Lease of Equipment, Machinery, Vehicles, and Buildings*. Revisions align with current language in the Illinois Public Community College Act for sections 110 ILCS 805/3-36 and 110 ILCS 805/3-38. Specifically, the Board of Trustees is no longer required to seek prior ICCB approval for the purchase or lease of sites or for the lease of equipment, machinery, vehicles and buildings.

Since proposed revisions align the College's Board Policy with current law, I respectfully request the Board waive first reading and approve the revisions as presented.

Thank you for your consideration of this request.

Attachment

10.24**Purchase or Lease of Sites**

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

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

Adopted November 9, 1998
Revised December 10, 2018
Revised

10.25**Lease of Equipment, Machinery, Vehicles, and Buildings**

The Board of Trustees is authorized to lease, with or without an option to purchase, for a period not to exceed five (5) years or purchase under an installment contract extending over a period of not more than five (5) years with interest at a rate not to exceed six percent (6%) per year on the unpaid principal, such apparatus, equipment, machinery, or other personal property as may be required when authorized by the affirmative vote of two-thirds (2/3) of the members of the Board, and to lease for a period not to exceed twenty (20) years such rooms, buildings, and land or any one or more such items as may be required, when authorized by the affirmative vote of two-thirds (2/3) of the Board. ~~Any lease for rooms, buildings, or land for a period exceeding five (5) years must have the prior approval of the Illinois Community College Board.~~ This action does not apply to guaranteed energy savings contracts or leases entered into under Article V-A.¹

¹ 110 ILCS 805/3-38, Illinois Public Community College Act

Adopted November 9, 1998



MEMO

TO: Dr. Josh Bullock, President

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

DATE: November 18, 2022

RE: October 2022 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of October for Fiscal Year 2023.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through October 2022, the fourth month of FY2023.

Overall Variances:

- *Revenue* – Total October 2022 revenue was \$2,871,996 resulting in an unfavorable variance of \$417,783 MTD; however, the overall revenue variance to budget remains favorable 3,057,384 YTD.
- *Expenditures* – Total October 2022 expenditures were \$3,439,546 resulting in a monthly unfavorable variance of \$49,738 MTD; however, the overall expenditure variance to budget remains favorable \$2,746,218.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$218,193 MTD but remains favorable \$2,317,030 YTD. The monthly and yearly variances are more timing issues 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 the variance to normalize.
- *ICCB Credit Hour Grant* – We received \$802,687 in October 2022 resulting in a favorable monthly variance of \$16,910 and a yearly favorable variance of \$143,841. 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 \$544,608 in October 2022 resulting in a \$0 monthly variance and \$0 year to date variance.
- *Tuition & Fees* – October 2022 had an unfavorable monthly variance of \$52,935 for tuition and \$227,158 for fees. Year to date, tuition is favorable to budget year to date \$495,663 while fees are unfavorable \$106,498 year to date. In the FY 2023 budget, the College budgeted enrollment to be at the same level as FY 2022. Through October 2022, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable tuition variance.
- *Other State Sources* – The Month to Date variance in this area is unfavorable by \$52,753 and unfavorable year to date \$106,948. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Other revenue is favorable by \$86,345 MTD and \$251,929 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wages had a \$98,570 unfavorable variance in October 2022 while maintaining a YTD favorable variance of \$506,630. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – An unfavorable variance in employee benefits exists in October 2022 in the amount of \$25,926 and YTD of \$86,890.
- *Instructional* – The Instructional expenditures had an unfavorable variance in October 2022 of \$16,342; however, a YTD favorable variance exists in the amount of \$513,744. 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 an unfavorable variance of \$25,503 in October 2022; however, the YTD variance remains favorable at \$25,563.
- *Student Services* – The Student Services expenditures had a favorable variance in October 2022 of \$1,876 and YTD of \$206,508.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable of \$21,358 MTD but the variance remains favorable \$24,722 YTD.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable variance in October 2022 of \$11,861 and \$13,929.
- *Institutional Support* – The Institutional Support expenditures had a favorable variance in October 2022 of \$5,810 and YTD of \$2,168,641. There are positive variances in nearly all line items with the largest variance in Contractual Services, Contingency Funds, Other and General Materials and Supplies. Over the course of the year, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for October 2022 of \$6,083 and YTD of \$206,889. The YTD variance is more a timing issue as to when scholarships are provided and we expect the variance to normalize throughout the year.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY22 Audited Numbers	FY23 Annual Budget	
Revenues:											
1,019,331	1,237,523	(218,193)	Local Sources	8,922,343	6,605,313	2,317,030	35.08%	8,114,241	10,863,543	11,372,321	
802,687	785,776	16,910	ICCB Credit Hour Grant	2,239,244	2,095,404	143,840	6.86%	1,656,796	4,695,485	5,238,509	
544,608	544,608	(0)	ICCB Equalization Grant	2,178,433	2,178,433	(0)	0.00%	2,021,003	6,255,650	6,535,300	
17,039	39,792	(22,753)	Other State Sources	417,979	462,109	(44,130)	-9.55%	88,929	1,001,827	1,201,680	
93,277	146,212	(52,935)	Tuition	4,455,858	3,960,195	495,663	12.52%	4,433,311	7,634,263	6,000,121	
177,422	404,580	(227,158)	Fees	1,815,153	1,922,102	(106,948)	-5.56%	1,693,047	3,459,045	5,551,040	
217,633	131,287	86,345	Other Revenue	659,829	407,900	251,929	61.76%	504,755	3,439,821	1,034,153	
-	-	-	Gift in Kind	-	-	-	0.00%	5,000	140,237	-	
2,871,996	3,289,779	(417,783)	Total Revenues	20,688,839	17,631,455	3,057,384	1	18,517,083	37,489,871	36,933,124	
Expenditures:											
Instructional											
1,443,180	1,432,132	(11,048)	Salary and Wages	3,765,237	4,075,199	309,962	7.61%	3,709,010	9,997,327	13,028,296	
255,023	251,648	(3,375)	Employee Benefits	691,794	662,712	(29,082)	-4.39%	687,556	2,051,378	2,188,558	
4,254	24,750	20,496	Contractual Services	20,569	54,240	33,671	62.08%	15,830	407,858	426,050	
68,066	29,057	(39,010)	General Materials and Supplies	185,389	330,863	145,474	43.97%	137,629	507,828	578,994	
4,801	9,236	4,435	Travel and Meeting Expenses	13,906	50,664	36,758	72.55%	9,435	28,893	142,462	
-	2,000	2,000	Fixed Charges	-	2,000	2,000	0.00%	-	55,290	56,375	
40	10,200	10,160	Capital Outlay	116	15,078	14,962	99.23%	958	107,718	28,828	
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-	
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-	
1,775,365	1,759,023	(16,342)	Total Instructional	4,677,011	5,190,756	513,744	9.90%	4,560,418	13,156,291	16,449,563	
Academic Support											
88,147	68,420	(19,727)	Salary and Wages	207,773	183,409	(24,364)	-13.28%	161,350	372,622	216,254	
17,492	20,158	2,666	Employee Benefits	43,878	55,042	11,164	20.28%	33,675	74,099	63,897	
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-	
32,020	20,508	(11,511)	General Materials and Supplies	89,458	111,783	22,325	19.97%	94,165	203,048	209,650	
1,081	4,150	3,069	Travel and Meeting Expenses	1,687	18,126	16,438	90.69%	488	10,746	11,100	
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-	
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-	
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-	
138,740	113,237	(25,503)	Total Academic Support	342,797	368,360	25,563	6.94%	289,677	660,514	500,901	
Student Services											
215,321	230,654	15,333	Salary and Wages	621,506	712,851	91,345	12.81%	584,575	1,617,025	1,892,481	
58,888	47,332	(11,555)	Employee Benefits	162,284	186,977	24,692	13.21%	139,183	438,935	574,909	
-	-	-	Contractual Services	10,372	9,540	(832)	-8.72%	10,372	20,492	12,040	
6,612	3,029	(3,583)	General Materials and Supplies	25,962	91,507	65,545	71.63%	17,635	96,942	129,821	
13,519	15,200	1,681	Travel and Meeting Expenses	17,908	43,665	25,757	58.99%	2,957	50,833	83,565	
-	-	-	Fixed Charges	-	-	-	0.00%	-	80,409	-	
-	-	-	Other Expenditures	-	-	-	0.00%	-	14,100	15,000	
294,340	296,216	1,876	Total Student Services	838,032	1,044,540	206,508	19.77%	754,723	2,318,736	2,707,816	
Public Service/Cont Ed											
53,328	64,107	10,779	Salary and Wages	146,857	191,636	44,779	23.37%	99,392	323,117	493,346	
8,098	5,399	(2,699)	Employee Benefits	22,996	18,066	(4,930)	-27.29%	16,245	61,706	62,870	
31,313	3,700	(27,613)	Contractual Services	72,025	19,525	(52,500)	-268.89%	7,627	56,796	59,400	
10,183	8,461	(1,722)	General Materials and Supplies	14,819	44,124	29,305	66.41%	19,634	57,486	125,645	
1,299	1,123	(176)	Travel and Meeting Expenses	159	6,193	6,034	97.44%	895	4,135	15,953	
8,585	8,658	73	Fixed Charges	34,587	36,620	2,033	5.55%	33,951	105,125	106,271	
-	-	-	Capital Outlay	-	-	-	0.00%	-	115,000	-	
-	-	-	Other	-	-	-	0.00%	-	-	-	
-	-	-	G/K	-	-	-	0.00%	-	-	-	
112,806	91,448	(21,358)	Total Public Service/ Cont Ed	291,442	316,164	24,722	7.82%	177,743	723,363	863,485	
Operations & Maintenance											
125,783	45,154	(80,629)	Salary and Wages	354,015	133,277	(220,738)	-165.62%	305,315	931,217	1,041,986	
42,720	44,655	1,935	Employee Benefits	118,839	126,186	7,347	5.82%	100,643	334,730	376,366	
32,464	66,923	34,458	Contractual Services	72,270	134,465	62,195	46.25%	44,200	237,194	269,170	
30,567	56,250	25,683	General Materials and Supplies	100,331	125,500	25,169	20.05%	72,540	198,989	250,500	
-	-	-	Travel and Meeting Expenses	321	650	329	50.68%	-	199	1,150	
1,100	750	(350)	Fixed Charges	12,174	8,000	(4,174)	-52.17%	3,000	103,277	104,000	
94,519	125,283	30,765	Utilities	382,333	501,133	118,801	23.71%	354,597	1,058,060	1,503,400	
-	-	-	Capital Outlay	-	25,000	25,000	100.00%	-	10,800	25,000	
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	-	
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	-	
327,154	339,015	11,861	Total Operation and Maint	1,040,283	1,054,212	13,929	0	880,296	2,874,466	3,571,572	
Institutional Support											
419,392	406,115	(13,278)	Salary and Wages	865,722	1,171,367	305,645	26.09%	782,549	3,519,884	3,533,791	
116,667	103,770	(12,897)	Employee Benefits	403,455	307,374	(96,081)	-31.26%	350,180	1,313,188	824,367	
42,102	84,186	42,084	Contractual Services	484,740	1,419,098	934,358	65.84%	164,734	649,571	2,094,460	
55,042	106,986	51,944	General Materials and Supplies	569,541	900,939	331,398	36.78%	646,527	1,548,250	1,863,491	
7,070	11,312	4,242	Travel and Meeting Expenses	25,295	53,282	27,987	52.53%	1,696	67,321	382,917	
1,250	3,500	2,250	Fixed Charges	185,122	208,500	23,378	11.21%	14,389	205,246	220,000	
-	-	-	Capital Outlay	-	9,450	9,450	100.00%	22,139	111,338	18,900	
36,338	75,000	38,662	Contingency Funds	79,490	467,082	387,592	82.98%	169,193	563,005	1,126,330	
-	-	-	Other	-	226,627	226,627	100.00%	-	563,382	119,075	
-	-	-	Strategic Initiatives	-	200,000	200,000	100.00%	222,500	307,891	-	
107,196	-	(107,196)	One Time Budget Requests	181,713	-	(181,713)	0.00%	-	1,297,959	-	
785,059	790,869	5,810	Total Institutional Support	2,795,078	4,963,719	2,168,641	5	2,373,907	10,147,034	10,183,331	
6,083	-	(6,083)	Scholarships, grants, waivers	292,455	85,566	(206,889)	-241.79%	332,496	682,256	1,228,566	
3,439,546	3,389,807	(49,738)	Total Expenditures	10,277,099	13,023,316	2,746,218	21.09%	9,369,261	30,562,660	35,505,234	
(567,549)	(100,028)	(467,521)	Revenue Less Expenditures	10,411,740	4,608,138	311,166	1	9,147,822	6,927,211	1,427,890	
-	-	-	Transfers Out:	-	-	-	0.00%	-	1,521,178	1,427,890	
(567,549)	(100,028)	(467,521)	Excess of Revenues over Expenditures & Transfers	10,411,740	4,608,138	311,166	1	9,147,822	5,406,033	-	
2,871,996	3,289,779	(417,783)		20,688,839	17,631,455	3,057,384					
3,439,546	3,389,807	(49,738)		10,277,099	13,023,316	2,746,218					
(567,549)	(100,028)	(467,521)		10,411,740	4,608,138	5,803,602					

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
2,345,151.52	2,246,581.95	(98,569.57)	Salary and Wages	5,961,110.06	6,467,739.78	506,629.72
498,888.89	472,963.15	(25,925.74)	Employee Benefits	1,443,246.33	1,356,356.69	(86,889.64)
110,133.36	179,558.45	69,425.09	Contractual Services	659,976.64	1,636,868.08	976,891.44
202,491.65	224,291.46	21,799.81	General Materials and Supplies	985,501.29	1,604,716.14	619,214.85
27,769.75	41,021.59	13,251.84	Travel and Meeting Expenses	59,275.17	172,579.54	113,304.37
10,935.02	14,907.50	3,972.48	Fixed Charges	231,882.67	255,120.00	23,237.33
94,518.60	125,283.33	30,764.73	Utilities	382,332.55	501,133.33	118,800.78
39.99	10,200.00	10,160.01	Capital Outlay	115.87	49,527.99	49,412.12
36,337.71	75,000.00	38,662.29	Contingency Funds	79,490.33	467,082.08	387,591.75
-	-	-	Other Expenditures	-	226,626.86	226,626.86
3,326,266.49	3,389,807.43	63,540.94	Total	9,802,930.91	12,737,750.49	2,934,819.58

Lake Land College

FY2023 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$3,765,237	\$4,075,199	\$309,962	\$13,028,296	\$3,765,237	\$13,028,296	\$9,263,059
Salary and Wages - Acad. Support	\$207,773	\$183,409	(\$24,364)	\$216,254	\$207,773	\$216,254	\$8,481
Salary and Wages - Stud. Svcs	\$621,506	\$712,851	\$91,345	\$1,892,481	\$621,506	\$1,892,481	\$1,270,975
Salary and Wages - Public Svc.	\$146,857	\$191,636	\$44,779	\$493,346	\$146,857	\$493,346	\$346,489
Salary and Wages - Maintenance	\$354,015	\$133,277	(\$220,738)	\$1,041,986	\$354,015	\$1,041,986	\$687,971
Salary and Wages - Inst. Support	\$865,722	\$1,171,367	\$305,645	\$3,533,791	\$865,722	\$3,533,791	\$2,668,069
Total Salary and Wages	\$5,961,110	\$6,467,740	\$506,630	\$20,206,154	\$5,961,110	\$20,206,154	\$14,245,044

Employee Benefits	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$691,794	\$662,712	(\$29,082)	\$2,188,558	\$2,051,378	\$2,188,558	\$137,180
Employee Benefits - Acad. Support	\$43,878	\$55,042	\$11,164	\$63,897	\$74,099	\$63,897	(\$10,202)
Employee Benefits - Stud. Svcs	\$162,284	\$186,977	\$24,692	\$574,909	\$438,935	\$574,909	\$135,974
Employee Benefits - Public Svc.	\$22,996	\$18,066	(\$4,930)	\$62,870	\$61,706	\$62,870	\$1,164
Employee Benefits - Maintenance	\$118,839	\$126,186	\$7,347	\$376,366	\$334,730	\$376,366	\$41,636
Employee Benefits - Inst. Support	\$403,455	\$307,374	(\$96,081)	\$824,367	\$1,317,320	\$824,367	(\$492,953)
Total Employee Benefits	\$1,443,246	\$1,356,357	(\$86,890)	\$4,090,967	\$4,278,168	\$4,090,967	(\$187,201)



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of Innovative Bridge and Transitions grant

Lake Land College has received a one-year Innovative Bridge and Transition grant for \$108,873.96 from the Illinois Community College Board (ICCB). The purpose of the grant is to support or create transition programs that improve student transitions to and through postsecondary education and into employment.

The College will use this grant funding to hire a full-time Apprenticeship Coordinator. This position will work with nontraditional students and local businesses to place students in apprenticeship programs in high demand career fields. Students will be paid by local businesses while completing their apprenticeship duties and will take courses at the College to receive a certificate or degree. Another portion of this grant funding will be used to provide training and professional development for the Apprenticeship Coordinator, as well as to provide mileage for in district travel for the Coordinator to travel and visit apprentices at various local employers to see them in action as they work and learn new skills. A final portion of the grant will be used to purchase required academic supplies, such as workbooks, safety equipment and other consumables needed to be a successful student.

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

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE	AGENCY
Organization Name: Lake Land College	DUNS# 075598359	NOFO # Not Applicable
CFSA Number: 684-01-1670	CSFA Description: Innovative Bridge and Transition Grant - State	Fiscal Year(s) : FY23 and FY24

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under " Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. **Please read all instructions before completing form.**

SECTION A -- STATE OF ILLINOIS FUNDS

Revenues	Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested	\$ -	\$ -	\$ -	\$ -

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages) 200.430	\$ 50,000	\$ -	\$ -	\$ 50,000
2. Fringe Benefits 200.431	\$ 23,915	\$ -	\$ -	\$ 23,915
3. Travel 200.474	\$ 13,606	\$ -	\$ -	\$ 13,606
4. Equipment 200.439	\$ -	\$ -	\$ -	\$ -
5. Supplies 200.94	\$ 4,510	\$ -	\$ -	\$ 4,510
6. Contractual Services (200.318) & Subawards (200.92)	\$ -	\$ -	\$ -	\$ -
7. Consultant (Professional Services) 200.459	\$ -	\$ -	\$ -	\$ -
8. Construction	\$ -	\$ -	\$ -	\$ -
9. Occupancy (Rent & Utilities) 200.465	\$ -	\$ -	\$ -	\$ -
10. Research & Development (R&D) 200.87	\$ -	\$ -	\$ -	\$ -
11. Telecommunications	\$ -	\$ -	\$ -	\$ -
12. Training & Education 200.472	\$ -	\$ -	\$ -	\$ -
13. Direct Administrative costs 200.413	\$ -	\$ -	\$ -	\$ -
14. Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -	\$ -	\$ -
B. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -	\$ -	\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 92,031	\$ -	\$ -	\$ 92,031
17. Indirect Costs* (see below) 200.414	\$ 16,842	\$ -	\$ -	\$ 16,842
Rate: _____ % Base: _____				
18. Total Costs State Grant Funds (lines 16 and 17)	\$ 108,873	\$ -	\$ -	\$ 108,873



MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Beth Craig, Grants Writer and Coordinator

CC: Lynn Breer, Director of Institutional Research and Reporting
Acceptance of Selection for National Science Foundation Mentor-Connect

RE: Program

Lake Land College has been selected to participate in the 2023 National Science Foundation (NSF) Mentor-Connect cohort program. This program will allow a team from the College to receive peer mentoring support, technical assistance and professional development to write a grant proposal to expand technical education programs in the STEM field. More specifically, the proposal will be to create an innovative technical laboratory course and develop additional curriculum for an automation certificate for both current and future manufacturing professionals.

Two faculty, one administrator and one grant professional will make up the team for this project including: faculty member Michael Beavers, Chair of Technology Division; faculty member Rakhsha Nasseripour, Physics Instructor; administrator Dr. Lynn Breer, Director of Institutional Research and Reporting; and myself as the grant professional. This is a great opportunity for the College to develop a solid grant proposal and to expand our grant writing skills and expertise with the National Science Foundation.

I respectfully request that the Board of Trustees accept this opportunity.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC: Dave Earp, Supervisor of Print and Mail Services
DATE: November 28, 2022
RE: Approval of Purchase of new laser engraver/cutter for Print Shop

As the print industry continually evolves, it is important to add new services to the Print Shop to remain on the leading edge and stay relevant. Dave Earp, Supervisor of Print and Mail Services, recently attended the National Print Show and has identified the next new service that will aid in the ever-changing landscape of printing.

After a complete review and negotiations, it is my recommendation that we purchase the Trotec Speedy 400 laser engraver/cutter at the cost of \$36,840. The engraver will give us the capability of added services along the lines of awards, nameplates, and specialized marketing materials.

Per board policy 10.4(f), a bid is not necessary for duplicating machines and supplies.

The funds to purchase the new laser engraver/cutter will come from the favorable retained earnings balance located in Fund 05 of the College's financial statements.

I respectfully ask the Board of Trustees to approve the purchase of the Trotec laser engraver.

Speedy 400 Quote Prepared for:
Lake Land College

trotec

Trotec Laser, Inc. 44747 Helm Ct. Plymouth, MI 48170 Tel: 866-226-8505 Fax: 734-927-6323 Email: sales@troteclaser.com	Your Trotec Rep	
	Name	Jack_Bailey
	Phone	352-467-2591
	Email	jack.bailey@troteclaser.com

Features of the Speedy 400	
Engraving Area	40" x 24"
Maximum Raster Speed	170"/sec
Positional Accuracy	5µm/per inch of travel
Repeatability	+/- 0.0006"
Laser Source	80 Watts
Standard Focal Length Lens	2.0"
Max. Part Height	12" (Based on Configuration)
In-Pack Technology	Standard
Gantry Motor Type (with encoder)	Brushless Servo Motors
Auto Focus	Standard
Red Dot Pointer	Standard
Air Assist Plumbing (compressor not included as standard)	Standard
Harsh Environment Kit	Included
Laser Software	JobControl, Ruby



	Qty	Price	Extended Price
Fully enclosed chassis with double safety interlock system laser safety class 2, CE compliant maintenance-free	1	\$	Show Special \$34,300
Machine Subtotal			\$34,300.00
Optional Items:	Qty	Price	Extended Price
Standard Engraving Table			
Black Cutting Grid	1	900.00	\$0.00
Cutting Table (Lamellas)			
White Plastic Cutting Grid			
Air Assist Pump	1	800.00	\$0.00
Gas Kit incl. air filter unit			
Pass-Through (machine become class IV)	1	750.00	\$0.00
Rotary Attachment (Cones, Rollers, Combo) Cone	1	1,990.00	\$1,490.00
JobControl Vision			
Available Lenses: 1.5", 2.0", 2.5", 4.0"			
Exhaust System <small>Atmos Duo Plus</small>			
VDP	1	3,900.00	\$0.00
2.5 Inch Precision Lens Kit with Extended Nose Cone	1	395.00	\$0.00
		Subtotal	\$35,790.00
		Delivery (EXW Plymouth, MI)	\$1,050.00
		Installation & Training	\$0.00
		Sale Amount (not including any applicable taxes)	\$36,840.00
THE INFORMATION IN THIS QUOTATION IS CONFIDENTIAL AND SHOULD NOT BE PUBLISHED OR SHARED WITH ANY OUTSIDE PARTIES. QUOTE PRICING VALID FOR SHOW ONLY UNLESS NOTED.			

Trotec Laser, Inc. 44747 Helm Ct., Plymouth, MI 48170
 Tel: 866-226-8505 Fax: 734-927-6323
 Email: sales@troteclaser.com www.troteclaser.com



PURCHASE AGREEMENT

v.9/21

SF Opportunity ID:

Ruby SuperAdmin Contact Name:

Ruby SuperAdmin Email:

BILLING INFORMATION		SHIPPING INFORMATION <i>CHECK IF SAME AS BILLING</i> <input type="checkbox"/>	
Company name	Lake Land College	Company name	
Contact Person	David Earp	Contact Person	
Phone Fax	217-234-5264	Phone Fax	
Email Address <input type="checkbox"/> Send Invoices via Email	Dearp@lakelandcollege.com	E-mail <input type="checkbox"/> Send Tracking Information	
Address City, State ZIP Code <input type="checkbox"/> Mail Paper Invoices	5001 Lake Land Blvd Mattoon, IL 61938	Address City, State ZIP Code	
ORDER DETAILS		SHIPPING DETAILS	
Show Name	Printing United 2022	Special Shipping Notes (additional costs may apply)	
Payment Terms	<input type="checkbox"/> 25% with Order, 75% Prior to Shipment <input checked="" type="checkbox"/> Other: <input type="text" value="100% prior to shipment"/>	<input checked="" type="checkbox"/> Lift Gate at Delivery	<input type="checkbox"/> Residential Delivery
Order Value	\$36,840.00	Shipping Method	
Machine Type	Speedy 400 80 Watt VDP	<input checked="" type="checkbox"/> Prepay and Add with Trotec Preferred Shipper	
Exhaust Type	<input type="checkbox"/> Trotec Exhaust <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Customer Preferred Shipper	
Tax Exempt	<input checked="" type="checkbox"/> Yes (tax certificate required) <input type="checkbox"/> No	Trotec will notify customer when shipment is ready for pickup .Customer to schedule pickup and provide Trotec with BOL.	

BY SIGNING THIS PURCHASE AGREEMENT THE CUSTOMER ACKNOWLEDGES THE FOLLOWING:

- You agree to Trotec Laser, Inc. requirements and the general terms and conditions of said sale.
- If you have not purchased a Trotec fume extraction system, you are responsible for supplying adequate exhaust to operate your laser system. Operating your laser system without adequate exhaust may cause damage to your laser system and would not be covered under warranty.
- You understand that a compatible PC, and Trotec approved graphic design software is required to operate as the host design station and that these items are not included in this order. You understand that training in the operation of the PC and graphic design software is not included in the training unless negotiated separately with the sales representative.
- You understand that a proper operating environment is required and that you are responsible for proper site preparation in advance of the installation. Site preparation information will be provided separately.

SIGNATURES

Signature	
Name and Title	
Date	

Please sign and return to service-US@troteclaser.com

Trotec Laser, Inc 44747 Helm Ct. Plymouth, MI 48170

Tel: 866-226-8505 Fax: 734-927-6323 Email: service-US@troteclaser.com web: www.troteclaser.com

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC: Dave Earp, Supervisor of Print and Mail Services
DATE: November 28, 2022
RE: Approval of Purchase of New Printer for Print Shop

The Print Shop is looking to upgrade the current wide-format flatbed printer to maintain quality standards at a faster pace with larger print capabilities.

Dave Earp, Supervisor of Print and Mail Services, recently attended the National Print Show where he explored many different makes and models and has been in negotiations with Ricoh USA for the purchase of a new EFI 30F wide-format printer at the cost of \$155,500 with a five-year service contract.

Per board policy 10.4(f), a bid is not necessary for duplicating machines and supplies.

The funds to purchase the wide-format printer will come from the favorable retained earnings balance located in Fund 05 of the College's financial statements.

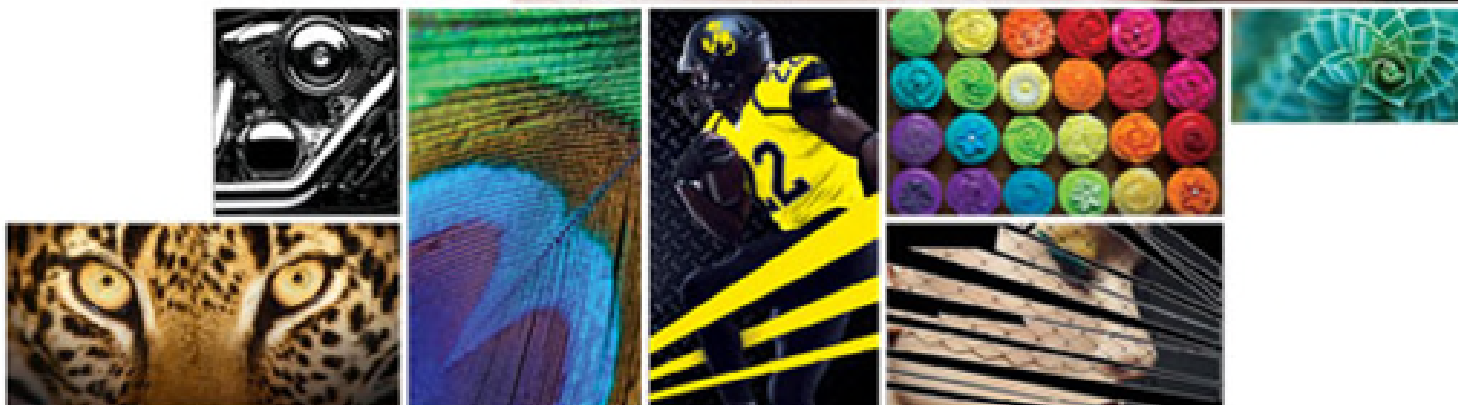
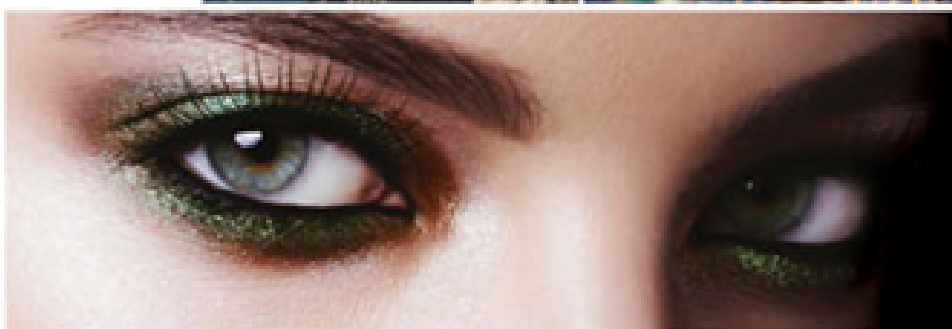
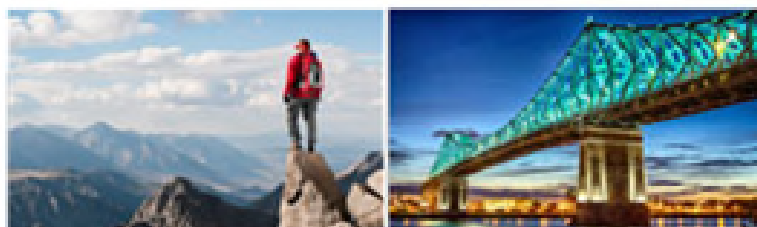
The College will seek approval to surplus the currently used wide-format flatbed printer.

I respectfully ask the Board of Trustees to approve the contract with Ricoh USA for an EFI 30F printer and related five-year service contract.

RICOH
imagine. change.

Lake Land
Community
College Print
Shop

EFI 30F Wide
Format Project



PREPARED BY:

Jim Butler, Production Print Executive
james.butler@ricoh-usa.com

Brianna Hale, Account Manager
Brianna.hale@ricoh-usa.com

309-635-0357(Jim)
217-737-1390(Brianna)

November 18th, 2022

EFI™ Pro 30f



Everything you asked for and more..

Speed, image quality and precise registration in one package. The 30F provides highly accurate drop placement on the media to leverage the 120" x 80" bed size for printing multiple copies (nesting) and jig printing of non-flat surfaces. Take advantage of near photographic prints for graphic arts applications while providing you with speeds that can produce up to 66 boards/hour.

- CMYK+WW (12 PH)
- 2 channel white ink (4 PH)
- 4 in (10 cm) media thickness
- Magnetic linear drive control and high-volume ink jetting at an accurate level to support productivity
- Automated purging/ sweeping
- Embedded Fiery® XF: Fiery proServer Core DFE
- User friendly GUI
- 10' x 6.6' (120 x 80 in) true flatbed
- 12 x Ricoh Gen-5 printheads (2 x PH per channel)
- UltraDrop™ Technology 7-21pL including white
- Up to 1200 dpi resolution
- LED UV curing
- Single-pass, multilayer printing
- Speed: up to 2,130 ft² (198 m²)/hr
- XA UV inks: for a wide range of flexible applications, including those that need to be bent or post cut

Lake Land Community College Print Shop EFI 30H Flatbed Project Proposal

Quantity	Item Description	Ext Selling Price
1	[OOD] EFI PRT EFI PRO 30F LED FLATBED 6C WCMYKW	\$136,661.50
1	EFI INK KIT INSTALL PROGRAPHICS UV - XA 5 COLOR	\$600.00
1	[OA] EFI COLOR WIDE FORMAT INSTALL CODE	\$2,249.95
1	[OA] CIP ISF RICOH 3 DAY OPERATOR TRAINING (SCHEDULED POST- INSTALL)	\$5,363.55
1	FREIGHT	\$3,250.00
1	RIGGING BOTH DEVICES	\$7,375.00
Total:		\$155,500.00

•CMYK Ink at \$140.00, White at \$180.00 signed executed agreement with EFI Direct per Joe Galindo

•EFI Direct Extended Essential Warranty Agreement-1 year=\$16,665 reduced to \$14,165 with signed ink agreement.
(Optional if you do not purchase from Ricoh Direct)

•Ricoh Factory Trained Service and Maintenance if unit is purchased from Ricoh Direct is \$1,000.00 per month

•New EFI 30H will be delivered to Lake Land Community College, 5001 Lake Land Blvd. Print Shop, Mattoon, IL.





Our Commitment to You

With Ricoh, you have the support of a trusted partner in your corner — one who shares your goals, understands your long-term vision and is focused on helping you achieve success.

Our dedication to the industry is unwavering, and it shows in the wealth of new technologies we are bringing to market. We are constantly thinking ahead, innovating and devising new ways to provide value and opportunity to you, our customer. This is the essence of Ricoh's Commercial & Industrial Printing Business Group.

Lake Land Community College Print Shop Ricoh Direct Service for the EFI 30F Wide Format Guide

EFI provides 1 year on site warranty for the first 12 months after installation that will be administered by Ricoh Factory Direct Service Technicians in conjunction with EFI.

Service year 2 through 5 Service will be provided by Ricoh Direct at a cost of \$1,000 per mo.

Included as part of Service/Maintenance Contract:

- ✓ Ricoh Field service engineer labor and travel for repairs
- ✓ Non-consumable parts (excluding Printheads)
- ✓ In the event of a Printhead failure requiring replacement the customer will receive 4 replacement Printheads at no cost. The No Cost Printheads will only be provided if replacement is required. In the event the Printhead replacement is required due to actions taken by the customer free replacement would not apply.
- ✓ All printer software and hardware updates
- ✓ Technical phone support
- ✓ Coverage for your Fiery® XF digital front end including all software updates and upgrades as well as telephone and email support during business hours

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC: Dave Earp, Supervisor of Print and Mail Services
DATE: November 28, 2022
RE: Print Shop Surplus Equipment

Please find below details of an outdated equipment item that has become surplus.

- 2017 EFI Pro 24 wide-format flatbed printer; Serial # 1009

The heavily used printer is five years old and is no longer usable by the College. Additionally, this old printer is being replaced with a new model.

As with past surplus items, we will seek the best financial route to follow in disposing of this item.

Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring this item as surplus and seek authorization to dispose of this item in a manner most beneficial to the College.

MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: November 16, 2022

RE: Welding Gift-in-Kind items

The Foundation office has received recent notification of recent gift in kind donations from James Crowder of welding items valued at \$12,000.00. These items will be received by the Foundation, thanks to Michael Beavers, Technology Division Chair. The equipment will be utilized by welding students at Lake Land College.

I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation on behalf of the Welding program.

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name _____ Organization _____

Address _____ City _____ State/Zip _____

Telephone _____ Fax _____

Donor's Estimated Value \$ _____

Gift-in-Kind Description: (Please describe in detail)

Description _____

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. *Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.*

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____

MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: November 29, 2022

RE: DOC Gift-in-Kind item

The Foundation office has received recent notification of a recent gift in kind donation from Dan Pilson Auto Center valued at \$2,750.00. A 2001 Toyota Camry is being donated to the Foundation, and the vehicle will be utilized by DOC students at Lake Land College.

I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation on behalf of the Department of Corrections program.

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name Dan Pilson Auto Center Organization Auto Sales + Service
Address 2212 Lake Land Blvd City Mattoon State/Zip IL 61938
Telephone 217-234-6461 Fax 217-235-2550
Donor's Estimated Value \$ 2750.00

Gift-in-Kind Description: (Please describe in detail)

Description 2001 Toyota Camry
Location of Item 1506 18th st Charleston IL 61920 Transportation Cost 0.00
Vehicle Year: 2001 Make: Toyota Model: Camry VIN: 4T1BG22K010804660

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: 11/21/2020

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____



MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: December 6, 2022

RE: Approval of Facilities Master Plan

The Facilities Master Plan is being submitted to the Board of Trustees for approval, with final submission to ICCB.

Earlier this year, the College engaged the Architecture Firm of Bailey Edward to serve as the College's exclusive architect for architectural professional services for College related projects.

Bailey Edward's first project was to assist the College in completing a Facilities Master Plan which is due every five years for submission to ICCB. The College last filed a Facilities Master Plan in 2017 so it was imperative to the College that Bailey Edward help file a timely report by the end of December 2022.

As part of Bailey Edward's work, they sent a team of people to the Mattoon campus to conduct a facilities condition assessment report which we are including in our updated Facilities Master Plan as an appendix. With the help of our Director of Physical Plant Operations, Scott Rawlings and Assistant to the Director of Physical Plant Operations, Kimberly Wellbaum, the Bailey Edward team closely examined and evaluated each building on campus including being on the roofs of all buildings.

As a result of their work and evaluation, they created a facilities condition assessment report which provides specific information and evaluation of each building. Each building was assigned a current replacement value (CRV) along with deferred maintenance backlog (DMB). A condensed version of the overall report is being submitted as Appendix A of the Facilities Master Plan.

The key takeaways from the assessment report would be as follows:

- The Physical Plant Department is doing a great job of making key repairs with the funds they have been allotted, along with staying abreast of the major issues of each building.
- The College is in a reactive state in dealing with repairs.
- The College's reactive state is similar to nearly all other Colleges where Bailey Edward has conducted feasibility analysis in the past.
- Considering the average age of our college buildings is 25 years old, the College has a significant dollar amount of deferred maintenance backlog.
- Bailey urged the College to consider spending more funds annually to address building issues to avoid larger, more expensive repairs in the future.

- The most expensive items driving the deferred maintenance backlog is HVAC, Building Envelope (Windows) and Roof Issues.

At the same time, Bailey Edward was conducting the feasibility assessment report, another Bailey Edward team started meeting with each educational department along with Business Services staff, Student Services staff and the administration on the future wants and needs of the College. Bailey Edward is seeking extensive input from all areas on what is needed to improve our facilities to create an innovative, learning environment in the future. The discussions with all areas will take several months to conclude and Bailey Edward will supply a comprehensive, amended Facilities Master Plan report to the College in the Spring of 2023 that will include the concluded feasibility assessment study and the report from the planning meetings with all of the educational departments along with Business Services staff, Student Services staff and the administration.

Please note that the updated Facilities Master Plan also includes our Landscaping Master Plan, which is included as an appendix as well.

The attached Facilities Master Plan is inclusive of general facilities updates as previously reviewed or approved with the Board, the Facilities Condition Assessment report and the Master Landscaping Plan. In order to meet the December 2022 deadline with ICCB, the College has received approval from ICCB to submit the current Facilities Master Plan, with permission to submit an updated plan in Spring 2023 once the Bailey Edward staff concludes their work on incorporating the future needs of the College. In the interim, I am seeking approval from the Board to approve for submittal to ICCB the presented Facilities Master Plan to ICCB by December 31, 2022.

LAKE LAND COLLEGE

Facilities Master Plan

December 2022

Board of Trustees

Gary Cadwell
Kevin Curtis
Doris Reynolds
David Storm
Mike Sullivan
Denise Walk
Thomas Wright
Maggie Kelly, Student Trustee

Dr. Josh Bullock, President

Community College District Number 517
Mattoon, Illinois

Lake Land College Contact for Further Information

Community College District Lake Land College 517

Submitted for Approval

Master Plan Contact Person Greg Nuxoll

Telephone Number 217.234.5224

Introduction **1**

Facilities Master Plan Initiatives **4**

 Unified Campus 4

 Spaces and People Places 6

 Appropriately Maintained and Energy Efficient Facilities 7

Appendix A: Facilities Condition Assessment

Appendix B: Master Landscaping Plan

Introduction

Well-designed, modern facilities that are equipped with the correct instructional tools are required to provide the best possible education to our customers. The facilities should enable the functions of both academics and the services that support students in their academic mission. New buildings shall be constructed or purchased, and existing buildings renovated to meet the College's needs and requirements.

The College currently has prioritized capital projects, which will be submitted for funding via the Resource Allocation Management Program (RAMP) document.

Lake Land College, built primarily in the late 1960s and early 1970s, was an aging campus with an aging infrastructure in need of large scale repairs, replacements and upgrades. Renovation and remodeling projects have been an ongoing process, and have resolved many of the original construction, mechanical, electrical and plumbing issues but much work remains as noted in the Facility Condition Assessment conducted by Bailey Edward and attached as Appendix A. Additionally, much of the campus landscaping is original to campus and is in desperate need of the planned refresh, as outlined in the Master Landscaping Plan developed by Planning Design Studios and attached as Appendix B.

Current plans call for continued improvements to wayfinding, a multi-year master landscaping plan, updates to existing parking lots and roadways, expansion and updating of educational facilities in Effingham (including the Rural Development Technology Center and Kluthe Center) and on campus (Field House), as well as substantial deferred maintenance, renovations and improvements to existing facilities. Through the analysis of existing conditions and discussions with College personnel and consultants, we have identified the following core concepts for the development of the Facilities Master Plan Initiatives:

1. Unified Campus;
 - Unity that makes the campus feel like a campus.

- Way Finding; Clear, understandable directional aids
 - Vehicular and Pedestrian Circulation; safe, accessible and efficient ways.
 - Sustainable, engaging and educational landscaping which creates a safe environment for moving throughout campus.
2. Spaces and People Places; for Learning and Services, which provide;
- Modern, well equipped buildings and grounds with ample space for the intended function.
 - Locations to meet new people, talk with friends, share ideas and collaborate
3. Appropriately Maintained and Energy Efficient Facilities:
- Facilities that are appropriately maintained, reliable, serviceable and energy efficient, with particular emphasis placed on creating a safe and accessible campus environment for students, staff and visitors.

The College makes requests for funding assistance from the state through the submission of the College's Resource Allocation Management Program (RAMP) document. The RAMP document contains requests for specific new or renovated facilities.

The RAMP document is submitted to the Illinois Community College Board, (ICCB) and upon approval of particular projects by ICCB, the project requests are submitted to the Illinois Board of Higher Education (IBHE) where they are blended with the requests from all state higher learning institutions. The projects are then submitted to the state for funding.

Planning for and providing facilities necessary to fulfill the educational requirements at Lake Land College is a major undertaking. The process required to develop space to serve the College through 2033 and beyond cannot be achieved through last minute provisions and little preparation. Major projects require time-periods of three to four years to complete. This is why the College must continually update and adjust its capital

plans and master plan as we seek to anticipate the changing job market of the communities in our district.

The College's program of development is both ambitious and dynamic and we are committed to developing new teaching spaces for the benefit of our students. Expectations regarding the quality, style and functionality of potential students and their families are ever rising. To continue to be the choice of our district's high school graduates, we must rise to those expectations.

The FY 2023 RAMP document will have requests for major deferred maintenance and renovation projects, several of which are also highlighted in this plan.

Facilities Master Plan Initiatives

1. Unified Campus

Prospective students and their families tend to develop significant feelings about the colleges they visit, typically slanted by how well it meets their expectations of what a college should be.

Unity

The character of a campus, and whether it has that expectation of the ideal look and feel, can be a critical differentiator in the final decision.

Unity is the primary factor that makes a campus feel "like a campus." A harmonious interplay of buildings, open space, programming, security, and layout is essential to campus unity, and it becomes one of the school's primary marketing tools. It inspires confidence in parents, and a sense of well-being and motivation in prospective students.

All campus buildings and spaces should be connected by ample walkways or roadways to ensure easy transition from one building to another. Parking areas and roadways should remain at the perimeter of the campus so as to maintain the cohesiveness of the campus buildings. A student should not have to traverse a large, open parking area to get from one class to another without safe and marked pathways for pedestrian traffic.

A consistent site vocabulary also contributes to unifying a campus. Signage and graphics, hierarchical paving and pedestrian circulation systems, site furniture, bollards (short vertical posts), receptacles, fencing, and curbing lend legibility, orientation, and clear boundaries and perimeters. Campus gateways, signs, and other visual cues like plantings and lighting that assist visitors with finding their

way around are also critical contributors to identity, creating important initial impressions. Informational kiosks animate a campus and provide visitors with orientation and updates on events. Reliable lighting provides a sense of security.

Way-Finding

The campus is in the process of finalizing a comprehensive directional system to get students, staff and visitors around and to their ultimate destinations. Work will continue into future fiscal years.

Vehicular and Pedestrian Circulation

Emphasis will be placed on providing safe and efficient ingress and egress to campus via updated circulation roadways and pedestrian walkways within parking areas, as outlined in the Master Landscaping Plan developed by Planning Design Studios (Appendix B).

Additionally, replacement of unsafe parking lots beyond their useful life will be required to ensure safe vehicular and pedestrian movement on campus.

Sustainable, Engaging and Educational Landscaping

The campus landscape itself gives the campus an inviting aesthetic and seasonal identity, while creating a learning environment that is safe for movement. The image of a campus is primarily identified by the overall development of the built environment, including the landscape and site elements. Much of the campus landscaping is original to the fifty-year-old campus and has become unsightly and overgrown, posing safety issues to students, staff and visitors on campus. The \$18.9 million, ten-year Master Landscaping Plan calls for the landscaping modernization to enhance sustainability and maintenance, while providing spaces for students to congregate and participate in educational opportunities.

As students, staff and visitors enter the campus they should have a sense of arrival, a feeling of being welcomed. Inviting thoroughfares and pedestrian ways should make certain people get to their destination quickly and with minimal confusion.

Existing and new buildings and plazas must contribute to a sense that they are parts of a whole. The integration of buildings, walkways, landscaping, roadways and parking should look like they belong as parts of a single organized unit.

Pathways as well as parking lots should be inviting and should be organized in a way which creates a pleasant and safe experience for users as they progress to their destination.

2. Spaces and People Places

New facilities shall be constructed or purchased, and existing buildings are to be renovated and modernized to provide state of the art space for instruction and student support services, both within buildings and on external grounds. Reorganized facilities create convenient zones for programs and services.

Modern, Well-equipped Buildings and Grounds

Updates to educational facilities in Effingham (including the Rural Development Technology Center and Kluthe Center) and on-campus (Neal Hall CDB project to begin May 2023) are in progress, as are updates to the Lake Land College Field House locker rooms and spaces. Construction of an additional storage building and a new CDL driving lot in the planning phase.

Additionally, refinishing of parking lots A, B and F are necessary as the lots are beyond their useful life and no longer able to be repaired and maintained.

Parking Lot A will be completed via Capital Development Board (CDB) funding in Summer 2023. The College will seek CDB funding to refinish both Lot B and Lot

F, but may need to expend College funds as the urgency to replace the lots increases.

Locations to Collaborate

Internal facilities spaces and campus grounds will be designed to provide ample space for students, employees and visitors to meet new people, talk with friends, share ideas and collaborate.

As part of the Master Landscaping Plan, external campus areas are being designed to facilitate both the social and collaborative elements of a college environment. Renovations to the sunken plaza, additions of patio and gaming spaces, campus pond enhancements, updates to the disc golf course, and educational native landscape planting areas represent a few of the major external collaborative spaces on campus.

Currently, Bailey Edward is conducting a Master Facility Planning review and an addendum to this plan addressing new and renovated learning and service spaces will be provided in Spring 2023.

3. Appropriately Maintained and Energy Efficient Facilities

Lake Land College recently completed a comprehensive Facility Condition Assessment in conjunction with Bailey Edward regarding the current state of the College's physical infrastructure.

Facilities that are Appropriately Maintained, Reliable, Serviceable and Energy Efficient.

The College desires to address deferred maintenance and aging facility related issues, to ensure serviceable and energy efficient structures that are safe and accessible for students, staff and visitors.

In Fall 2022, the College contracted with Bailey Edward to conduct a Facility Condition Assessment, which can be found in Appendix A of this document. The Assessment identified \$48.3 million in Deferred Maintenance Backlog (DMB) needed for nineteen main campus buildings within the next five-year period. DMB is comprised of more immediate life safety, code requirements or failed systems, in addition to overdue maintenance, replacement of aging infrastructure and energy efficiency upgrades.

Although it is not feasible to address all DMB within the next five-year period, the College will focus its efforts on the areas of greatest need. As noted in the Facility Condition Assessment, three campus buildings account for forty-eight percent (48%) of the total DMB, including the West Building, the Virgil H. Judge Learning Resource Center and the Northwest Building. These three facilities will be a priority for overall updates and renovation to address the significant DMB identified in the assessment for each building.

The remaining DMB for the additional sixteen campus structures will be addressed as resources become available or as necessary for continued operation of the facility, and addressing these issues will likely extend beyond the five-year timeframe of this plan.

Appendix A

DECEMBER 2022
LLC FACILITY CONDITION ASSESSMENT
BAILEY EDWARD PROJ. NO. 022072

LAKE LAND COLLEGE FACILITY CONDITION ASSESSMENT REPORT



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PURPOSE OF THE STUDY

As part of its mission to best serve its students, Lake Land College has contracted Bailey Edward to conduct a facilities assessment report for their facilities. Recent strategic planning by the board has identified repairing and enhancing the campus buildings as one of the top strategic objectives.

The objectives of the study are to:

- Perform a full assessment of the current condition of the buildings.
- Provide an inventory data of current and short-term maintenance, repair, and replacement needs.
- Identify the backlog of deferred maintenance needs.
- Determine a Facilities Condition Index (FCI) to quickly identify the relative condition of each building as compared to a national benchmark.
- Provide a basis of decision making regarding routine maintenance, capital renewal, and functional improvements for existing facilities.
- Determine the overall estimated annual cost needed to keep buildings maintained.

Using the information gathered in this study to develop a proactive response toward maintenance needs, will protect and extend the useful life of buildings, reduce disruptions to the students and staff for emergency maintenance and repair, and facilitate an efficient, effective learning environment.

KEY CONCEPTS

Below are definitions and explanations of the key terms and values used throughout this report.

Current Replacement Value (CRV)

The Association of Physical Plant Administrators (APPA) has defined the CRV as “the total expenditure in current dollars required to replace a facility to meet current acceptable standards of construction and comply with regulatory requirements.” Older facilities that do not meet current codes should be valued with replacement buildings that are compliant to current codes.

Deferred Maintenance Backlog (DMB)

The DMB is a dollar amount totaling all the maintenance, repairs, upgrades, and component replacement deemed necessary from the facilities assessment. This value does not include projected facility improvements, additions, or new construction.

The DMB value is calculated for a set period of time. This report focuses on the 1-year (0-1 year) and 5-year (0-5 year) deferred maintenance needs. The 0-1 year DMB are the rough estimated cost of work that needs to be done within the next year. The 5-Year DMB includes all maintenance, repair, and replacement costs expected or recommended for the next 5 years.

KEY CONCEPTS

Deferred Maintenance Backlog Excess (DMB Excess)

The DMB Excess represents the amount that the DMB exceeds the 5% FCI threshold recommended by the APPA for buildings in “Good” condition (see explanation under “FCI” below). For buildings with an FCI below 5%, the DMB Excess is \$0.

For example, consider a building with a CRV of \$1,000,000. If the DMB is found to be \$75,000, the FCI is calculated to be 7.5% ($75,000/1,000,000$). The DMB value at 5% FCI would be \$50,000. The DMB Excess would then be any expense over a 5% FCI, which in this case would be \$25,000 ($75,000-50,000$). This additional \$25,000 is the added expense to bring the building back to “Good” condition.

Annual Cost to Maintain DMB

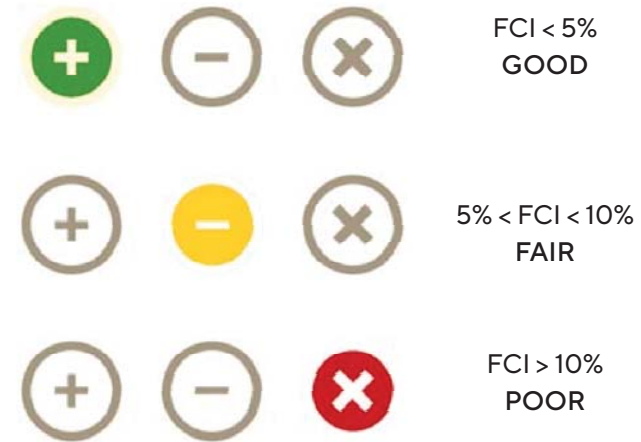
This is the dollar amount that must be invested each year into the facility in order for the FCI and DMB to stay level. This amount of expense will not do anything to improve the facilities condition index or reduce the deferred maintenance backlog, but is the minimum expense recommended to keep the building from declining.

This value is based on the industry standard of 3% of the CRV, based on straight line depreciation for a 50 year lifespan (3% per year for 50 years = 100% of CRV). However, many building components do not last 50 years before needing replacement, so this value is meant only as a quick rule of thumb.

Facilities Condition Index (FCI)

The FCI is a systematic method of evaluating the current condition of buildings over a given time period. It is calculated as the deferred maintenance backlog divided by the current replacement value ($DMB/CRV=FCI$).

The APPA has recommended the following guidelines for overall building condition:



Buildings in “Good” condition are typically newer facilities with few deficiencies and require little more than routine maintenance and system checks.

Buildings in “Fair” condition are typically slightly older buildings that require more substantial maintenance and replacement of aging components.

Buildings in “Poor” condition have either more significant deficiencies that require replacement or repair, or a larger quantity of components needing to be upgraded or repaired.

KEY CONCEPTS

Priority Issues vs. 0-5 Year Issues

The FCI can be calculated for different periods of time. This report highlights Priority Issues (0-1 Year Issues) and 0-5 Year Issues and calculates the DMB and FCI for each time period.

Priority Issues are typically life safety, code compliance, or failed systems or components that need immediate attention for the building to be safe and used for its intended purpose.

In addition to the priority issues, 0-5 Year Issues include less critical maintenance, replacement of aging building systems or components, and upgrades to finishes and fixtures. This value is often a better indicator of the building's overall condition and maintenance need than the 1-Year value.

METHODOLOGY

In order to best understand the existing condition of the facilities, several steps were taken. We began by dividing our report by building address. We then conducted a site survey building assessment by walking through each of the buildings. In addition, we reviewed available construction and historical drawings. A meeting was held with staff responsible for maintenance of the buildings, the information gathered informed many of the recommendations within the study.

The information gathered through these processes was then organized and categorized using nationally accepted techniques as recommended by the Association of Physical Plant Administrators (APPA). For the purposes of assessment, the buildings were separated into a series of building components. Each component was assigned a percentage of the CRV, such that the sum of the components equaled the full building replacement value.

Component Name	Average % of CRV
Foundations	4
Roof	5
Glazing	5
Cladding	5
HVAC System	14
Plumbing / Fixtures	9
Primary / Secondary Electrical	6
Electrical Distribution	4
Lighting	4
Voice / Data	4
Ceilings	4
Walls	4
Interior Doors	3
Floors	3
Building Code, Fire, ADA, Elevators	3
Site Lighting	1
Steam Infrastructure	1
Ingress, Egress	1
Sanitary Storm	1
Basement Construction	4
Superstructure	10
Exterior Doors	2
Stairs	3

Each of these components were reviewed during interviews and site surveys and deficiencies were noted. Those deficiencies were identified as 1-year items, 5-year items, 10 year items, or 11+ year items. Using industry publication RS Means Online, values were determined and tallied for each building component.

METHODOLOGY

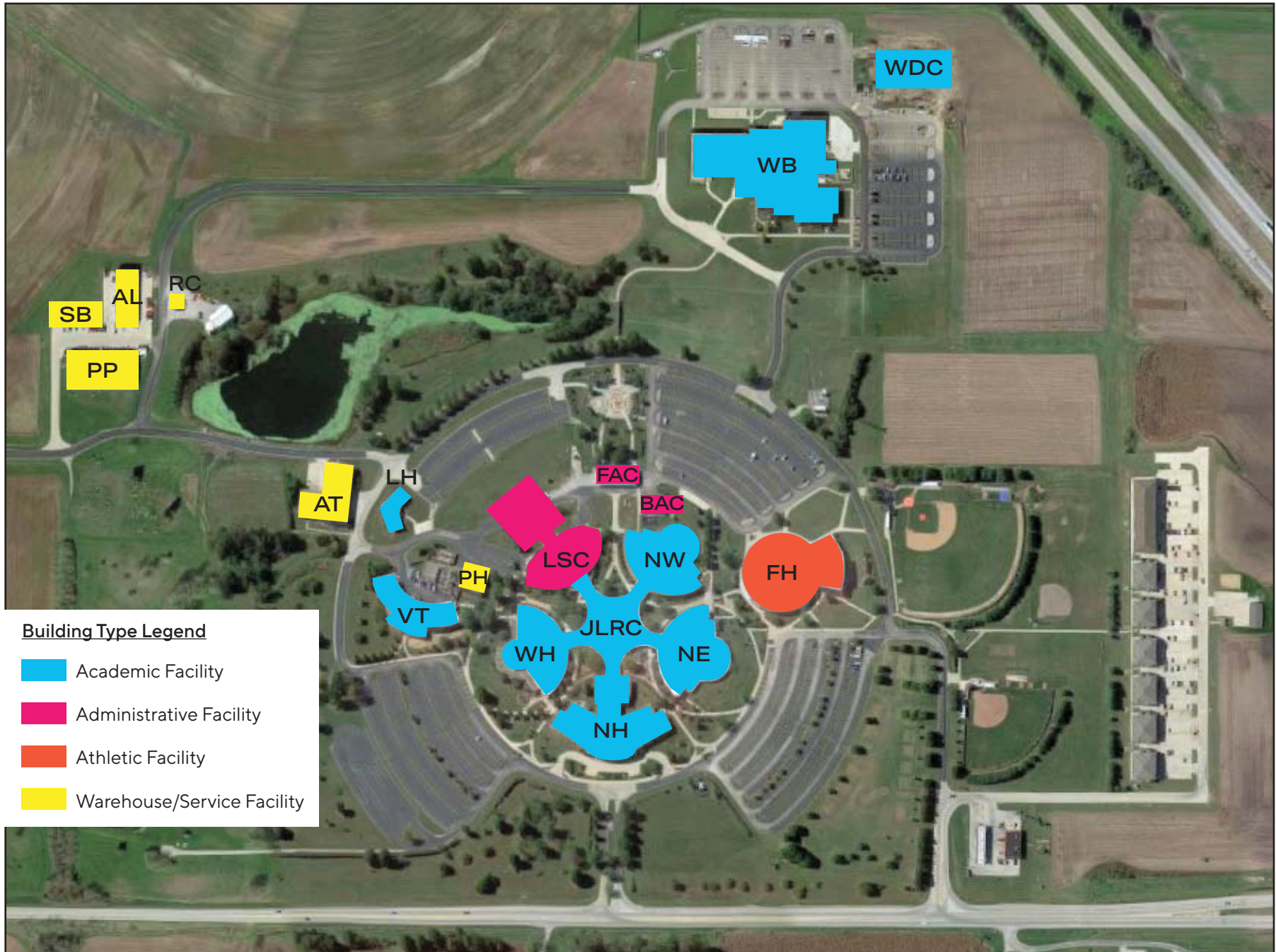
The Current Replacement Value for each building was first determined using per square foot values obtained from RS Means, an industry recognized reference on construction costs. These are regionally weighed.

Building Use Type	Cost / SF
Administration	\$360
Athletic	\$330
Classroom	\$340
Laboratory	\$471
Library	\$376
Student Union	\$327

*-Please note that these numbers do not include permits, legal fees, logistics, temporary facilities, owner equipment, custom furniture, and other project overhead.

The following page is a campus map highlighting the buildings surveyed for this report.

Campus Map



SUMMARY OF RESULTS

Founded in 1966 Lake Land College has a rich history of learning and innovating which remains tangible to today's students and faculty through the diverse array of buildings on campus.

This report currently focuses on nineteen buildings: nine academic buildings, three administrative buildings, one athletic facility, and six warehouse/service facilities. These account for nearly 90% of the campus total 557,357 square footage.

According to APPA Standards, the 1-year condition of the nineteen buildings overall is "good" at a 1-year FCI average value of 0%. This is due primarily to pro-active maintenance by staff. Several facilities are in good condition overall and are only in need of typical routine maintenance.

However, the 5-year outlook requires more attention. A substantial amount of deferred maintenance has accumulated and the 5-year FCI average value of 20.1% is considered "poor". The following are common and key findings that lead to this result:

- Several of the roofs are past their useful life and require either repair or full replacement.
- Seepage and water infiltration issues are seen in some facilities.
- Several buildings have HVAC equipment that is past its useful life and requires replacement.
- The primary service components of several building electrical systems requires replacement.
- Windows and glazed door entry systems are past their useful life and require replacement.

The report identifies \$977,703 of priority items that require immediate attention and an additional \$47,802,376 of deferred maintenance backlog that should be corrected over the next 5 years to bring the FCI into the "fair" range. This will bring the maintenance requirements of the buildings within a manageable level in relationship to the deferred maintenance budget.

The campus facilities are organized into four building types: academic, administrative, athletic, and warehouse/service. Each group of buildings has unique characteristics and deficiencies that are worth noting. See the following page for an overview of all assessed facilities, followed by individual buildings arranged in ascending order by the building inventory number.

All Assessed Facilities

ACADEMIC FACILITIES

Building Name	CRV	Priority DMB	Priority FCI	0-5 Year FCI
Judge Learning Resource Center	\$16,304,112	\$48,912	GOOD	POOR
Neal Hall	\$15,735,880	\$407,279	GOOD	POOR
Northeast Hall	\$15,735,880	\$943,175	GOOD	POOR
Northwest Building	\$12,254,620	\$0	GOOD	POOR
Vocational Tech Building	\$7,204,138	\$36,021	GOOD	POOR
Webb Hall	\$12,330,100	\$197,281	GOOD	POOR
West Building	\$39,569,652	\$237,418	GOOD	POOR
Workforce Development Center	\$6,188,000	\$0	GOOD	GOOD
ZEB Hall (Lensink)	\$1,460,160	\$0	GOOD	FAIR

ADMINISTRATIVE FACILITIES

Building Name	CRV	Priority DMB	Priority FCI	0-5 Year FCI
Board & Administration Center	\$1,933,560	\$0	GOOD	FAIR
Foundation & Alumni Center	\$2,063,520	\$0	GOOD	GOOD
Luther Student Center	\$17,331,000	\$277,296	GOOD	POOR

ATHLETIC FACILITIES

Building Name	CRV	Priority DMB	Priority FCI	0-5 Year FCI
Field House	\$18,083,670	\$0	GOOD	POOR

WAREHOUSE/SERVICE FACILITIES

Building Name	CRV	Priority DMB	Priority FCI	0-5 Year FCI
Agricultural Tech Building	\$4,601,520	\$69,023	GOOD	POOR
Agricultural Land Lab	\$1,536,000	\$0	GOOD	FAIR
Physical Plant	\$5,934,200	\$0	GOOD	POOR
Power House	\$3,602,105	\$9,005	GOOD	POOR
Recycling Center	\$51,540	\$0	GOOD	POOR
Storage Building 1	\$1,000,000	\$0	GOOD	GOOD

OVERALL CRV

\$182,919,757

ANNUAL COST TO MAINTAIN DMB

\$5,487,592

VITAL STATISTICS

Number of Buildings	19
Oldest Building	1968
Newest Building	2019
Average Year Built	1997
Average Cost/SF	\$352

Priority Issues

FCI

0.0%

DMB

\$977,703

0-5 Year Issues

FCI

20.1%

DMB

\$47,802,376

1 Year Rating

GOOD FAIR POOR



5 Year Rating

GOOD FAIR POOR



JUDGE RESOURCE LEARNING CENTER



BLDG NO. LL01

CRV

\$16,304,112

ANNUAL COST TO MAINTAIN DMB

\$489,123

VITAL STATISTICS

Use Type
Library

Name	Floors	Built	Area
Judge Resource Learning Center	3	1968	43,362sf

Priority Issues

FCI
0.2%
DMB
\$32,608
DMB Excess
\$0

0-5 Year Issues

FCI
28.8%
DMB
\$4,687,432
DMB Excess
\$3,872,227

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

Academic

OBSERVATION HIGHLIGHTS

- Seepage at basement
- Roof warranty expired 2016
- Storefront past service life
- Access control upgrade needed
- Broadloom carpet past service life
- Leakage issues also in Offices 062, 063 and 064 at basement coming through the wall base and floor
- Stair handrails need to be replaced
- Exterior wall packs past service life
- Interior lighting is past service life
- Basement has multiple conduits due for repair or replacement



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 16,304.10
Basement Construction	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 16,304.10

DMB
\$ 32,608

0-5 YEAR ISSUES

Foundations	\$ 65,216.40
Roof	\$ 407,602.75
Glazing	\$ 130,432.80
Cladding	\$ 81,520.50
HVAC	\$ 913,030.40
Plumbing	\$ 130,432.90
Primary/Secondary	\$ 244,561.80
Distribution	\$ 391,298.80
Lighting	\$ 554,339.40
Voice/Data	\$ 448,363.00
Ceilings	\$ 326,082.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 244,561.50
Bldg, Fire, ADA, Elevators	\$ 24,456.15
Site Lighting	\$ 65,216.40
Sanitary Storm	\$ 32,608.20
Basement Construction	\$ 326,082.00
Superstructure	\$ 0.00
Exterior Doors	\$ 122,280.75
Stairs	\$ 146,736.90

DMB
\$ 4,687,432

LUTHER STUDENT CENTER



BLDG NO. LL02

CRV

\$17,331,000

ANNUAL COST TO MAINTAIN DMB

\$519,930

VITAL STATISTICS

Use Type
Student Union

Name	Floors	Built	Area
Luther Student Center	1	1976/2019	53,000sf

Priority Issues

FCI
0.8%
DMB
\$138,648
DMB Excess
\$0

0-5 Year Issues

FCI
16.6%
DMB
\$2,876,946
DMB Excess
\$2,010,396

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

OBSERVATION HIGHLIGHTS

- Roof at connector and leading up to roof is in poor condition
- Roof above Theater must be replaced
- The building is newly renovated but the Auditorium was never updated. It is in dire need of a full renovation. The roof was not renovated so there is water infiltration. It needs a new ceiling. It needs new finishes. It smells of water and mold. The Auditorium was last updated in the 1990's.
- Ground fault meter was found in an electrical room and was detecting a ground fault. Ground fault study should be observed.
- Exterior local over current protection are past their service life.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 138,648.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB

\$ 138,648

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 216,637.50
Glazing	\$ 216,637.50
Cladding	\$ 86,655.00
HVAC	\$ 1,247,832.00
Plumbing	\$ 155,979.00
Primary/Secondary	\$ 259,965.00
Distribution	\$ 155,979.00
Lighting	\$ 34,662.00
Voice/Data	\$ 129,982.50
Ceilings	\$ 69,324.00
Walls	\$ 86,655.00
Interior Doors	\$ 0.00
Floors	\$ 103,986.00
Bldg, Fire, ADA, Elevators	\$ 181,975.50
Site Lighting	\$ 8,665.50
Sanitary Storm	\$ 0.00
Basement Construction	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB

\$ 2,876,946

NORTHWEST BUILDING



BLDG NO. LL03

CRV

\$12,254,620

ANNUAL COST TO MAINTAIN DMB

\$245,092

VITAL STATISTICS

Use Type
Classroom

Name	Floors	Built	Area
Northwest Building	1	1971	36,043sf

Priority Issues

0-5 Year Issues

FCI	FCI
0.0%	37.4%
DMB	DMB
\$0	\$4,583,228
DMBExcess	DMBExcess
\$0	\$3,970,497

1 Year Rating

5 Year Rating

GOOD	FAIR	POOR

GOOD	FAIR	POOR

Academic

OBSERVATION HIGHLIGHTS

- Roof warranty expired 2001
- Water infiltration at light wells
- Water infiltration at clerestory windows
- Entry storefronts past their useful service life
- Access control upgrade needed
- Sealant at control joints clearly past its service life.
- Water stains at ceilings
- DEFERRED MAINTENANCE REQUEST ISSUED 11/04/2021
- Broadloom carpet past service life
- Mechanical equipment its past service life



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 1,102,915.80
Glazing	\$ 122,546.00
Cladding	\$ 91,909.65
HVAC	\$ 1,568,591.20
Plumbing	\$ 110,291.60
Primary/Secondary	\$ 153,182.75
Distribution	\$ 36,763.85
Lighting	\$ 416,657.25
Voice/Data	\$ 24,509.25
Ceilings	\$ 245,092.50
Walls	\$ 0.00
Interior Doors	\$ 91,909.75
Floors	\$ 306,365.50
Bldg, Fire, ADA, Elevators	\$ 18,381.95
Site Lighting	\$ 49,018.40
Sanitary Storm	\$ 61,273.00
Superstructure	\$ 0.00
Exterior Doors	\$ 183,819.00
Stairs	\$ 0.00

DMB
\$ 4,583,228

FIELD HOUSE



BLDG NO. LL04

CRV

\$18,083,670

ANNUAL COST TO MAINTAIN DMB

\$542,510

VITAL STATISTICS

Use Type
Athletic Complex

Name	Floors	Built	Area
Field House	1	1971	54,799sf

Priority Issues

0-5 Year Issues

FCI	FCI
0.0%	24.8%
DMB	DMB
\$0	\$4,475,708
DMBExcess	DMBExcess
\$0	\$3,571,525

1 Year Rating

5 Year Rating

GOOD	FAIR	POOR
+	-	X

GOOD	FAIR	POOR
+	-	X

OBSERVATION HIGHLIGHTS

- Roof warranty expired 2005-06
- Storefront past service life
- Access control upgrade needed
- DEFERRED MAINTENANCE REQUEST ISSUED 11/04/2021
- 7500 square feet of ceiling replacement is scheduled for 2023
- Four locker rooms and their walls are scheduled to be renovated in 2023
- Many areas around the building are scheduled to have new flooring installed including Entry 040, Classrooms 104, 105, 108, 109, 110, 111, and the Fitness Center as well as several of the existing corridors. There is a new basketball floor installed. All together, this comprises roughly 70% of the building's floors.
- Storefront and glazing on original building are past their useful service life
- Interior and exterior lighting is past it's service life.
- Panel boards located around the gym floor are past their service life.
- Panel board relays in mezzanine are not functions.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 904,183.50
Glazing	\$ 542,510.00
Cladding	\$ 0.00
HVAC	\$ 678,137.75
Plumbing	\$ 90,418.40
Primary/Secondary	\$ 90,418.40
Distribution	\$ 54,251.00
Lighting	\$ 768,556.40
Voice/Data	\$ 144,669.40
Ceilings	\$ 361,673.50
Walls	\$ 189,878.50
Interior Doors	\$ 0.00
Floors	\$ 271,255.00
Bldg, Fire, ADA, Elevators	\$ 162,753.00
Site Lighting	\$ 361,673.30
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 180,836.50
Stairs	\$ 0.00

DMB
\$4,475,708

NORTHEAST HALL



BLDG NO. LL05

CRV

\$15,735,880

ANNUAL COST TO MAINTAIN DMB

\$472,076

VITAL STATISTICS

Use Type
Classroom

Name	Floors	Built	Area
Northeast Hall	1	1968	36,262sf

Priority Issues

FCI
27%
DMB
\$326,721
DMBExcess
\$0

0-5 Year Issues

FCI
34.9%
DMB
\$4,302,849
DMBExcess
\$3,686,395

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

OBSERVATION HIGHLIGHTS

- Water infiltration at MEP Penthouse
- Water infiltration at clerestory windows at interior circular corridor
- Storefront past service life
- Access control upgrade needed
- Roof warranty good till 2032
- Sealant at control joints clearly past its service life.
- DEFERRED MAINTENANCE REQUEST ISSUED June 13, 2022
- Exterior doors and storefront past useful service life
- Interior and exterior luminaires past service life
- VFD's and Solid State drives associated with HVAC equipment appears to be past useful service life
- Solar inverters may be undersized or equipment is not properly grounded



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 24,658.20
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 92,468.10
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 49,316.30
Walls	\$ 49,316.30
Interior Doors	\$ 0.00
Floors	\$ 49,316.30
Bldg, Fire, ADA, Elevators	\$ 36,987.20
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 24,658.20
Stairs	\$ 0.00

DMB

\$ 326,721

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 308,227.00
Glazing	\$ 160,278.30
Cladding	\$ 123,290.80
HVAC	\$ 1,109,617.00
Plumbing	\$ 98,632.60
Primary/Secondary	\$ 123,290.80
Distribution	\$ 129,455.40
Lighting	\$ 419,188.55
Voice/Data	\$ 24,658.15
Ceilings	\$ 443,846.70
Walls	\$ 49,316.30
Interior Doors	\$ 0.00
Floors	\$ 443,846.70
Bldg, Fire, ADA, Elevators	\$ 332,884.80
Site Lighting	\$ 49,316.40
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 160,278.30
Stairs	\$ 0.00

DMB

\$ 4,302,849

NEAL HALL



BLDG NO. LL06

CRV

\$15,735,880

ANNUAL COST TO MAINTAIN DMB

\$472,076

VITAL STATISTICS

Use Type
Classroom

	Floors	Built	Area
Neal Hall	1	2000	46,282sf

Priority Issues

FCI
0.0%
DMB
\$0
DMBExcess
\$0

0-5 Year Issues

FCI
28.9%
DMB
\$4,544,522
DMBExcess
\$3,757,328

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

Academic

OBSERVATION HIGHLIGHTS

- Roof warranty expires in 2040
- Windows scheduled to be repaired
- Sealant at cladding past service life
- Most ceilings and floor finishes scheduled to be replaced in 2023
- Most walls scheduled to be refinished and painted in 2023
- Metal ladder to roof is in need of repair
- Interior lighting is past service life and scheduled to be replaced
- Data infrastructure is outdated and being updated soon
- Mechanical equipment over current protection devices are due for replacement



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 110,151.30
Cladding	\$ 786,79.40
HVAC	\$ 2,014,192.80
Plumbing	\$ 173,094.70
Primary/Secondary	\$ 236,038.20
Distribution	\$ 55,075.60
Lighting	\$ 472,076.25
Voice/Data	\$ 220,302.25
Ceilings	\$ 330,453.55
Walls	\$ 94,415.25
Interior Doors	\$ 118,019.00
Floors	\$ 259,641.80
Bldg, Fire, ADA, Elevators	\$ 23,603.80
Site Lighting	\$ 118,019.25
Sanitary Storm	\$ 51,928.47
Superstructure	\$ 0.00
Exterior Doors	\$ 110,151.30
Stairs	\$ 78,679.50

DMB
\$ 4,544,522

WEBB HALL



BLDG NO. LL07

CRV

\$12,330,100

ANNUAL COST TO MAINTAIN DMB

\$369,903

VITAL STATISTICS

Use Type
Classroom

Name	Floors	Built	Area
Webb Hall	1	1968	36,265sf

Priority Issues

0-5 Year Issues

FCI	FCI
1.6%	28.7%
DMB	DMB
\$197,281	\$3,532,574
DMBExcess	DMBExcess
\$0	\$2916,069

1 Year Rating

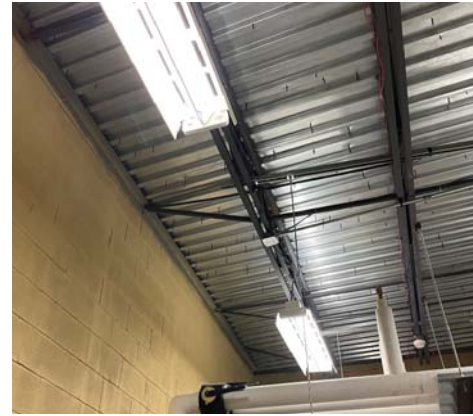
5 Year Rating

GOOD	FAIR	POOR
+	-	X

GOOD	FAIR	POOR
+	-	X

OBSERVATION HIGHLIGHTS

- Step crack at south corner suggests foundation settlement or heave
- Roof warranty expired 2018 for roughly 70 squares
- Roof warranty good till early 2030's
- Efflorescence at clerestory windows
- Storefront past service life
- Access control upgrade needed
- Sealant past service life
- Ceiling over 20 years old
- Interior and exterior luminaires past service life
- VFD's and Solid State drives associated with HVAC equipment appears to be past useful service life.
- Solar inverters may be undersized or equipment is not properly grounded.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 197,281.60
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB

\$ 197,281

0-5 YEAR ISSUES

Foundations	\$ 123,301.00
Roof	\$ 616,505.00
Glazing	\$ 61,650.50
Cladding	\$ 154,126.25
HVAC	\$ 591,844.80
Plumbing	\$ 98,640.80
Primary/Secondary	\$ 154,126.25
Distribution	\$ 129,466.05
Lighting	\$ 419,223.40
Voice/Data	\$ 24,660.20
Ceilings	\$ 123,301.00
Walls	\$ 154,126.25
Interior Doors	\$ 184,951.50
Floors	\$ 308,252.50
Bldg, Fire, ADA, Elevators	\$ 18,495.15
Site Lighting	\$ 49,320.40
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 123,301.00
Stairs	\$ 0.00

DMB

\$ 3,335,292

VOCATIONAL TECH BUILDING



BLDG NO. LL08

CRV

\$7,204,138

ANNUAL COST TO MAINTAIN DMB

\$216,124

VITAL STATISTICS

Use Type
Classroom, Garage/Service

Name	Floors	Built	Area
Vocational Tech Building	1	1971	18,859sf

Priority Issues

FCI
0.5%
DMB
\$36,021
DMB Excess
\$0

0-5 Year Issues

FCI
16.8%
DMB
\$1,210,295
DMB Excess
\$850,088

1 Year Rating

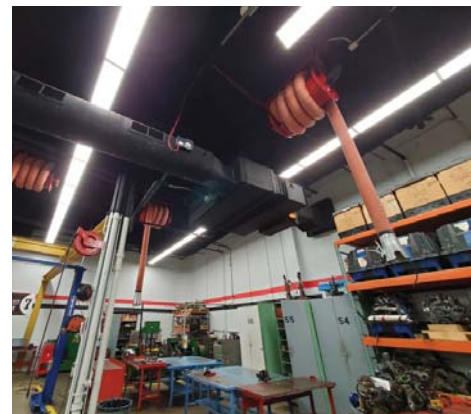
GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

OBSERVATION HIGHLIGHTS

- Grass growing on roof. Roof drains clogged. Roof scuttle is dangerous
- Programmatic constraints with teachers sharing an office.
- Epoxy floors were a DIY fix and are at the end of their service life.
- Noise issue in the building between the shop and the classrooms.
- Metal roof ladder and scuttle are a safety concern
- A few vehicle exhaust fan were noted to not be functioning and are due for replacement and will need a new electrical circuit and means of disconnect.
- Parking lot lighting should be considered for replacement.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 36,020.50

DMB
\$ 36,021

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 129,674.55
Glazing	\$ 0.00
Cladding	\$ 108,062.00
HVAC	\$ 288,165.50
Plumbing	\$ 43,224.80
Primary/Secondary	\$ 86,449.60
Distribution	\$ 25,214.50
Lighting	\$ 14,408.30
Voice/Data	\$ 14,408.30
Ceilings	\$ 0.00
Walls	\$ 72,041.50
Interior Doors	\$ 108,062.00
Floors	\$ 90,051.75
Bldg, Fire, ADA, Elevators	\$ 10,806.20
Site Lighting	\$ 3,602.05
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 180,103.50
Stairs	\$ 0.00

DMB
\$ 1,210,295

AGRICULTURAL TECH BUILDING



BLDG NO. LL09

CRV

\$4,601,520

ANNUAL COST TO MAINTAIN DMB

\$138,046

VITAL STATISTICS

Use Type
Technology, Garage

Name	Floors	Built	Area
Agricultural Tech Building	1	1994	16,434sf

Priority Issues

FCI
1.5%
DMB
\$69,023
DMB Excess
\$0

0-5 Year Issues

FCI
19.0%
DMB
\$871,988
DMB Excess
\$641,912

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

Warehouse / Service

OBSERVATION HIGHLIGHTS

- Seepage present in NE corner of Room 106.
- Restrooms need to be refreshed—new partitions, specialties, and finishes.
- Offices need to be refreshed—new casework and finishes.
- Original Doors to the building. They should be studied in detail in conjunction with a campus-wide access/access control project
- Interior and exterior lighting is past it's service life.
- Data racks are not in a dedicated closet.
- Exiting lighting and exterior pedestrian lighting appears to not be present.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 64,421.30
Plumbing	\$ 41,413.70
Primary/Secondary	\$ 57,519.00
Distribution	\$ 41,413.65
Lighting	\$ 161,053.20
Voice/Data	\$ 27,609.15
Ceilings	\$ 0.00
Walls	\$ 27,609.15
Interior Doors	\$ 92,030.50
Floors	\$ 46,015.25
Bldg, Fire, ADA, Elevators	\$ 103,534.50
Site Lighting	\$ 36,812.00
Sanitary Storm	\$ 11503.75
Superstructure	\$ 0.00
Exterior Doors	\$ 115,038.00
Stairs	\$ 0.00

DMB
\$ 825,973

WEST BUILDING



BLDG NO. LL10

CRV

\$39,569,652

ANNUAL COST TO MAINTAIN DMB

\$1,187,089

VITAL STATISTICS

Use Type
Laboratory

Name	Floors	Built	Area
West Building	1	2000	84,012sf

Priority Issues

FCI
0.6%
DMB
\$237,418
DMBExcess
\$0

0-5 Year Issues

FCI
34.7%
DMB
\$13,710,884
DMBExcess
\$11,732,402

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

OBSERVATION HIGHLIGHTS

- Roof warranty expired or near expiration
- Water infiltration at the windows
- Masonry wavy and moving differentially to the structure
- The scuppers on the building do not have drip edges. Masonry in these areas is damaged and water stained.
- Water damage in several areas of ceiling tiles
- Several areas of wall are water-damaged, effloresced, or discolored from thermal and moisture intrusion
- Full building expansion joints and control joints cracking in several areas throughout the building.
- Broadloom carpet past service life
- DEFERRED MAINTENANCE REQUEST ISSUED June 13, 2022
- Trip hazard at top of stairs leading to Mechanical Basement.
- This building had a transformer short circuit and the grounding associated with the main electrical equipment should be investigated.
- Interior and exterior luminaires past service life
- VFD's and local over current protection associated with HVAC equipment needs updated



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 98,924.15
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 118,709.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Basement Construction	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 19,784.85

DMB

\$ 237,418

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 2,670,951.75
Glazing	\$ 395,696.50
Cladding	\$ 989,241.50
HVAC	\$ 3,877,825.70
Plumbing	\$ 494,620.75
Primary/Secondary	\$ 593,544.90
Distribution	\$ 415,481.40
Lighting	\$ 1,345,368.10
Voice/Data	\$ 237,417.90
Ceilings	\$ 791,393.00
Walls	\$ 494,620.75
Interior Doors	\$ 0.00
Floors	\$ 395,696.50
Bldg, Fire, ADA, Elevators	\$ 59,354.50
Site Lighting	\$ 316,557.20
Sanitary Storm	\$ 0.00
Basement Construction	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 395,696.50
Stairs	\$ 0.00

DMB

\$ 13,710,884

BOARD AND ADMINISTRATION CENTER



BLDG NO. LL11

CRV

\$1,933,560

ANNUAL COST TO MAINTAIN DMB

\$58,006

VITAL STATISTICS

Use Type
Office

Name	Floors	Built	Area
Board and Administration Center	1	2018	5,371sf

Priority Issues

FCI

0.0%

DMB

\$0

DMBExcess

\$0

0-5 Year Issues

FCI

8.4%

DMB

\$162,419

DMBExcess

\$65,741

1 Year Rating

GOOD FAIR POOR



5 Year Rating

GOOD FAIR POOR



OBSERVATION HIGHLIGHTS

- The roof is too heavy for the structure it is sitting on.
- The ceilings are deflecting because a standing seam metal roof was put on the original 1988 trusses. You can see the ceiling drywall sagging/flexing every sixteen inches where it is fastened to the joist side of the trusses.
- The users report high sound transfer between offices. Sound batts or white-noise machine are recommended
- General electrical maintenance throughout the building



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 38,671.25
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 32,870.50
Plumbing	\$ 17,402.00
Primary/Secondary	\$ 4,833.90
Distribution	\$ 5,800.70
Lighting	\$ 4,833.90
Voice/Data	\$ 4,833.90
Ceilings	\$ 19,335.50
Walls	\$ 29,003.50
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 2,900.35
Site Lighting	\$ 1,933.55
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 162,419

ZEB HALL (LENSINK)



BLDG NO. LL12

CRV

\$1,460,160

ANNUAL COST TO MAINTAIN DMB

\$43,805

VITAL STATISTICS

Use Type
Office, Classroom

Name	Floors	Built	Area
ZEB Hall (Lensink)	1	2011	4,056sf

Priority Issues

0-5 Year Issues

FCI	FCI
0.0%	73%
DMB	DMB
\$0	\$105,862
DMBExcess	DMBExcess
\$0	\$0

1 Year Rating

5 Year Rating

GOOD	FAIR	POOR

GOOD	FAIR	POOR

OBSERVATION HIGHLIGHTS

- Thin brick may not be a fifty-year system
- Small issue at stone veneer cladding
- Parking lot lighting should be considered for replacement.
- Lighting controls are not modern energy saving lighting controls



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 52,565.80
Plumbing	\$ 10,221.10
Primary/Secondary	\$ 3,650.40
Distribution	\$ 21,902.40
Lighting	\$ 2,920.30
Voice/Data	\$ 2,920.30
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 2,190.25
Site Lighting	\$ 730.10
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 105,862

FOUNDATION AND ALUMNI CENTER



BLDG NO. LL13

CRV

\$2,063,520

ANNUAL COST TO MAINTAIN DMB

\$61,905

VITAL STATISTICS

Use Type
Office

Name	Floors	Built	Area
Foundation and Alumni Center	1	2019	5,732sf

Priority Issues

FCI

0.0%

DMB

\$0

DMBExcess

\$0

0-5 Year Issues

FCI

3.6%

DMB

\$74,287

DMBExcess

\$0

1 Year Rating

GOOD FAIR POOR



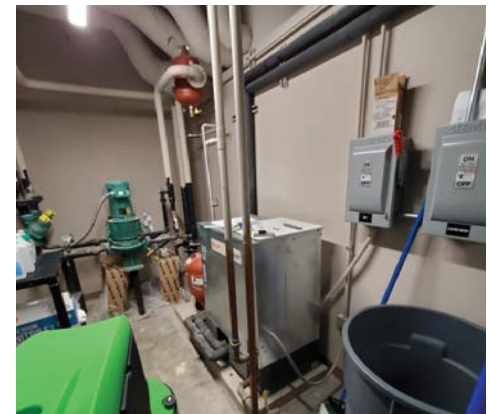
5 Year Rating

GOOD FAIR POOR



OBSERVATION HIGHLIGHTS

- Building in overall good condition
- Typical routine and maintenance are needed
- Typical electrical maintenance throughout the building needed



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 33,016.30
Plumbing	\$ 16,508.20
Primary/Secondary	\$ 5,158.80
Distribution	\$ 7,222.30
Lighting	\$ 4,127.05
Voice/Data	\$ 4,127.05
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 3,095.30
Site Lighting	\$ 1,031.75
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 74,287

WORKFORCE DEVELOPMENT CENTER



BLDG NO. LL14

CRV

\$6,188,000

ANNUAL COST TO MAINTAIN DMB

\$185,640

VITAL STATISTICS

Use Type
Classroom

Name	Floors	Built	Area
Workforce Development Center	1	2018	18,200sf

Priority Issues

FCI
0.0%
DMB
\$0
DMB Excess
\$0

0-5 Year Issues

FCI
3.6%
DMB
\$219,674
DMB Excess
\$0

1 Year Rating

GOOD FAIR POOR
+ - X

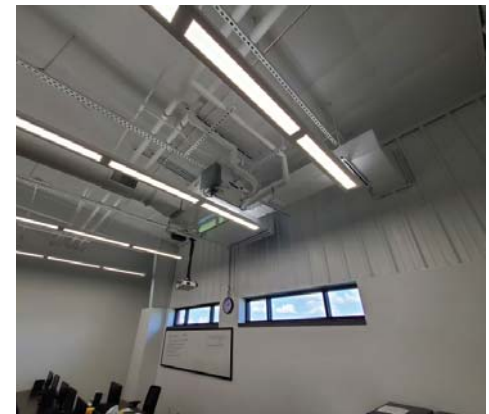
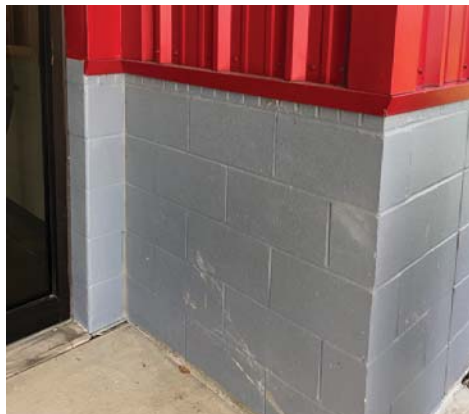
5 Year Rating

GOOD FAIR POOR
+ - X

Academic

OBSERVATION HIGHLIGHTS

- Some concern about birds nesting at entry
- Some concern about the color of concrete in the building
- Parking lot lighting should be considered for replacement



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 105,196.00
Plumbing	\$ 37,128.00
Primary/Secondary	\$ 30,940.00
Distribution	\$ 21,658.00
Lighting	\$ 15,470.00
Voice/Data	\$ 12,376.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 9,282.00
Site Lighting	\$ 3,094.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 219,674

RECYCLING CENTER



BLDG NO. LL82

CRV

\$51,540

ANNUAL COST TO MAINTAIN DMB

\$1,546

VITAL STATISTICS

Use Type
Mechanical

Name	Floors	Built	Area
Recycling Center	1	2012	2,577sf

Priority Issues	0-5 Year Issues
FCI	FCI
0.0%	27.4%
DMB	DMB
\$0	\$14,096
DMBExcess	DMBExcess
\$0	\$11,519

1 Year Rating			5 Year Rating		
GOOD	FAIR	POOR	GOOD	FAIR	POOR
+	-	X	+	-	X

OBSERVATION HIGHLIGHTS

- Building is in overall good condition
- Typical routine and maintenance are needed
- Interior lighting fixtures are in need of upgrades or replacement
- Exterior lighting wall packs are in need of replacement



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 257.70
Distribution	\$ 257.70
Lighting	\$ 8,761.80
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 4,818.65
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 14,096

PHYSICAL PLANT



BLDG NO. LL83

CRV

\$5,934,200

ANNUAL COST TO MAINTAIN DMB

\$178,026

VITAL STATISTICS

Use Type
Warehouse, Office

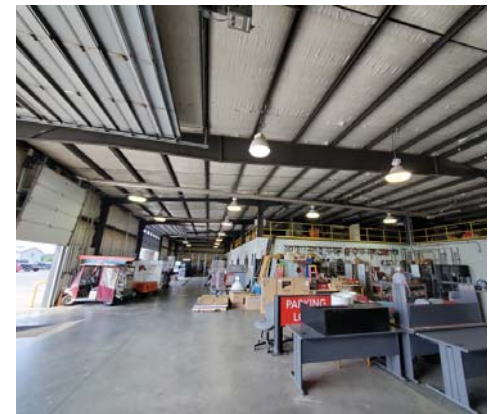
Name	Floors	Built	Area
Physical Plant	1	2001	29,671sf

Priority Issues	0-5 Year Issues
FCI	FCI
0.0%	21.3%
DMB	DMB
\$0	\$1,263,985
DMBExcess	DMBExcess
\$0	\$967,275

1 Year Rating			5 Year Rating		
GOOD	FAIR	POOR	GOOD	FAIR	POOR
+	-	X	+	-	X

OBSERVATION HIGHLIGHTS

- There is a roof truss that is below 6'-8" at the mezzanine. It needs to be marked for safety.
- Vinyl ceiling is tearing at several areas
- Interior and exterior lighting is past it's service life.
- Exterior local over current protection for HVAC equipment is passed it's intended service life.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 581,551.60
Plumbing	\$ 320,446.80
Primary/Secondary	\$ 59,342.00
Distribution	\$ 35,605.20
Lighting	\$ 252,203.50
Voice/Data	\$ 11,868.40
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 8,901.30
Site Lighting	\$ 23,736.80
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 1,293,985

AGRICULTURAL LAND LAB



BLDG NO. LL84

CRV

\$1,536,000

ANNUAL COST TO MAINTAIN DMB

\$46,080

VITAL STATISTICS

Use Type
Warehouse

Name	Floors	Built	Area
Agricultural Land Lab	1	2002	9,600sf

Priority Issues

FCI
0.0%
DMB
\$0
DMB Excess
\$0

0-5 Year Issues

FCI
72%
DMB
\$109,824
DMB Excess
\$33,024

1 Year Rating

GOOD FAIR POOR
+ - X

5 Year Rating

GOOD FAIR POOR
+ - X

OBSERVATION HIGHLIGHTS

- Some cladding damaged at base
- Interior and exterior lighting is past it's service life
- Building in overall good condition
- Typical routine and maintenance are needed



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 24,576.00
HVAC	\$ 55,296.00
Primary/Secondary	\$ 7,680.00
Distribution	\$ 4,608.00
Lighting	\$ 13,824.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 2,304.00
Site Lighting	\$ 1,536.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 109,824

POWER HOUSE



BLDG NO. LL85

CRV

\$3,602,105

ANNUAL COST TO MAINTAIN DMB

\$108,063

VITAL STATISTICS

Use Type
Mechanical

Name	Floors	Built	Area
Power House	1	1968	4,771sf

Priority Issues

0-5 Year Issues

FCI	FCI
0.3%	29.4%
DMB	DMB
\$9,005	\$1,057,218
DMBExcess	DMBExcess
\$0	\$877,113

1 Year Rating

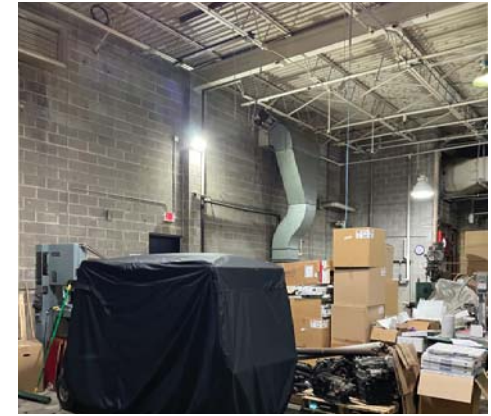
5 Year Rating

GOOD	FAIR	POOR

GOOD	FAIR	POOR

OBSERVATION HIGHLIGHTS

- Leaks at NW and at existing pipe penetrations that are abandoned.
- Trip Hazard at the top of the stairs at the exit door.
- Efflorescence at walls
- Interior and exterior lighting is past it's service life.
- Switchgear is reaching it's expected service life.
- Capacitor bank is not functioning.



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 9,005.25

DMB
\$ 9,005

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 781,657.10
Plumbing	\$ 43,225.20
Primary/Secondary	\$ 28,816.80
Distribution	\$ 108,063.20
Lighting	\$ 64,837.80
Voice/Data	\$ 7,204.20
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 14,408.40
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 1,057,218

STORAGE BUILDING NO. 1



BLDG NO. LLXX

CRV

\$1,000,000

ANNUAL COST TO MAINTAIN DMB

\$30,000

VITAL STATISTICS

Use Type
Warehouse

Name	Floors	Built	Area
Storage Building 1	1	2019	5,000sf

Priority Issues

FCI

0.0%

DMB

\$0

DMBExcess

\$0

0-5 Year Issues

FCI

4.5%

DMB

\$44,500

DMBExcess

\$0

1 Year Rating

GOOD FAIR POOR



5 Year Rating

GOOD FAIR POOR



OBSERVATION HIGHLIGHTS

- Building in overall good condition
- Typical routine and maintenance are needed
- General electrical routine maintenance and repair needed



PRIORITY ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 0.00
Plumbing	\$ 0.00
Primary/Secondary	\$ 0.00
Distribution	\$ 0.00
Lighting	\$ 0.00
Voice/Data	\$ 0.00
Ceilings	\$ 0.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 0.00
Site Lighting	\$ 0.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 0.00
Exterior Doors	\$ 0.00
Stairs	\$ 0.00

DMB
\$ 0

0-5 YEAR ISSUES

Foundations	\$ 0.00
Roof	\$ 0.00
Glazing	\$ 0.00
Cladding	\$ 0.00
HVAC	\$ 16,000.00
Primary/Secondary	\$ 2,500.00
Distribution	\$ 3,000.00
Lighting	\$ 3,500.00
Voice/Data	\$ 2,000.00
Walls	\$ 0.00
Interior Doors	\$ 0.00
Floors	\$ 0.00
Bldg, Fire, ADA, Elevators	\$ 1,500.00
Site Lighting	\$ 1,000.00
Sanitary Storm	\$ 0.00
Superstructure	\$ 15,000.00
Exterior Doors	\$ 0
Stairs	\$ 0.00

DMB
\$ 44,500

Appendix B

KEY

- A. West Lake**
 - 1. Clean and Dredge
 - 2. Beautify Edges
 - 3. Patios at Shore
- B. East Lake**
 - 1. Clean and Dredge
 - 2. Beautify Edge
- C. Campus Border**
 - 1. Main College Sign
 - 2. Entry Sign
 - 3. 'Photo-op' Sign & Plaza
 - 4. Billboard Sign
- D. Campus Park**
 - 1. Loop Trail
 - 2. Open-air Pavilion
 - 3. Disc Golf Course
- E. Cemetery**
 - 1. Border Fence
 - 2. Parking Lot
- F. Athletic Fields**
 - 1. Gathering Plaza
 - 2. Fabric Shade Structure
- G. Podesta Drive**
 - 1. Relocated North Entry
 - 2. New South Entry
- H. Recreational Loop Trail**
 - 1. 1.5 Miles Paved Path
 - 2. Seating Area
- I. Native Landscape**
 - 1. Illinois Wildflowers & Prairie
 - 2. Mowed Paths for Cross-Country
- J. Parking Lots**
 - 1. Landscaped Islands
- K. Building Outer Lawns**
 - 1. Renovated Landscaping
 - 2. Pathway Updates
- L. Alumni Plaza**
 - 1. Update Landscaping
 - 2. New Planting Areas
- M. Patio Seating Space**
- N. Student Center Plaza**
- O. Field House Plaza**
- P. Sunken Plazas**
 - 1. Replace Pavement
 - 2. Updated Landscape
 - 3. New Furnishings
 - 4. ADA Accommodations
- Q. JRLC Quads**
 - 1. Refresh Planting Beds
 - 2. New Wayfinding Signs



CAMPUS MASTER PLAN





2816 Sutton Blvd. Suite 1
 Saint Louis, Missouri 63143
 Phone: 314.241.3600
 planningdesignstudio.com

Lake Land College Landscape Master Plan		Planning Design Studio	
Projected Cost Summary		Prepared By: LAF/SBT	
Prepared for: Lake Land College		8-Aug-22	
Rough Order of Magnitude Costs			
LAKE AREAS		\$	4,894,560
West Lake Area		\$	3,433,320
East Lake Area		\$	1,461,240
CAMPUS BORDER		\$	1,145,520
CAMPUS PARK		\$	863,520
CEMETERY		\$	254,060
ATHLETIC FIELDS		\$	878,970
PODESTA DRIVE		\$	1,899,830
LOOP TRAIL		\$	1,180,860
NATIVE LANDSCAPE (WITH 3 YR. ESTABLISHMENT)		\$	462,420
PARKING AREAS		\$	1,221,470
Parking Lot A		\$	192,950
Parking Lot B		\$	466,810
Parking Lot C		\$	129,650
Parking Lot D		\$	112,190
Parking Lot E		\$	166,340
Parking Lot F		\$	153,530
OUTER LAWN AREAS		\$	839,700
FH Outer Lawn		\$	138,570
NW Outer Lawn		\$	65,620
NE Outer Lawn		\$	78,780
NH Outer Lawn		\$	83,190
WH Outer Lawn		\$	78,630
VT Outer Lawn		\$	123,580
WB Outer Lawn		\$	87,280
WDC Outer Lawn		\$	48,560
Misc. Buildings (LH, AT, PP) Outer Lawns		\$	135,490

CORE CAMPUS AREAS	\$	3,073,460
Alumni Plaza	\$	208,590
FAC Building	\$	228,320
BAC Plaza	\$	131,090
LSC North Plaza	\$	404,270
LSC Façade	\$	138,490
FH Plaza	\$	292,060
NW Façade	\$	113,750
NE Façade	\$	113,750
NH Façade & North Plaza	\$	152,080
WH Façade	\$	120,350
Sunken Plaza - North	\$	426,700
Sunken Plaza - South	\$	429,990
JLRC Quads	\$	57,090
WB Façade	\$	256,930
Total Estimated Construction Cost	\$	16,714,370
Estimated Design Budget	\$	2,172,868
Design Fee (9%)	\$	1,504,293
Construction Period Services (4%)	\$	668,575
Total Project Cost	\$	18,887,238
Notes:		
<ol style="list-style-type: none"> 1) Construction Contingency of 20% and Contractor General Conditions of 10% is included in numbers above. 2) Refer to individual project area estimates for detailed breakdown of costs. 3) In providing rough order of magnitude cost, the Client understands that Landscape Architect has no control over costs or the price of labor, equipment, materials, or over the Contractor's method of pricing, and that the order of magnitude pricing provided herein are to be made on the basis of the Landscape Architect's qualifications and experience. The Landscape Architect makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs. 		

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
December 12, 2022**

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Marceau, David	11/28/22-12/23/22
Reed, Bretta	12/5/22-1/16/23

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Roberts, Michael	11/18/22-12/16/22
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The following positions have been recommended by the Lake Land College President's Cabinet

Early Childhood Education Mentor/Coach	Level 12
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Miller, Karla	Tutor - Bachelor's Disability Primary position Tutor Bachelor's Disabilities	11/28/22
Stevenson, Alexander	Fitness Center Specialist Primary position PT groundskeeper	11/21/22
Full-time Faculty		
Nohren, Heather	Chair of Counseling Primary position Academic Counselor	1/6/23

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bunch-Epperson, Genine	Alternative Education Instructor Primary position Traffic Safety Instructor	5/19/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Bretscher, Emily	Correctional Career Technology Instructor	11/28/22
Heinecke, Ryan	Correctional Commercial Maintenance Instr	11/29/22
Maulding, Lacy	Dental Hygiene Instructor	1/6/23
Part-time		
Burney, Rylie	Fitness Center Specialist	11/14/22
Fitzgerald, Andrew	Adjunct Faculty Technology Division	11/15/22
Harris, Latasha	Education Specialist	12/5/22
Miller, Karla	Tutor - Bachelor's Degree	11/28/22
Montgomery, Cathy	Office Assistant Vo-Tech Dept	11/14/22

Oluoch, Anthony	Adjunct Faculty Math and Science Division	1/9/23
Wilson, Nicholas	Police Officer	11/30/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bryan, Matthew	Custodian	11/11/22
Browning, Braddi	Financial Aid Scholarship Specialist	12/9/22
Stell, Ashley	Custodian	11/16/22
Part-time		
Alfauri, Hamza	Tutor - Student Learning Assistance Center	11/4/22
Bauman, Lauren	Agriculture Education Intern	6/17/22
Benhoff, Brooke	Agriculture Education Intern	6/17/22
Borges, Andressa	Lab Student Assistant	8/1/22
Caldeira, Lara	Covid Test Collection Assistant	4/19/22
Draper, Bailey	Agriculture Education Intern	6/17/22
Foxworthy, Baylee	Agriculture Education Intern	6/17/22
Harlin, Alisha	Newspaper Editor - Student Newspaper	10/21/22
Kessler, Riley	Agriculture Education Intern	6/17/22
Klockenga, Halle	Agriculture Education Intern	6/17/22
Mukanya, Andy	Tutor - Student Learning Assistance Center	5/2/22
Osborne, Alexanndria	Agriculture Education Intern	6/17/22
Painter, Allie	Tutor - Student Learning Assistance Center	4/20/22
Scherer, Lindsey	Agriculture Education Intern	6/17/22
Sherrerd, Lillie	Agriculture Education Intern	6/17/22
Sims, Raegan	Agriculture Education Intern	6/17/22
Svika, Orrin	Tutor - Student Learning Assistance Center	8/1/22
Upton, Jacob	Tutor-Associates-Disability Services	7/7/22
Von Behren, Linda	Admissions Services Specialist	11/29/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Blazich, Jerri	Coordinator of Laker Nest & Bookstore	12/13/22
	Transferring from Bookstore Assistant	
Hoenes, Joseph	HVAC-R Instructor	01/6/23
	Transferring from Adjunct Faculty Technology	
Lawyer, Jeffery	Transportation Training Specialist	12/13/22
	Transferring from Commercial Driver Training Instr	
Molzen, Kara	Dental Hygiene Instructor	1/06/23
	Transferring from Adjunct Faculty Dental Hygiene	
Niemerg, Kellie	Academic Counselor	01/6/23
	Transferring from Foundation Awards & Corporate Relations	
Reynolds, Theresa	Alternative Education Instructor	12/13/22
	Transferring from Pathways Classroom Assistant	