

Lake Land College

District No. 517

Board of Trustees

Agenda and Board Book

December 11, 2023

Regular Meeting No. 684



MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

LAKE LAND
COLLEGE

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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. 684
Monday, December 11, 2023, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of November 13, 2023, Regular Meeting.
2. Approval of Minutes of November 13, 2023, Closed Session.
3. Approval of Agenda of December 11, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

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

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Mike Sullivan
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Jackie Schertz
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Focus on Student Success – Mental Health Services for Students.	
2. Monthly Data Point Discussion – Annual Assessment Report.	21-36
3. Post Issuance Tax Compliance Report.	37-38
4. Proposed Revisions to Board Policy 05.01 - <i>Definition of Full-Time and Part-Time Employment.</i>	39-42
5. Proposed Revisions to Board Policies 06.19 – <i>Dual Credit Program</i> and 07.01 – <i>Admission of Students.</i>	43-51
6. Calendar of Events.	52-54

B. Action Items.

	Board Book Page Number(s)
1. Acceptance of October 2023 Financial Statements.	55-60
2. Approval of Resolution No. 1223-010 Abating the Tax Heretofore Levied for the Year 2023 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.	61-69

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| 3. Approval of Resolution No. 1223-011 – Authorize Preparation of Tentative Budget. | 70-72 |
| 4. Approval of Certificate of Tax Levy. | 73-75 |
| 5. Declaration of Surplus Item(s) or Equipment. | 76 |
| 6. Approval of Proposed Revisions to Board Policies: | 77-108 |
| • 05.06 - <i>Part-time Non-Instructional Employee Incentives.</i> | |
| • 05.04.06 – <i>Personal Leave.</i> | |
| • 05.04.07 – <i>Sick Days.</i> | |
| • 05.04.08 – <i>Bereavement Leave.</i> | |
| • 06.08 – <i>Occupational Program Guarantee.</i> | |
| • 07.05 – <i>Course Placement by Assessment.</i> | |
| • 07.13 – <i>Student Classifications.</i> | |
| • 07.16 – <i>Student/Instructor Withdrawals.</i> | |
| • 11.03 – <i>Whistle-blowing and Fraud Reporting. Protection Policy.</i> | |
| • 11.23 – <i>Ethics Act.</i> | |
| 7. Approval of Bid for Med Dispense Machine for the Nursing Programs. | 109-110 |
| 8. Approval of Purchase of Network Equipment for the Effingham Technology Center. | 111-113 |
| 9. Approval of Release or Non-Release of Closed Session Minutes. | |
| 10. Approval of Human Resources Report. | 114-117 |

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

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



Regular Board Meeting No. 683
Board and Administration Center, Room 011
Mattoon, IL
November 13, 2023

Minutes

Call to Order.

Chair Cadwell called the November 13, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: Student Trustee Schertz

Others Participating via Telephonic or Electronic Means: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of October 9, 2023, Regular Meeting.
2. Approval of Minutes of October 9, 2023, Closed Session.
3. Approval of Agenda of November 13, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	372,495.15
Building Fund	\$	104,158.57
Site & Construction Fund	\$	75,076.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	54,967.05
Restricted Purposes Fund	\$	392,929.20
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	3,113.12
Student Accts Receivables	\$	256,299.73
Total	\$	1,259,038.82

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 9, 2022 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 Schertz was absent from the meeting.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no additional public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the ICCTA meeting was recently held at the Chicago Marriott Schaumburg, IL on November 10 and 11, 2023. Trustee Reynolds attended the ICCTA meeting and Governor Pritzker spoke. Dr. Bullock also presented on behalf of the Illinois Council of Community College Presidents. She said ICCTA is again partnering with the Association of Community College Trustees to deliver a Governance Training Institute (GLI) developed specifically for Illinois trustees and presidents at Heartland Community College on November 30 - December 1, 2023. Ms. Walk said the college administration continues to make policy changes for bills that have been passed as we will see in today's meeting agenda.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on November 9, 2023, and items reviewed will be discussed later in the agenda.

Finance.

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- The Foundation is hosting a pizza party for our 2023-2024 scholarship recipients on November 15th. We are excited to celebrate our recipients with over \$700,000 being awarded to 536 students this academic year! We'll also be hosting our 2nd annual brunch with Sarah Bush on November 17th to celebrate the recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship.
- On that same note, our FY25 scholarship application just opened and will remain open for the first cycle until January 31st. New this year includes scholarship opportunities specific to Rural King employees and their dependents.
- We wish to congratulate our 2023 Foundation & Alumni Award recipients and were honored to celebrate them on October 19th with a special event on campus. A special thanks to our outgoing Foundation Board members, Deacon Patient and Micah Dickens, for their invaluable service!

Student Report

Ms. Jacqueline Schertz, Student Trustee, was not present during the meeting but submitted her report to each trustee electronically.

President's Report.

- The College received no payments from the Illinois Department of Corrections (IDOC) in October toward the FY 2024 outstanding balance. A total of \$1.16 million remains outstanding.

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- The College received a payment of \$78,816 from the Illinois Department of Juvenile Justice (IDJJ) in October toward the FY 2024 outstanding balance. A total of \$39,606 remains outstanding.
- In October, the College received a payment from the State of Illinois for FY 2024 credit hour reimbursement of \$794,880 and no payments for equalization. A total of \$3.7 million remains outstanding for credit hour reimbursement and \$5.2 million for equalization.
- The College received \$6.5 million in property tax payments in October.
- Congratulations to our Nursing department faculty, staff and Director of Nursing Programs, Cassie Porter, for an outstanding graduate NCLEX pass rate. Ninety-seven percent of May ADN graduates, and 97.5 percent of August LPN graduates, passed boards on their first attempt.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success – Updates from the Technology Division.

Dr. Ike Nwosu, Vice President for Academic Services, said that updates from the Technology Division, including the launch of the new Tech 2Day program, will be given during another board meeting in the future.

Strategic Plan Bi-Annual Update and Monthly Data Point Discussion – Key Performance Indicators.

Ms. Jean Anne Highland, Chief of Staff, highlighted updates in the [Strategic Plan Bi-Annual Report](#) for the numerous strategic initiatives underway with the FY 2023-2027 strategic plan cycle and Ms. Lisa Cole, Director of Data Analytics, highlighted the college-level key performance indicators, which the college regularly monitors for student success and institutional effectiveness.

PACE College Climate Survey Results.

Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighted the results of the PACE College Climate Survey. She said there are plans underway to analyze the results with the College community and determine appropriate next steps. She noted Lake Land is on par with similarly sized community colleges in many areas. Dr. Breer said the College is fully committed to addressing areas for improvement and ensuring all employees and students have opportunities to engage and feel a sense of belonging at Lake Land College.

Proposed Aggregate Tax Levy.

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Dr. Bullock presented a recommendation from Ms. Madge Shoot, Comptroller, for the proposed aggregate tax levy for the 2023 levy year. He said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. He reported we will not know the actual tax rate for the 2023 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5378 per \$100 EAV, a 1.6% decline in the amount levied overall from the prior levy year. He 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. Dr. Bullock said 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. He added we will bring this back to the Board for approval during the December 11, 2023 regular meeting.

Proposed Revisions to Board Policies.

Ms. Highland requested the Board consider proposed revisions to the following 10 Policies:

- *05.06 - Part-time Non-Instructional Employee Incentives.*
- *05.04.06 – Personal Leave.*
- *05.04.07 – Sick Days.*
- *05.04.08 – Bereavement Leave.*
- *06.08 – Occupational Program Guarantee.*
- *07.05 – Course Placement by Assessment.*
- *07.13 – Student Classifications.*
- *07.16 – Student/Instructor Withdrawals.*
- *11.03 – Whistle-blowing and Fraud Reporting. Protection Policy.*
- *11.23 – Ethics Act.*

Trustees reviewed details of the proposed revisions for each of these 10 Policies.

Ms. Highland said that Governor Pritzker signed into law the Paid Leave for All Workers Act, Public Act 102-1143, effective January 1, 2024, and that this is the reason for proposed changes to Policies 05.06 – *Part-time Non-Instructional Employee Incentives*, 05.04.06 – *Personal Leave* and 05.07 – *Sick Days*. Trustees learned Public Act 102-1143 mandates all private employers and most public employers provide employees up to a minimum of 40 hours of paid leave during a 12-month period. Ms. Highland said additionally the use of the leave benefit shall be for any reason and the College cannot dictate how employees can utilize the leave.

Ms. Highland reported that the Governor also signed into law the Child Extended Bereavement Act, which includes modifications for various bereavement leave time for any full-time employee who has lost a child due to suicide or homicide. She said Revisions to Policy 05.04.08 incorporate provisions of this Act effective January 1, 2024.

Ms. Highland reported that proposed revisions to Policy 06.08 – *Occupational Program Guarantee* are needed due to the Governor signing into law Public Act 103-0533, which

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amends the Nurse Practice Act. She said the legislative amendment specifies that in the event of a nursing graduate failing the National Council Licensure Examination (NCLEX) licensure exam for the second time, the graduate is entitled to return to their alma mater. The institution is mandated to provide remedial educational resources at no cost. The new law takes effect January 1, 2024.

Ms. Highland said that the Academic Standards Committee is submitting proposed revisions to Policies 07.05 – *Course Placement by Assessment*, 07.13 – *Student Classifications* and 07.16 – *Student/Instructor Withdrawals*. She said minor clarifications are needed for Policies 07.13 and 07.16. For policy 07.05, the Academic Standards Committee recommends removing reference to Mathematics in the section related to developmental courses since we have implemented co-requisite Math courses and students no longer test into developmental Math.

Ms. Highland also reported that the administration recently reviewed Policies 11.03 – *Whistle-blowing and Fraud Reporting Protection* and 11.23 – *Ethics Act*. She said this review was completed in tandem with the College's legal counsel, Robbins Schwartz, and proposed revisions reflect their recommendations.

Ms. Highland said we are submitting proposed revisions to these ten Policies as first reading, and we will bring these recommendations back to the Board for approval during the December 2023 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock also highlighted the College's online calendar to utilize for updates on any activities happening at the College. Additionally, he highlighted two upcoming events, the Holiday Luncheon to be held on December 6 and the January Board Meeting will be held on Thursday, January 11, 2023.

Action Items.

Re-Approval of Resolution No. 1023-007 – Intent to Continue Foundation Tax Levy. (Roll Call Vote Required).

Dr. Bullock presented to the Trustees requesting the Board re-approve Resolution No. 1023-007 – Intent to Continue Foundation Tax Levy for the coming year. He said since the College is eligible to receive equalization grant money and our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 28.33 cents per \$100 EAV, the College is able to levy 10.33 cents per \$100 EAV for the 2023 tax year.

Dr. Bullock said that following the Illinois Community College Act, the college is required to publish a notice of intent to levy the tax within a certain timeframe after the resolution's adoption. He said that due to a technical issue with the local newspaper's legal notice system last month, the notice did not appear on the originally confirmed date. In a good faith effort to reset the clock and abide by the 30-day timeframe allotted for a petition filing period, he said

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the administration is requesting the Board re-approve this Resolution so that the administration can re-issue a new legal notice with two different newspapers in our district on November 14. Trustees learned the Business Services Unit has changed its processes to ensure follow-up with the newspapers for timely printing. Dr. Bullock noted this action follows consultation with legal counsel when we learned the local newspaper had not timely published our legal notice last month.

Trustee Curtis moved and Trustee Walk seconded to Re-approve as presented Resolution No. 1023-007 - Intent to Continue Foundation Tax Levy. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Acceptance of September 2023 Financial Statements.

Trustees reviewed the September 2023 Financial Statements and heard from Dr. Bullock who highlighted the Financial Statements and significant variances.

Trustee Storm, Finance Committee Chair, noted his review of the financial statements which he believes reflect a positive report and he recommended the Board approve the Financial Statements as presented.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the September 2023 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 Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Part-Time Rates and Stipends.

Dr. Bullock requested that the Board approve an updated chart of the Part-Time Rates and Stipends. He said this action item is normally brought to the Board at the beginning of each fiscal year, as was done this past summer, for rates effective July 1 or the start of the College's fiscal year. Dr. Bullock said due to the state-mandated minimum wage increases effective

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January 1, 2024, this is being submitted for approval of new rates effective January 1, 2024, for positions impacted by the new minimum wage level of \$14.00 per hour.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Workers Compensation Insurance Renewal.

Trustees heard a request from Dr. Bullock for the Board to approve the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) for calendar year 2024. Trustees learned the proposed renewal rate of \$163,548 reflects a 4% decrease in premium costs to the College as compared to the expiring rate of \$170,842, equating to a decrease of \$7,294 in annual premium costs for the period of January 1, 2024 through December 31, 2024. Dr. Bullock said that with this renewal the College will again qualify to receive a Safety Grant from IPRF in the amount of \$23,108 to be used to enhance safety throughout campus. Trustees learned that acceptance of this grant will be brought to the Board for approval at a future meeting.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund at a rate of \$163,548 for the period January 1, 2024 through December 31, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Purchase of Used Forklift for Automotive Department.

Trustees reviewed a request from Dr. Nwosu for the Board to approve the purchase of a used 2019 Toyota forklift, model 8FGU30, from Advantage Material Handling of Mundelein, IL, at a total cost of \$32,450. Trustees received the quote from Advantage Material Handling for this purchase of used equipment.

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In planning the FY 2024 Budget, Ms. Shoot reported that the Automotive Department submitted the need for a newer forklift as the current forklift they are using is a 1972 model which has passed its useful life. Dr. Nwosu said this request was approved during the FY 2024 budget process.

It was noted that a bid is not needed per the Illinois Community College Act and Board Policy 10.22 (4.I.) since the forklift is used.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a used 2019 Toyota forklift, model 8FGU30, from Advantage Material Handling of Mundelein, IL, at a total cost of \$32,450.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Declaration of Surplus Items or Equipment.

Dr. Bullock requested the Board declare as surplus various items or equipment. The first request was from Ms. Shoot requesting that the Board declare as surplus the 1972 forklift following the purchase of the 2019 model forklift from the previous action item. The second request was also from Ms. Shoot asking the Board to declare as surplus a 1996 interstate trailer that no longer provides value to the College as it has only been used to transport cardboard on campus for several years.

Trustee Walk moved and Trustee Wright seconded to declare as surplus a 1972 forklift and a 1996 interstate trailer.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Bid for Mechatronic Lab Equipment.

Dr. Bullock recommended the Board approve the bid from Moss Enterprises of Johnston, Iowa, in the amount of \$78,620 for the purchase of mechatronic lab equipment. He said the bid tabulation sheet was provided to the trustees and details Moss Enterprises as the sole bidder

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for this specialized equipment. Dr. Bullock said funds from the Board-accepted MAID grant will be used for this purchase.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the bid from Moss Enterprises of Johnston, Iowa, in the amount of \$78,620 for the purchase of mechatronic lab equipment.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Purchase from Dynamic Controls, Inc. of East Peoria, IL, for Proximity Card Reader Repair and Installation.

Dr. Bullock requested the Board approve the purchase and installation of a new Schneider Security Expert access control system from Dynamic Controls, Inc. of East Peoria, IL, for the Effingham Technology Center at a total cost of \$29,902. He said this would include new proximity card readers at the four exterior entrances to the building. Each trustee received the quote detailing the scope of work for this new project and the existing service contract the College has with Dynamic Controls for technical assistance and maintenance of our building automation systems.

Dr. Bullock said that the existing door access system acquired with the purchase of the building is outdated and not compatible with the software utilized by the College.

It was noted that a bid is not needed per Board Policy 10.22 (4.E. and 4.L.).

Trustee Curtis moved and Trustee Wright seconded to approve as presented the purchase and installation of a new Schneider Security Expert access control system from Dynamic Controls, Inc. of East Peoria, IL, for the Effingham Technology Center at a total cost of \$29,902.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Three New Student Clubs – Diesel Tech Club, Alternative Education Club, and Absolute CMI Club.

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Dr. Lynch, Vice President for Student Services, presented a recommendation for the Board to approve the constitutions to establish three new student clubs. They are Diesel Tech Club, Alternative Education Club, and Absolute CMI Club. Trustees received a memorandum highlighting the purpose and the constitutions for each club. Dr. Lynch said each of the three proposed new clubs meet the requirements of club status and have been approved by the Student Government Association and Dr. Lynch. She also said all three clubs would be open to any current Lake Land College students who wish to join.

Trustee Walk moved and Trustee Wright seconded to approve as presented the Constitution for three new student clubs including the Diesel Tech Club, the Alternative Education Club and the Absolute CMI Club.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Closed Session

6:59 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss security procedures and the use of personnel and equipment to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:59 p.m.

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

Trustees Absent: None.

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Advisory Vote: Student Trustee Schertz was absent from the meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Cyber Security Insurance Renewal as Discussed in Closed Session.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the renewal of the Cyber Liability Insurance through Tokyo Marine HHC of Chiyoda City, Tokyo, Japan, for the primary policy and At-Bay Insurance Services LLC of Wilmington, DE, for an excess policy for the period December 14, 2023, through December 14, 2024, at a total cost not to exceed \$30,500 for both the primary and excess policies. This followed discussion on the topic held in 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 Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Human Resources Report.

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 Reynolds motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic in closed session related only to the appointment of a full-time, tenure-track faculty members.

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

Bennett, Judy	10/23-11/14/23
Lash, Lara	1/25/24-4/19/24
Tillman, Catherine	9/20/23-11/3/23

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

IDOT QMTP Program Specialist/Recertification Program Coordinator	Level 12
Foundation Office Coordinator	Level 11

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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carter, Natashaia	Lab Student Assistant	10/16/23
Cougill, Andrew	Primary Position Fitness Center Specialist	10/16/23
	Adjunct Faculty Social Science Division	
Hill, Kirk	Primary Position Librarian	10/17/23
	Tutor - Student Learning Assistance Center	
Smith, Logan	Primary Position College Work Study	10/16/23
	Adjunct Faculty Allied Health Division	
	Primary Position Allied Health Den Cln Hrly	

Part-time - Grant Funded

Rickey, Constance	Remediation Specialist	10/10/23
	Primary Position Allied Health Instructor	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Rubin, Talianna	Special Needs Note Taker	10/26/23
	Primary Position International Stu Ambassador	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Gunn, Robert	Correctional Automotive Technology Instr	10/23/23
Hayes, Cobin	Correctional Commercial Cooking Instructor	10/17/23
McPherson, Grant	Applications Engineer	11/20/23
Mowen, Alexandria	Correctional Office Assistant	10/16/23
Wedekind, Kathryn	Correctional Career Technology Instructor	10/10/23
Zoller, Steven	Correctional Construction Occupations Instr	10/10/23

Full-time Tenure Track

Haskett, Ellie	Counselor for Student Accommodations & Mental Health Initiatives	1/5/24
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Part-time

Aideyan, Osaore	Adjunct Faculty Social Science Division	10/16/23
Carter, Adam	Technical Training Specialist - CBI	10/23/23
Cook, Jason	ISS Technical Support Assistant	10/10/23
Evans, Megan	Dual Credit Coordinator	11/2/23
Evans, Sandra	Community Learning Instructor	10/17/23
Ray, Rick	Technical Training Specialist - CBI	10/23/23
Sexson, Austin	Tutor - Student Learning Assistance Center	11/2/23

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Strohl, Randall	Technical Training Specialist - CBI	10/27/23
Upton, Jacob	Tutor - Student Learning Assistance Center	11/6/23
Wood, Steven	Administrative Assistant Marshall Ext Center	10/23/23

Part-time Grant Funded

Gentry, Jaden	Perkins Student Worker	10/16/23
Wilson, Paul	Adjunct DOC College Funded Instructor	10/18/23
Schettler, Brendon	Dual Credit Instructor	10/20/23

College Work Study

Comer, Naomi	College Work Study - Social Science Edu	10/30/23
Logan, Empress	College Work Study - Social Science Edu	10/20/23
McCall, Kodi	College Work Study - Technology	10/16/23
Spears, Ashley	College Work Study - Student Life	10/30/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		

Full-time

Brashear, Madison	Correctional Office Assistant	10/20/23
Bustillos, Autumn	Central Receiving / Mailroom Assistant	10/23/23
Legus, Aryon	Correctional Auto Body Instructor	10/9/23
Scott, Garry	Associate Dean of Correctional Programs	10/31/23
Seiler, David	History Instructor (Retired)	7/31/23

Part-time

Binnion, Hannah	TRIO Destination College Student Specialist	6/26/23
Burns, Kennedy	Special Needs Note Taker	12/8/22
Foreman, Kay	Retiree Incentive Program	10/5/23
Hollingsworth, Travis	Administrative Assistant Marshall Ext Center	9/21/23
Ingalsbe, Jessica	Special Needs Note Taker	11/22/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Helminck, Kathryn	Library Cataloging/Acquisitions Assistant	12/11/23
	Transferring from Administrative Asst to TRIO	
Murphy, Jacob	Lab and Safety Coordinator	11/27/23
	Transferring from Laboratory Supervisor	
Williams, Tiffany	Correctional Commercial Cooking Instructor	10/16/23
	Transferring from Correctional Horticulture Instructor	

There was no further discussion.

Lake Land College Board of Trustees
Minutes – November 13, 2023
Page 15 of 15

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no other discussion.

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 8:02 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

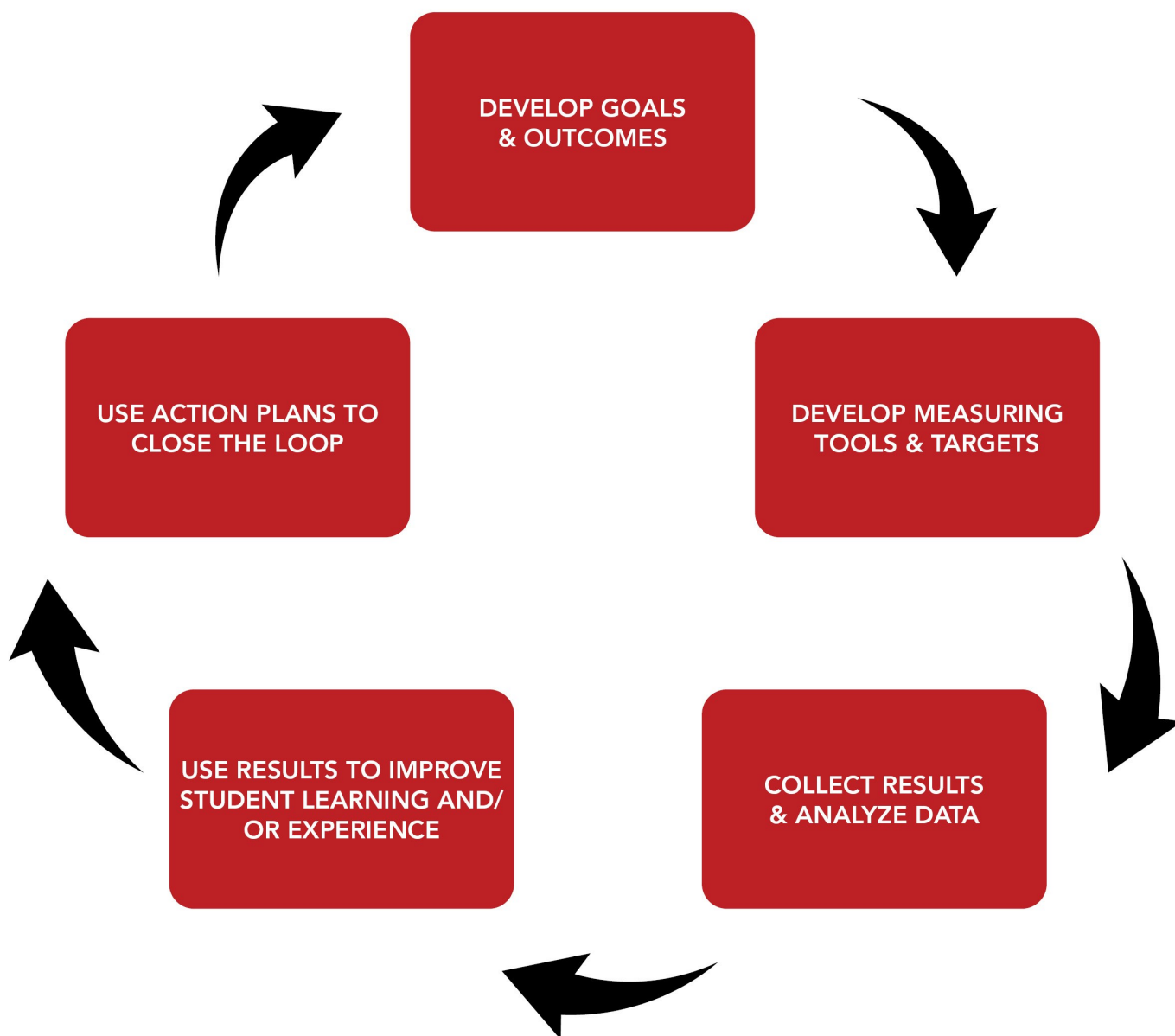
Board Chair

Board Secretary

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

ANNUAL ASSESSMENT REPORT

2023





IN THIS REPORT

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Institutional Assessment	14



ASSESSMENT DUE DATES IN WEAVE

February (Second Wednesday)

Fall Course Assessment
Results & Analysis

May 15

Program Assessment
Results & Analysis

ICCB Program Review

September 15

Institutional Assessment
Results & Analysis

September

(Second Wednesday)
Spring Course Assessment
Results & Analysis

INTRODUCTION

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

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

The following six components of assessment are in place and completed each year:

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

The Department of Corrections course assessment is in its sixth year. This process was implemented to ensure that DOC courses are equivalent to the course assessment activities on the main campus. This past year a total of 136 DOC courses were assessed. Keeping with the process to ensure that all courses are assessed at Lake Land College, Commercial Truck Driving (CDL) Program joined course assessment two years ago.

Co-Curricular assessment was implemented in 2023 which consists of learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum. Every interaction a student has on campus can potentially be a learning experience related to institutional, general education, or co-curricular outcomes.

Finally, a section devoted to Moving Assessment To The Next Level can be viewed on pages 4 and 5 in this report. Faculty and staff have worked diligently for the past several years on the implementation of several new components of assessment and are now ready to take their work to the next level.

TAKING ASSESSMENT TO THE NEXT LEVEL

Faculty and staff have made great strides over for the past several years in assessment efforts. In 2010, the College acquired Weave assessment software, program assessment was moved from a Microsoft Access database to Weave, and course assessment was implemented. Institutional assessment was next to follow in 2011. The Department of Correction course assessment was piloted in 2014 and now assesses 100 plus courses. Once these areas were implemented, the hard work began to increase completion percentages for assessment by the designated due dates. Through the tenacity of faculty and staff, these areas began reaching 90-100% completion rates. New to 2023 is Co-Curricular assessment. The Assessment Committee has been instrumental in leading the charge for a number of these successes.

Since the College is successfully meeting deadlines and reaching exemplary completion percentages, now is the time to *Take Assessment to the Next Level*. So what does this mean? It means looking at the quality of assessment, aligning outcomes to the strategic plan and the Higher Learning Commission standards, analyzing results and using action plans to close the assessment loop to improve student learning and/or experience at Lake Land College. Using best practices as examples to assist faculty and staff in the quality of their assessment and incorporating the Program Improvement Enhancement (PIE) model for ICCB Program Review completion.

In order to *Take Assessment to the Next Level* several changes are currently in place. For example, the ICCB Program Review process is being improved. One area of improvement for ICCB Program Review is the introduction of a template worksheet for program coordinators to complete each year in order to prepare for their 5 year review. Additionally, a Faculty Peer Review will be implemented this year by ICCB asking for volunteer faculty from our College to participate in this process.

The General Education Assessment Committee is taking on an enormous adventure in completely re-vamping the process. This 4-5 year plan will include identifying new general education goals, assessing these goals as well as career technical education competencies. The new process will eliminate the "General Education Prompt Packets" which means instructors will no longer lose a class session to administrator the assessment.

Co-Curricular Assessment was implemented for the 2022-2023 academic year. Co-Curricular activities are learning activities, programs and experiences that *reinforce* the institution's mission and values and complement the formal curriculum. Every interaction a student has on campus can potentially be a learning experience related to institutional, general education, or co-curricular outcomes. Often, co-curricular learning is hands-on, and offers opportunities to hone skills, put ideas into practice, and showcase achievements. In some cases, Institutional Assessment mirrors Co-curricular Assessment. The following four areas are being piloted this year for Co-curricular Assessment:

- ◆ Student Government Association
- ◆ Student Activity Board
- ◆ Navigator News
- ◆ National Society of Leadership & Success

The Director of Assessment & Program Review developed a resource book for faculty and staff to use for the new initiative, *Taking Assessment to The Next Level*. The resource book includes definitions and examples of goals, outcomes, supported initiatives, measuring tools, targets, results, analyses of results and action plans. The assessment resource book is also used for new faculty orientation training.

What follows on page 5 are the communication activities that were completed by the Director of Assessment & Program Review for the new initiative. It should be noted that in early spring 2023 feedback from a few faculty caused the VPAS to request a pause in the additional plans pending further discussion.

TAKING ASSESSMENT TO THE NEXT LEVEL

COMMUNICATION TO THE COLLEGE

October 12, 2021: The Director of Assessment and Program Review's position was reorganized from Academic Services to the President's Unit. The reason for the move was so that the director could focus on a new initiative, Taking Assessment to the Next Level, as directed by the Vice President of Academic Services. The definition of Taking Assessment to the Next Level, according to the VPAS and the Director of Data Analytics, was to guide faculty on the quality of assessment in the following ways:

- Align outcome statements to the strategic plan, HLC and other accrediting bodies;
- Assess 2 outcomes instead of one;
- Ensure all faculty are providing an analysis (how are they using their assessment results to improve student learning?) for all outcomes that are assessed;
- Ensure all faculty are adding action plans when necessary to use as a tool to close the loop in assessment;
- Provide Best Practice examples to all who do assessment; and,
- Meet the assigned due dates for assessment results.

December 13, 2021: The Director of Assessment and Program Review presented the 2021 Annual Assessment Report that included the new initiative as mentioned above to the Board of Trustees.

Spring Opening Day January 7, 2022: Communicated the new initiative to the Allied Health Division faculty. Provided a presentation and handouts (best practices in course assessment analysis and action plans, supported initiative and action plan process maps).

Spring semester 2022 (February – April): Communicated the new initiative to the Agriculture, Technology, Business, Humanities, Math/Science and Social Science/Education divisions.

Spring Staff Development Days 2022 – March 31 and April 1: Provided workshop sessions for faculty on the assessment initiative as aforementioned. Two sessions offered for a total of 17 attendees.

Summer 2022: Provided updates to the following departments for institutional assessment in the new initiative: Academic Services, Business Services, President's Unit, Student Services and Workforce Solutions and Community Education.

Fall 2022 Opening Day: Provided all of the division chairs with an electronic assessment update to share with their faculty.

Fall Staff Development, November 2022: Provided workshop sessions to faculty on the new assessment initiative. Two sessions offered for a total of 8 total attendees.

Spring Opening Day, January 6, 2023: Communicated in-person an update to the Allied Health Division on the new assessment initiative. Provided the remaining six academic divisions an update in electronic email.

Spring Semester 2023 Staff Development Opportunities: Provided several workshop opportunities to faculty on the assessment initiative. These sessions were also provided for the upcoming fall 2022 course assessment due date of 2-8-23. Nine sessions were offered for a total of 21 attendees which equates to 21% faculty attendance for spring 2023 staff development. In addition, a number of resources were provided to faculty and staff (handouts in staff development sessions as well as documents sent via email to include several process maps, presentations, best practice examples and more.

ICCB PROGRAM REVIEW

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

The purpose of the statewide program review is to:

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

Of the programs that were reviewed, 100% of Lake Land College programs were in compliance with the Illinois Community College Board Review that included the following:

- A.A.S. programs (7)
- Certificate Programs (7)
- NDP (4)
- Academic Discipline: Mathematics
- Cross-Disciplinary Instruction: Developmental Mathematics
- Student & Academic Support Services: Tutoring and Career Services

For the 2022 fiscal year, Figure 1.0 on page 7 provides the specific Lake Land College programs that were reviewed.



ICCB PROGRAM REVIEW

PROGRAMS REVIEWED

Figure 1.0

Degree	Program
Associate in Applied Science	Paramedical Services
Associate in Applied Science	Dental Hygiene
Associate in Applied Science	Computer Aided Design Technology
Associate in Applied Science	Civil Engineering Technology
Associate in Applied Science	CET/Advanced Technical Studies
Associate in Applied Science	Civil Engineering Technology Coop
Associate in Applied Science	Building Construction Technology
Certificate	Paramedical Services
Certificate	Esthetics
Certificate	Cosmetology
Certificate	Cosmetology Teacher
Certificate	Computer Aided Drafting
Certificate	Building Construction Technology
Certificate	Department of Corrections Cosmetology
NDP	Emergency Medical Services
NDP	Department of Corrections Culinary Arts I
NDP	Department of Corrections Warehousing & Distribution Specialist
Academic Discipline Review	Mathematics
Cross-Disciplinary Instruction	Developmental Mathematics
Student & Academic Support Services	Career Services and Tutoring

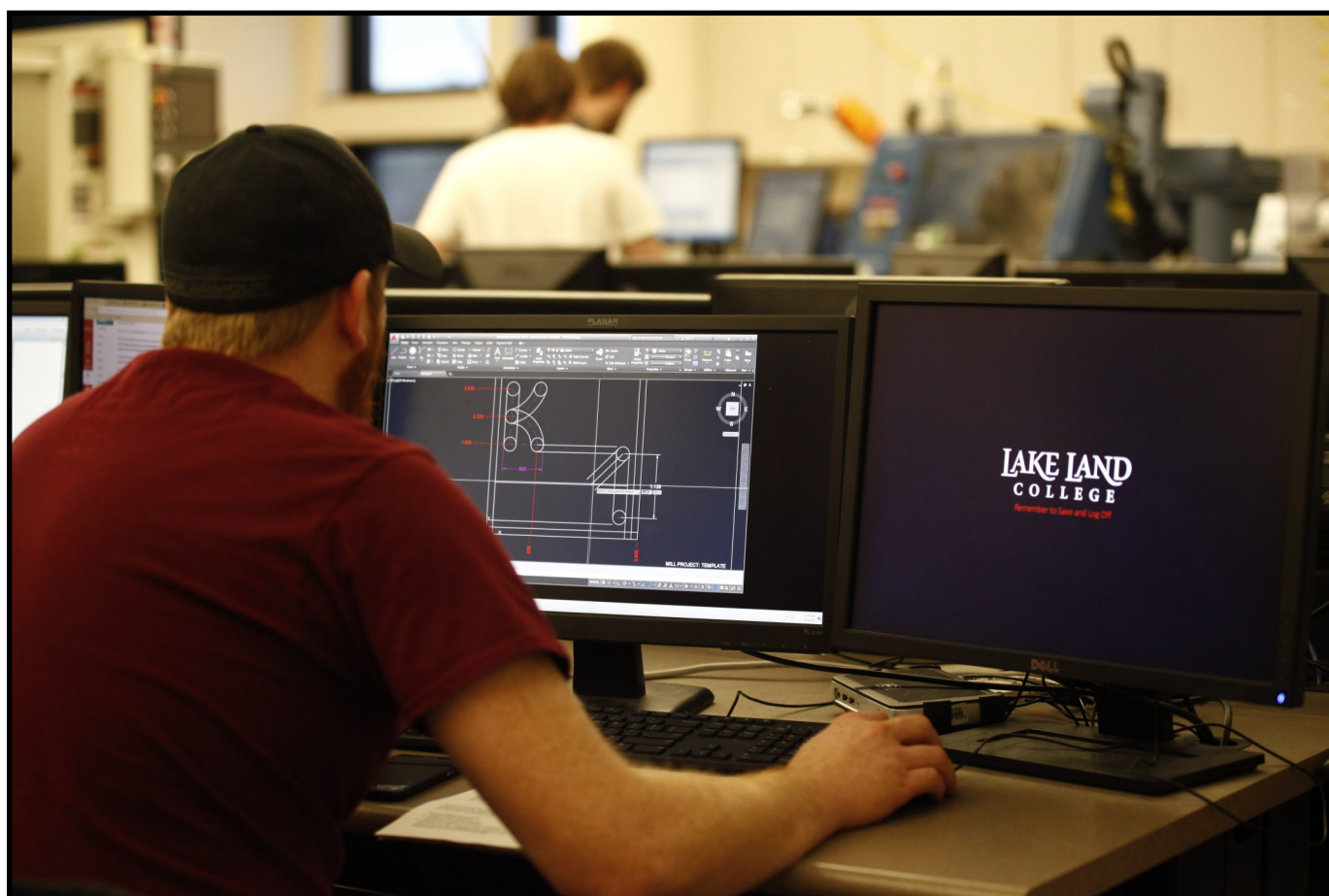
PROGRAM ASSESSMENT

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

What follows below are the program assessment results for the past two years:

PROGRAM ASSESSMENT RESULTS

- 2022—100% completion by the due date
105/105 programs completed
- 2023—100% completion by the due date
97/97 programs completed



PROGRAM ASSESSMENT



COURSE ASSESSMENT

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

For AY 2022-2023, 752/782 courses were completed by the due date for a 96% average completion.

The Social Science/Education Division met 100% completion by September 14th, the day after the due date. The Technology Division was at 89% completion by September 14th. The remaining courses for the Technology Divisions were welding and data was not collected because a full time welding instructor had not been hired prior to the due date; the courses were only taught by adjuncts.

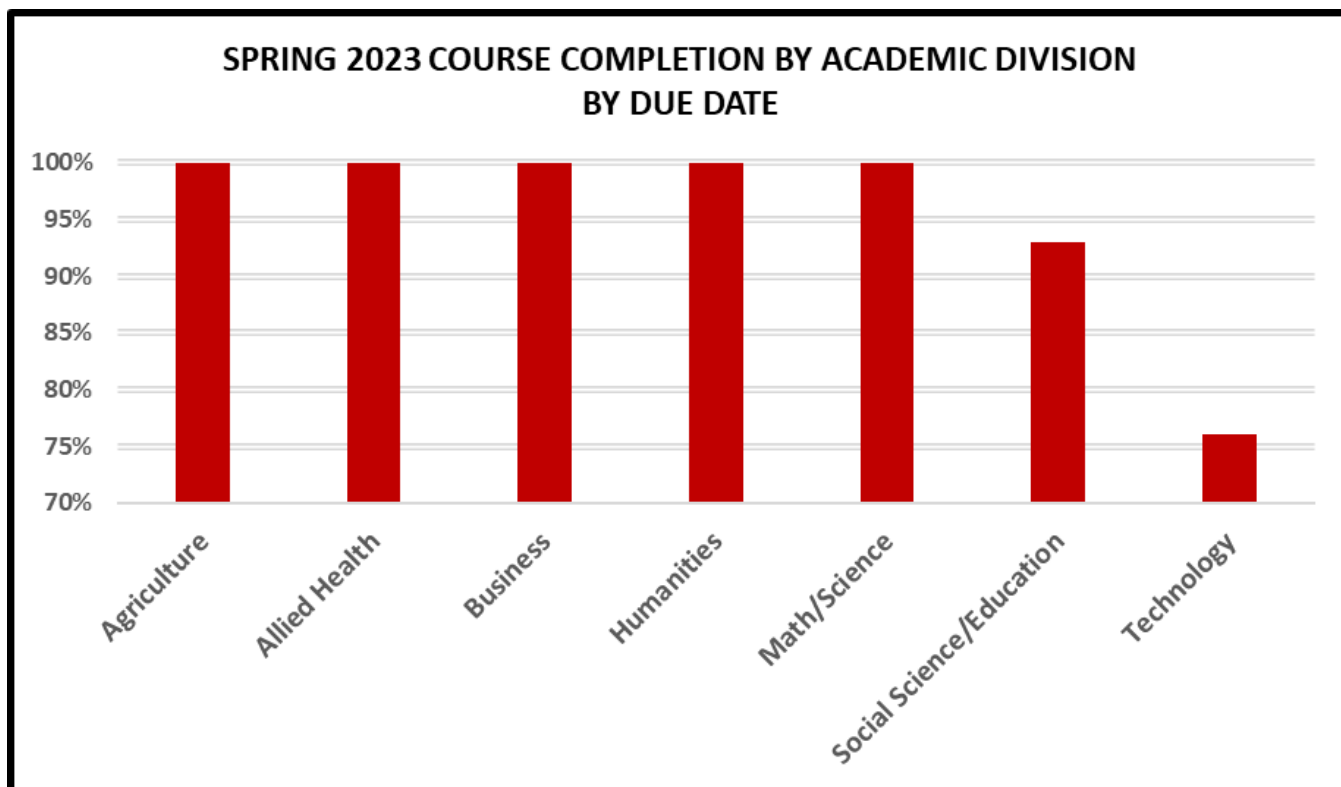
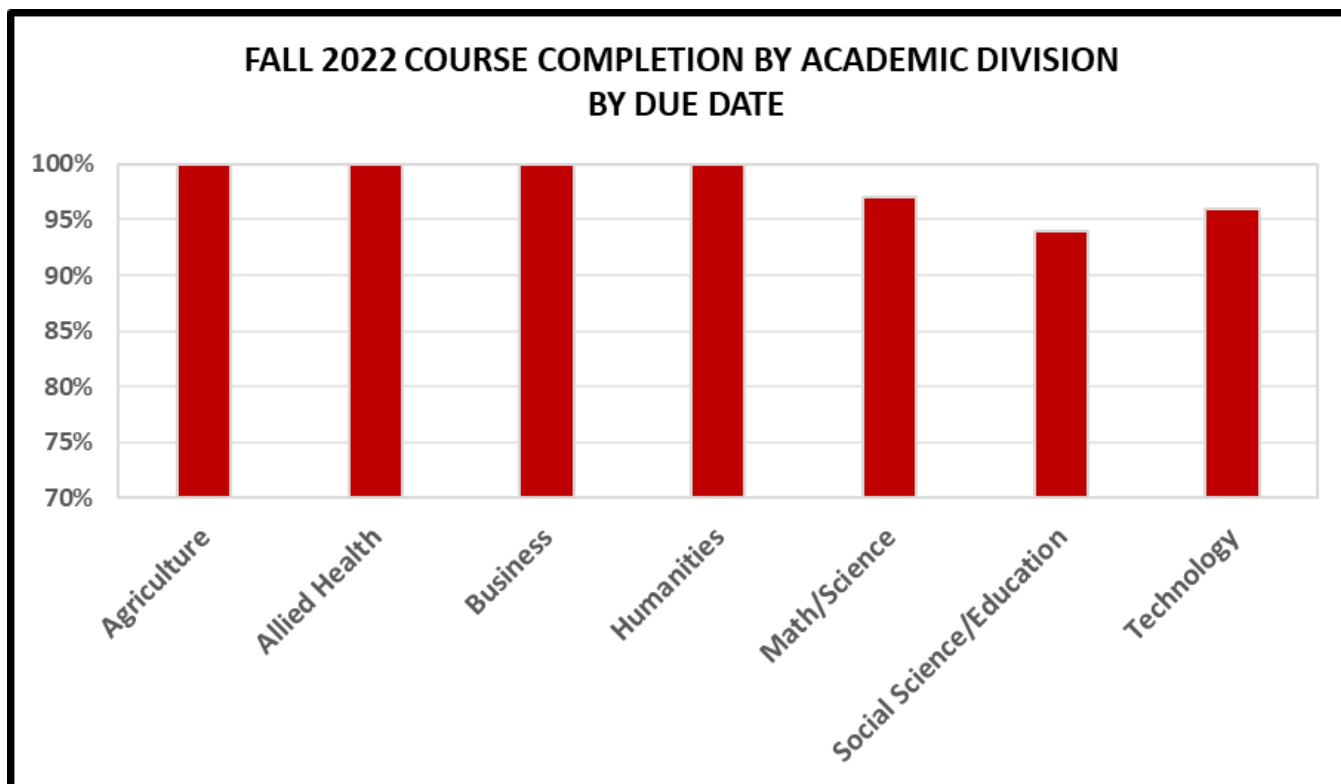
CDL COURSE ASSESSMENT RESULTS

There were a total of nine CDL courses taught during the spring 2023 semester. All nine courses were resulted in the Weave assessment software by the due date for a 100% completion rate.

COURSE ASSESSMENT RESULTS

<u>Fall 2022:</u>			<u>Spring 2023:</u>		
• AG	100%	36/36 courses	• AG	100%	39/39 courses
• AH	100%	54/54 courses	• AH	100%	50/50 courses
• BUS	100%	85/85 courses	• BUS	100%	91/91 courses
• HUM	100%	50/50 courses	• HUM	100%	46/46 courses
• M/S	97%	32/33 courses	• M/S	100%	41/41 courses
• SS/ED	94%	60/64 courses	• SS/ED	93%	70/75 courses
• TECH	96%	42/44 courses	• TECH	76%	56/74 courses
359/366 total courses			393/416 total courses		
Average for the 7 divisions: 98%			Average for the 7 divisions: 94%		

COURSE ASSESSMENT



DEPARTMENT OF CORRECTIONS COURSE ASSESSMENT



DEPARTMENT OF CORRECTIONS



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

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

Meaning, all courses at the Department of Corrections facilities should be assessed to improve student learning using the same methods as those taught on campus.

DOC 2022-2023 COURSE ASSESSMENT RESULTS:

- Fall 50/51 courses were completed for a 98% completion rate
- Spring 85/85 courses were completed for a 100% completion rate

Total: 135/136 courses were completed by the due date for a 99% completion.

INSTITUTIONAL ASSESSMENT

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

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

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

Figure 2.0, on page 15, provides the results for each department that participates in institutional assessment.

The overall average completion rate for 2023 institutional assessment was 91% with 32 of 35 departments completed by the due date.



INSTITUTIONAL ASSESSMENT

Figure 2.0	Department	Due Date: 9-15-23	Completion Date
ACADEMIC SERVICES 5 of 5 completed (100%)			
	Academic Operations	100%	
	Academic Scheduling	100%	
	Dual Credit	100%	
	Instructional Support & Technology	100%	
	Learning Resource Center	100%	
BUSINESS SERVICES 6 of 6 completed (100%)			
	Accounting	100%	
	Bookstore	100%	
	Human Resources	100%	
	Information Systems & Services	100%	
	Physical Plant	100%	
	Print Shop		
PRESIDENT'S OFFICE 11 of 11 completed (100%)			
	Adult Education	100%	
	Alternative Education	100%	
	Assessment	100%	
	Center for Business & Industry	100%	
	College Advancement	100%	
	Grants	100%	
	Department of Corrections	100%	
	Institutional Research	100%	
	Kluthe Center	100%	
	Perkins	100%	
	Police Department	100%	
STUDENT SERVICE 9 of 13 completed (69%)			
	Admissions	0%	100% by 9-22-23
	Athletics	100%	
	Career Services	0%	100% by 9-25-23
	Counseling Services	100%	
	Financial Aid	100%	
	Health Services	100%	
	Marketing & Public Relations	100%	
	Student Life & Co-Curricular (2 projects)	100%	
	TRIO Destination	100%	
	TRIO Student Support Services	100%	
	Tutoring & Placement Services (2 projects)	0%	100% by 9-22-23
AVERAGE COMPLETION FOR 32 OF 35 TOTAL DEPTS.		91%	

CONTACT:

Assessment Department

Phone: 234-5088

Office: WH 055

www.lakelandcollege.edu/assessment

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 1st day of December, 2023, 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 _____
 Jean Anne Highland, Chief of Staff
 College Treasurer

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: December 6, 2023

RE: Board Policy 05.01

As the College has been updating policies due to the Paid Leave for All Workers Act, we saw a need to further clarify the difference between part-time non-instructional employees and student employees. The definition of the student employee has been added and defines that as an active student as one of the following: enrolled in 6 or more credit hours per semester, working towards a terminal degree or transfer, or receiving MAP or PELL grant funding.

I submit proposed revisions as first reading and will plan to bring this back to the Board of Trustees for approval during the January 2024 regular meeting.

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

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

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

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

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

A. Part-Time Non-Instructional, Non-Student Employees:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works twenty-nine (29) or less hours a week.

Board Policy No. 05.01

2. Per the Affordable Care Act, part-time employees working in excess of the hour threshold may be offered health insurance benefits based on a look-back period in accordance with the federal law.

B. Part-Time Student Employees:

1. Student employees may work in various areas of the College, in positions alongside other full-time and part-time employees. Part-time student employees may not work more than 29 hours per week. The College defines a student employee as a student working for Lake Land College who is enrolled in and regularly attending classes at Lake Land College and is employed on a temporary basis at less than full time, or 29 hours or less per week. A student enrolled in and regularly attending classes whose primary purpose is educational is defined as meeting one or more of the following criteria:
 - a. Active student at Lake Land College enrolled in 6 credit hours or more per semester, with the exception of summer term.
 - b. A student working towards either a terminal degree or transfer to another higher education institution.
 - c. A student receiving MAP or PELL grant funding for at least part-time student status at Lake Land College.
2. Students employees are considered to be students first and their work is considered temporary, as it is reasonable to assume their employment as a student will cease with completion of their studies at Lake Land College.
3. Student employees must remain in good academic standing as defined by the College's Academic Standing policy.
4. Student employees working under the Federal Work Study Program will additionally follow Board Policy 05.07.

4.5. International students with a valid F-1 status can work up to 20

Board Policy No. 05.01

hours per week when classes are in session and up to 29 hours per week when classes are not.

A supervisor must notify Human Resources immediately if an employee has a change in their employment status or their status as a student enrolled in and regularly attending classes whose primary purpose is educational.

Adopted November 9, 1998
Revised July 14, 2003
Revised February 16, 2015
Revised April 10, 2017
Revised December 11, 2017
Revised September 11, 2023
Revised

LAKE LAND COLLEGE

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 2, 2023
RE: Revisions to Board Policies 06.19 – Dual Credit Program and 07.01 -- Admission of Students

The language in Board Policies 06.19 and 07.01 needs to be clarified in regards to dual credit students' age at the time of starting date of the course. Several schools have students who will turn 16 years of age during their junior year, but they may not have turned 16 on or before the date the course starts. As a result, those students who are weeks, or even days, away from meeting the minimum age criteria must be classified as gifted students. Gifted students are required to complete both Math and English placement tests, even if the students are not enrolling in a Math or English course. Students are currently allowed only two placement testing session attempts, and requiring this placement testing has caused a significant barrier for those potential dual credit students by prematurely removing one of their two testing sessions without regard for the course discipline in which the students are enrolled.

Tessa Wiles, Director of Dual Credit, together with Paula Smith, Director of Enrollment Services, Lisa Cole, Director of Data Analytics, Kim Hunter, Director of Student Success Services, and Emily Ramage, Dean of Academic Operations, are proposing changes to the two policies referencing the minimum age of dual credit students. Revising both policies to align with a minimum threshold of "junior or senior status," rather than "16 years of age" will remove the gifted student/testing barrier, allowing those students with later birthdates the equitable opportunity to take dual credit along with their junior and senior peers.

I respectfully request that the Board of Trustees 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 with junior or senior status. 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.

Board Policy No. 06.19

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 December 12, 2022

Page 4 of 4

Admission of Students

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

Lake Land College does not deny admission to a person on the basis of race, traits of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes. Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 - Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of "race" in the Illinois Human Rights Act effective January 1, 2023.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. However, in order to be eligible for Title IV financial aid, a student admitted to the College without a high school diploma or GED diploma must "pass" a U. S. Department of Education approved standardized test.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.

6. A student currently enrolled in a secondary school program may be accepted into a college course(s) if that student qualifies under Lake Land Board Policy 06.19—Dual Credit Program- If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.
7. Student in a program for a special group.¹
8. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

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

- A. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-8) above.

Board Policy 07.01

¹ Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998
Revised May 8, 2000
Revised December 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised May 13, 2019
Revised March 23, 2023

Calendar of Events

Friday, Dec. 22 – Jan. 1, 2024	College Closed
Thursday, January 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 8, 2024	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 12, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 7, 2024	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 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 4, 2024	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 8, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 9, 2024	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 13, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, June 6, 2024	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 10, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Monday, July 8, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 8, 2024	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 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center
Thursday, September 5, 2024	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 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	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 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 7, 2024	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 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	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 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: November 28, 2023

RE: October 2023 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of October for Fiscal Year 2024.

Areas of Concern:

- We are not experiencing any budgetary areas of concern through the first four months of FY2024

Overall Variances:

- *Revenue* – Total October 2023 revenue was \$5,030,236 resulting in a favorable variance of \$2,387,121 and an unfavorable YTD variance of \$2,032,148. We are still experiencing the shortfall of tuition due to the reduced enrollment and also the delay in receiving equalization and CTE funding. The receipt of the Effingham property tax payment of \$3,352,927 was the leading driver of the favorable monthly revenue variance.
- *Expenditures* – Total October 2023 expenditures were \$3,428,220 resulting in a monthly favorable variance of \$642,606 and a favorable YTD variance of \$3,954,426. This is a result of lower operational expenditures.

Revenue Variances:

- *Local Sources* – A favorable variance exists of \$2,647,784 for the month and an unfavorable variance of \$437,536 YTD. This is a result of timing of property tax payments and CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$532,345 in October 2023 resulting in a favorable variance of \$195,325 and a YTD favorable variance of \$190,325. This is related to the adjustment of credit hours through ICCB for Dual Credit reporting.

- *ICCB Equalization Grant* – We did not receive an Equalization payment in October 2023 resulting in a monthly unfavorable variance of \$573,052 and YTD unfavorable variance of \$573,052. The October payment was received on November 1, 2023.
- *Tuition & Fees* – October 2023 yielded an unfavorable monthly variance of \$189,580 for tuition and a favorable monthly variance of \$342,383 in fees. Year to date tuition is unfavorable \$1,216,776 and fees are favorable \$224,345. The tuition variance is a result of a decrease in enrollment for the Fall 2023 semester, but Spring 2024 enrollment is trending stronger. The favorable variance in fees is a result of the IDOT classes starting.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$32,100 with an YTD unfavorable variance of \$350,657. This is due to not receiving the CTE funds in July as expected.
- *Other Revenue* – Other revenue is unfavorable by \$3,639 for October 2023 and favorable by \$131,203 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Are favorable \$202,438 for the month of October 2023 and favorable YTD of \$1,194,029. This is due to the timing of when overload and adjunct pay began in FY2024. This should normalize over the year.
- *Employee Benefits (overall)* – An unfavorable monthly variance in employee benefits exists in October 2023 of \$124,522 and an unfavorable YTD variance of \$13,067.
- *Instructional* – The Instructional expenditures had an unfavorable variance in October 2023 of \$134,418 and a favorable variance YTD of \$507,995.
- *Academic Support* – The Academic Support expenditures have an unfavorable variance of \$9,289 for the month of October 2023 and a favorable YTD variance of \$72,403.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in October 2023 of \$121,421 and a favorable variance YTD of \$369,324. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in October 2023 of \$52,359 and a favorable variance YTD of \$221,727. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$252,539 favorable to budget in October 2023 and a favorable YTD variance of \$229,098. This is a result of favorable Utilities expense as well favorable capital outlay expense.

- *Institutional Support* – The Institutional Support expenditures were \$359,005 favorable to budget in October 2023 and \$2,746,806 favorable to budget YTD. The large favorable variance is related to lower operational spending YTD.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for October 2023 of \$989 and an unfavorable variance of \$192,927 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
2,371,952.56	2,574,390.50	202,437.94	Salary and Wages	6,043,507.07	7,237,536.15	1,194,029.08
523,568.25	399,046.39	(124,521.86)	Employee Benefits	1,613,635.85	1,600,569.19	(13,066.66)
(34,012.64)	289,729.51	323,742.15	Contractual Services	1,075,659.65	1,552,624.53	476,964.88
320,958.70	302,913.71	(18,044.99)	General Materials and Supplies	954,374.19	1,873,685.47	919,311.28
28,903.73	43,465.44	14,561.71	Travel and Meeting Expenses	83,725.41	251,666.59	167,941.18
12,400.76	14,587.50	2,186.74	Fixed Charges	55,461.64	258,556.50	203,094.86
98,241.74	167,906.53	69,664.79	Utilities	451,449.19	601,126.11	149,676.92
9,975.06	158,915.00	148,939.94	Capital Outlay	24,156.11	364,655.00	340,498.89
92,744.64	119,870.71	27,126.07	Contingency Funds	202,509.73	727,741.42	525,231.69
3,486.94	-	(3,486.94)	Other Expenditures	295,383.34	201,125.00	(94,258.34)
3,428,219.74	4,070,825.29	642,605.55	Total	10,799,862.18	14,669,285.96	3,869,423.78

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$3,918,357	\$4,087,991	\$169,634	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$173,786	\$219,007	\$45,220	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$514,752	\$729,325	\$214,573	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$160,767	\$247,371	\$86,604	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$393,370	\$469,777	\$76,407	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$882,475	\$1,484,065	\$601,590	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$6,043,507	\$7,237,536	\$1,194,029	\$20,316,486	\$19,350,532	\$20,316,486	\$965,954

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$787,236	\$766,307	(\$20,929)	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$51,592	\$58,029	\$6,436	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$184,522	\$204,055	\$19,533	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$30,788	\$40,570	\$9,782	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$143,078	\$149,718	\$6,640	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$416,420	\$381,891	(\$34,529)	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$1,613,636	\$1,600,569	(\$13,067)	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: November 21, 2023
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 11th day of December, 2023.

* * *

The meeting was called to order by the Chairman and upon the roll being called, Gary Cadwell, 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 2023 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 2023 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: 1223-010

DATE: 12-11-23

* * *

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 2023 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 2023 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 2023 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 11, 2023.

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 11th day of December, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2023 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 11th day of December, 2023.

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 2023 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 11th day of December, 2023, 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 2023 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: 1223-011

DATE: 12-11-23

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 2025 which begins on July 1, 2024, and ends on June 30, 2025, 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, 2024, until such time as the new budget for Fiscal Year 2025 is presented to and adopted by the Board of Trustees.

ADOPTED this 11th day of December, 2023 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
LAKE LAND COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF CHRISTIAN, CLARK, CLAY,
COLES, CRAWFORD, CUMBERLAND,
DOUGLAS, EDGAR, EFFINGHAM, FAYETTE,
JASPER, MACON, MONTGOMERY,
MOULTRIE, AND SHELBY
STATE OF ILLINOIS

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Authorize Preparation of Tentative Budget is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of December, 2023.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting notice; and that the meeting was called and held in strict compliance with the provisions of the Illinois Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act of the State of Illinois, and that this Board of Trustees has complied with all of the applicable provisions of said Acts and with all the procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of December, 2023.

Secretary, Board of Trustees

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 \$ 6,150,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

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

the sum of \$ 4,120,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,167,801 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 \$ 272,199 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 \$ 147,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,995,000 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 2024 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2024 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 2025 is \$6,597,500.

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

County Clerk

Date

County

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

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

CHECK ONE OF THE CHOICES BELOW:

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

This certificate applies to the 2023 levy year to be paid in calendar year 2024 and applied to fiscal year 2025 revenues.

Date: _____

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: November 15, 2023

RE: Surplus Equipment

We currently have a 2000 GMC Carryall Van that has outlived its useful life to the college. This van was used by the College Bookstore to deliver and pick up Dual Credit books, but has been replaced with a newer van that was approved for purchase at the October 2022 board meeting.

As with past surplus items, we will seek the best financial route to follow in disposing of this item. I recommend declaring this item as surplus and seek authorization to dispose of this item in a manner most beneficial to the college.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: December 5, 2023

RE: Board Policy Revisions

Effective January 1, 2024, the College is required to implement the new legislation, Paid Leave for All Workers Act, Public Act 102-1143. As a result, we propose updates to several policies to be in alignment with the new law. These policies are:

- 05.06 Part-time Non-Instructional Employee Incentives
- 05.04.06 Personal Leave
- 05.04.07 Sick Leave

Public Act 102-1143 mandates all private employers and most public employers provide employees up to a minimum of 40 hours of paid leave during a 12-month period. The use of the leave benefit shall be for any reason and the College cannot dictate how employees can utilize the leave.

To comply with the new Act for our full-time administrative, supervisory and support employees, the administration recommends we modify our current personal leave policy by increasing personal leave from three days per fiscal year to five days per fiscal year while simultaneously reducing total earned sick days per year from 14 to 12. Since the law takes effect January 1, 2024, full-time administrative, supervisory and support employees will be granted two additional days of personal leave during the first full pay period in January 2024. Beginning July 2024, full-time administrative, supervisory and support employees will be granted five personal days for fiscal year 2025. Please note that any unused personal leave hours will transfer to the employee's sick leave hour balance at the end of each fiscal year.

To comply with the new Act for our part-time hourly employees, the administration recommends we modify Policy 05.06 so that effective January 1, 2024, hourly part-time employees will accrue .025 hours of part-time paid leave for every hour worked each pay period.

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

In addition, the Governor signed into law the Child Extended Bereavement Act, which includes modifications for various bereavement leave time for any full-time employee who has lost a child to suicide or homicide. The affected Policy is:

- 5.04.08 Bereavement Leave

I respectfully request that the Lake Land College Board of Trustees amend these policies after they have been placed on file.

05.06

**Part-time Non-Instructional, Non-Student
Employee Incentives**

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

1. Include part-time non-instructional employees in staff development and in-service activities.
2. Include part-time non-instructional employees in any employee recognition program.
3. Include part-time non-instructional employees in the College phone listing by title and office location.
4. ~~Waive tuition for Pp~~part-time non-instructional employees ~~enrolled in~~may use the Fitness Center during the period they are working at the College.
5. Provide part-time non-instructional employees with a College ID.
6. Include part-time non-instructional employees in the Employee Recognition Program for years of service as a part-time employee.
7. As a part-time non-instructional employee for a full semester, provide a one-credit-hour tuition voucher. The voucher would be nontransferable and have a one-calendar-year expiration from the date of issuance.
8. Hourly part-time employees will accrue .025 hours of part-time paid leave for every hour worked each pay period. Part-time employees may not use more than a total of 40 hours in paid leave in a given fiscal year. Accrued but unused hours will be carried over into the next fiscal year. Employees in their probationary period are not

allowed to utilize personal leave. A minimum of one hour of personal leave time must be used per request.

The above incentives are excluded for part-time paid and unpaid student employees as defined in Board Policy 05.01. worker positions.

Adopted November 9, 1998

Revised December 11, 2017

Revised December 10, 2018

Revised December 11, 2023 with an effective date of January 1, 2024

05.04.06**Personal Days**

Personal days for administrative, supervisory and support personnel, with pay of up to 4024 hours for full-time 12-month employees and prorated hours for full-time employees of less than 12 months, may be used for any ~~the purpose of caring for personal, legal, household, or family matters~~ which requires absence from professional responsibilities. ~~Personal leave will not be used for the purpose of extending vacation.~~ Except in an emergency, employees desiring to use personal leave shall notify their supervisor at least one full College business day in advance. ~~When advance notification is not possible because of an emergency, the employee must substantiate the leave in writing within three days after return to work. Failure to do so will result in loss of pay for the leave hours taken.~~ A minimum of one hour of personal leave time ~~may~~must be used per request. Personal hours will be recorded by timesheet and deducted as used. Employees in their probationary period are not allowed to utilize personal leave. Personal leave does not carry over or accumulate as personal leave. Any unused personal leave hours will transfer to the employee's sick leave hour balance at the end of each fiscal year and are not reimbursable at the time of separation from employment.

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

Adopted November 9, 1998

Revised August 10, 2009

Revised December 11, 2017

Revised December 11, 2023 with an effective date of January 1, 2024

05.04.07

Sick Days

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

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

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

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

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

Adopted November 9, 1998

Revised September 15, 2003

Revised August 14, 2006

Revised June 13, 2011

Revised November 14, 2016

Revised December 11, 2017

Revised December 9, 2019

Revised September 11, 2023

[Revised December 11, 2023 with an effective date of January 1, 2024](#)

05.04.08

Bereavement Leave

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Family Bereavement Leave Act, FMLA eligible employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child, stepchild, spouse, domestic partner, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent or in the event of a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of the covered family member or the date on which an otherwise qualifying event occurs. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of unpaid bereavement leave during that period.

[Per the Child Extended Bereavement Leave Act, full-time employee who has been employed for at least two weeks and who has lost a child to suicide or homicide, may take up to twelve weeks of unpaid bereavement leave. Employees](#)

who take leave under this Act may not also take leave under the Family Bereavement Leave Act for the death of the same child.

Board Policy No. 05.04.08

Per the Victims' Economic Security and Safety Act, employees may be eligible for unpaid leave up to two weeks in the event a family or household member is killed in a crime of violence.

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

Adopted November 9, 1998
Revised November 11, 2002
Revised June 13, 2011
Revised June 9, 2014
Revised February 13, 2017
Revised February 12, 2018
Revised December 10, 2018
Revised October 10, 2022
Revised September 11, 2023
Revised December 11, 2023 with an effective date of January 1, 2024.

MEMO

TO: Board of Trustees
Dr. Jonathan Bullock, President

FROM: Dr. Ike Nwosu, Vice President of Academic Services

CC: Emily Ramage, Dean of Academic Operations

DATE: December 5, 2023

RE: Update to Board Policy 06.08 – *Occupational Program Guarantee*

I respectfully request the Lake Land College Board of Trustees to grant approval for the proposed modification to Board Policy 06.08 - *Occupational Program Guarantee*. This appeal is prompted by the recent endorsement of the Illinois Public Act 103-0533, which amends the Nurse Practice Act.

The legislative amendment specifies that in the event of a nursing graduate failing the National Council Licensure Examination (NCLEX) licensure exam for the second time, the graduate is entitled to return to their alma mater. The institution is mandated to provide remedial educational resources at no cost.

The proposed revision to the board policy introduces the option of a vendor-supplied NCLEX remediation program. This program is available at no additional cost to any nursing graduates who have failed the NCLEX twice if they meet the specified requirements as outlined in the College's Nursing handbook.

I submitted this request as first reading during the November 2023 meeting and now respectfully request Board approval during the December 2023 regular meeting.

06.08**Occupational Program Guarantee**Guarantee

It is the policy of Lake Land College that students graduating with an Associate in Applied Science degree or certificate in a career/occupational program be guaranteed competency in the technical skills that the program is designed to teach in the degree or certificate. Graduates of degree programs who jointly with their employers determine they are lacking in the technical skills contained in the program and graduates who have been unsuccessful in passing required licensure exams after two attempts shall be permitted to enroll in up to 15 credit hours of retraining for a degree or 9 credit hours of retraining for a certificate, tuition free. **Impacted nursing graduates who fulfil specific vendor remediation requirements as listed in the nursing handbook are eligible to participate in the vendor supplied National Council Licensure Examination (NCLEX) remediation program for no additional cost.**

Notification and Conditions

This policy shall become effective with new degree- or certificate-seeking students of the 1994 fall term.

All course work for the degree or certificate must have been completed at Lake Land College with a grade of "C" or better within three years of initial enrollment at the College, and the graduate must have been employed full-time in a job directly related to his/her training within one year after graduation from the program. Upon written verification from the employer within six months of the graduate's initial employment that the graduate lacks competency in specific technical skills as represented by the degree or certificate information printed in the College Catalog or other printed matter, a retraining plan will be developed through the Office of the Vice President for Academic Services. The retraining will be limited to courses regularly offered by the College on the main campus and must be completed within one calendar year.

Adopted November 9, 1998

Revised April 14, 2014

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

Revised December 11, 2023. Effective January 1, 2024. Page 1 of 1

MEMO

TO: Board of Trustees
Dr. Jonathan Bullock, President

FROM: Jean Anne Highland, Chief of Staff

CC:

DATE: December 5, 2023

RE: Update to Board Policies 07.05 – *Course Placement by Assessment*, 07.13 – *Student Classifications*, and 07.16 – *Student/Instructor Withdrawals*.

On behalf of the Academic Standards Committee, I respectfully request the Lake Land College Board of Trustees consider revisions to the following Board Policies:

- 07.05 – *Course Placement by Assessment*,
- 07.13 – *Student Classifications*, and
- 07.16 – *Student/Instructor Withdrawals*.

Only minor clarifications are needed for policies 07.13 and 07.16. For policy 07.05, we recommend removing reference to Mathematics in the section related to developmental courses since we have implemented co-requisite Math courses and students no longer test into developmental Math.

I presented these proposed policy changes during the November 2023 Board meeting as first reading and now respectfully request Board approval during the regular meeting scheduled for December 2023.

07.05**Course Placement by Assessment**

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics prior to registration.

All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses, may be required for specific courses in reading and, English ~~and, mathematics~~.

1) ACT or SAT college entrance exams

Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

2) GED test scores

Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.

3) High school grade point average (GPA) and completion of four years of English and/or mathematics

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

4) Completion of high school transitional English and/or mathematics with a grade of C or better

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

5) Previous college credit

Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirement. In order to be considered for placement based on transfer credit students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

6) Completion of placement testing in reading, English and mathematics

The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. Students may test and retest once in each subject area. If four or more years have passed since a student's last retest, the student may complete one additional retest in each subject area. A minimal fee is charged for each retest.

Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

07.05

Adopted November 9, 1998
Revised May 12, 2003
Revised November 10, 2003
Revised January 10, 2011
Revised June 12, 2017
Revised March 8, 2021

Revised

07.13

Student Classifications

The Admissions and Records Office evaluates all student Intent to Enroll forms and classifies students as follows:

1. Degree-Seeking Students
Students who are seeking a Lake Land College degree or certificate of 24 or more credit hours.
2. Non-Degree-Seeking Students
Students enrolled in courses at Lake Land College who are not pursuing a degree or certificate of 24 or more credit hours.
3. Re-Admit Students
Students who have interrupted their continued enrollment for at least one full year at Lake Land College.
4. Continuing Students
Students who have a continuous enrollment status including enrollment interruptions lasting for less than one full year.
5. Non-Credit Students
Students enrolled only in special interest, non-credit courses which do not apply toward a degree or certificate program.
6. New Student
A first-time enrollee at Lake Land College who has not enrolled in a degree or certificate program at any other institution of higher education.

7. Transfer Student
A student who has taken course work at any other institution of higher education.
8. Freshman
A student who has earned 28 college credits or less.
9. Sophomore
A student who has earned 29 college credits or more.
10. Full-time Student
A student who is enrolled in 12 or more credit hours during the fall or spring term or six or more credit hours during the summer term.
11. Part-time Student
A student who is enrolled in fewer than 12 credit hours during the fall or spring term or fewer than six credit hours during the summer term.

07.16**Student/Instructor Withdrawals**

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

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

Students with mitigating circumstances may make an appeal through the Student Complaint process with the Refund Review Board to be withdrawn after the official date to withdraw for the term. Refer to Board Policy 07.16.01 for the student financial or physical hardship withdrawal process. For students enrolled in correctional programs, the appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

Adopted November 9, 1998
Revised October 13, 2003
Revised September 13, 2004
Revised June 11, 2012
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
Revised August 8, 2022

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: December 5, 2023

RE: Board Policy Revisions

In reviewing our current policies and relative procedures, we have identified changes needed in the College's Ethics Policy (11.23) and Whistleblowing Policy (11.03). While most of these revisions are minor, the College's attorneys have advised a few changes. First, they recommend removing the "Ethics Commission" section of the Ethics policy, as this is more appropriate to be in a procedures document and provides the Board with more discretion in handling complaints. Secondly, it was suggested to keep the title of "Ethics Advisor" and "Ethics Officer" in order to delineate clearly between the two policies. In addition, the College is free to provide an external third party for whistleblower reporting purposes, however the relevant statutes do not require the College to do so.

I submitted this request as first reading during the November 2023 Board meeting and now respectfully request Board approval during the December 2023 regular meeting.

Please let me know if there are any questions regarding these proposed changes.

Whistle-blower and Fraud Reporting Protection Policy

Statement of Intent

In conducting its operations in compliance with Federal and State laws and regulations, including the Illinois Whistleblower Act (740 ILCS 174) and the Illinois State Officials and Employees Ethics Act (5 ILCS 430/15), Lake Land College is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing. The use of an external, independent party will be provided for reporting purposes, and any reports may be made by telephone or the Internet online in order to protect-ensure confidential, anonymous-reporting of perceived wrongdoing-ity and anonymity.

Definition of Wrongdoing

Wrongdoing may include, but shall not be limited to, the following activities:

1. Crimes or violations of the law or governmental regulations.
2. Fraud or financial irregularity.
3. Improper use of College funds, property or assets.
4. Corruption, bribery or blackmail.
5. Endangering the health or safety of an individual.
6. Harming College property.

Protection of Whistle-blowers

The College will not tolerate harassment or victimization of, retaliation against, or threats of retaliation against those who report incidents of wrongdoing. whistleblowers for their engagement in acts of reporting and disclosure, including, but not limited to: disclosing information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding; disclosing information to a government law enforcement agency; and refusing to participate in the activity that is complained of and would result in violation of a State or federal law, rule, or regulation.

-Appropriate action will be taken to protect whistle-blowers, including their anonymity.

Upon completion of an investigation, their name may be disclosed if the alleged wrongdoer is found guilty. Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation. In addition, the wrongdoer who is found guilty may face appropriate legal or personnel action.

Ethics Officer

An Ethics Officer-Officer will be assigned by the President, with the consent of the Board of Trustees, and the individual will have overall responsibility for the maintenance and operation of the program, as well as investigations into reported violations of this Policy. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as Ethics Officer.

11.03

The Ethics Officer shall provide guidance to the officers and employees concerning the interpretation of and compliance with the provisions of this Policy, the Ethics Policy, the Ethics Act, the Whistleblower Act, and other State ethics laws. The Ethics Officer shall perform such other duties as may be delegated by the Board of Trustees.—

When a complaint involves the Ethics Officer or the immediate staff, an external provider will submit a report to the_

Page 1 of 2

Board Policy**11.03**

President. The Ethics Officer or the external provider will maintain a record of reported incidents and related outcomes.

If a complaint of wrongdoing involves the President of the College, the Ethics Officer will immediately notify the Chair of the Board of Trustees. ~~Upon the receipt of a complaint involving~~ a complaint of wrongdoing involves a Board of Trustees member, the President immediately will bring the complaint to the attention of the entire Board of Trustees membership.

Violations of this Policy

Any wrongdoer who is found to have violated this Policy by the Ethics Commission, Hearing Officer, or external provider may face appropriate ~~personnel~~disciplinary action. Additionally, any such wrongdoer may also face appropriate legal action. In the event the investigating party determines that the conduct does not rise to a level which violates this Policy, but nonetheless constitutes misconduct, ~~a written warning may be issued~~appropriate discipline may be issued.

Confidential Reporting Procedures

Procedures for confidential reporting will be listed on the College intranet and updated and maintained by the Ethics Officer.

Board Policy

11.03

Adopted March 13, 2006

Page 2 of 2

11.23

Ethics ActPolicy

Adoption and Compliance with the State Officials and Employees Ethics Act

The Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003, codified at 5 ILCS 430/1-1 and following) (~~herein the "Act" or~~ "Ethics Act"), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees. Under the Act, all units of local government and school districts are required to adopt ordinances or resolutions regulating (1) the political activities of, and (2) the solicitation and acceptance of gifts, by, ~~the~~ officers and employees ~~of such units~~ "in a manner no less restrictive" than the provisions of the Act. This Board Ethics Policy (the "Policy") has been adopted in ~~order to~~ accordance with this requirement, ~~and shall be construed in a manner so as to comply with the requirements of the Act.~~

This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

Definitions and General Provisions

For purposes of this Policy, the following terms shall be given these definitions or, if ~~different from time to time in conflict with the Ethics Act~~, then as defined ~~by the State Officials and Employees Ethics Act therein: (codified at 5 ILCS 430/1-1 and following):~~

1. "Board" or "Board of Trustees" means the Board of Trustees of Lake Land College District No. 517; Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby; and State of Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

4. "Collective bargaining" has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).
5. "College" means Lake Land College.
- ~~6.~~—"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of their employment, but for purposes of this ~~Resolution~~Policy, does
 - ~~7.~~6. not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the employer and any other time when the officer or employee is executing their official duties, regardless of location.
 - ~~8.~~7. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of their employment.
 - ~~9.~~8. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
 - ~~10.~~9. "Employee" means any person employed by the Board of Trustees, whether on a full-time or part-time basis or pursuant to a contract, whose employment duties are subject to the direction and control of ~~an employer~~the Board with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.
 - ~~11.~~10. "Employer" means the Board of Trustees.
 - ~~12.~~11. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
 - ~~13.~~12. "Leave of absence" means any period during which an employee does not receive
 - (a) compensation for employment, (b) service credit towards pension benefits, and
 - (c) health insurance benefits paid for by the ~~E~~employer.
 - ~~14.~~—"Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in their official capacity.
 - ~~15.~~13. The term "officer" includes all members of the Board of Trustees, whether voting or non-voting, and the Chair, Vice Chair, ~~and~~ Secretary of the Board, ~~the~~ President, and ~~the~~ Treasurer of the Board.

~~16.~~14. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the ~~person's~~employee's official duties.

~~17.~~15. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), ~~as the case may be,~~ but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

~~18.~~16. "President" means the President of Lake Land College. Under Section 3-26 ~~of the~~ Public Community College Act (110 ILCS 805/3-26), the President is the chief administrative officer of the College and the executive officer of the Board.

~~19.~~17. "Prohibited political activity" means:

- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum

question.

- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- j. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for or against any referendum question.
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election.

20.18. "Prohibited source" means any person or entity who:

- a. Is seeking official action (1) by an officer or (2) by an employee, or by the officer or another employee directing that employee;
- b. Does business or seeks to do business (1) with the officer or (2) with an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated (1) by the officer or (2) by an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Prohibited Political Activities

- 1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
- 2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (a) as part of that officer or employee's duties, (b) as a condition of employment, or (c) during any compensated time off (such as holidays, vacation, or personal time off).

3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any-employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise permissible for an officer or employee to engage in as part of their official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.
5. No person either (a) in a position that is subject to recognized merit principles of public employment or (b) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

Gift Ban

1. Except as permitted by this Policy, no officer or employee, ~~and no spouse~~ of any officer or employee, and no-of-or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or any source which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.
2. Exceptions to gift bans are applicable to the following:
 - a. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - b. Anything for which the officer or employee, or their spouse or immediate family member, pays the fair market value.
 - c. Any (1) contribution that is lawfully made under the Election Code (10 ILCS 5/1-1 and following) or (2) activities associated with a fundraising event in support of a political organization or candidate.
 - d. Educational materials and missions.
 - e. Travel expenses for a meeting to discuss College business.

- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancée.
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (1) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (2) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (3) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- h. Food or refreshments provided as a "contribution" ~~under the definition of the term offered above as defined herein~~, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume ~~which are and~~ delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- j. Intra-governmental and inter-governmental gifts. For the purpose of this ~~Act~~Policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than

\$100.

- m. Any item or items provided by the College in support of the employee's, ~~officer's or member's~~ officer's discharge of official duties or to which there is a right by law for payment or reimbursement.

Each of the exceptions listed in this Section is mutually exclusive and independent of ~~every one~~ another.

3. An officer or employee, their spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a prohibited gift ~~from a prohibited source~~ to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)-(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Ethics Advisor

1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College on an annual basis. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as the Ethics Advisor.
2. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Policy, the Whistleblower Policy, the Ethics Act, and other State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the ~~College~~ Board of Trustees.

Ethics Commission

~~An Ethics Commission or Hearing Officer may be appointed by the Board of Trustees to consider ethics complaints, and to undertake other responsibilities deemed appropriate. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis as determined by the Board. Where an appointment is made, the Ethics Commission or hearing Officer may establish appropriate procedures.~~

~~Complaints alleging a violation of this Policy shall be filed in writing with the Secretary of the Board or the College President. A complaint alleging the violation of this Policy must be filed promptly and, in all events, within one year after the alleged violation.~~

~~This section is not intended to preclude the Board of Trustees from itself considering or utilizing other procedures for consideration of complaints.~~

Board Action on Recommendation of Commission Penalties

1. Trustees. ~~Upon receipt of a recommendation from the Ethics Commission, the~~ The Board of Trustees may issue a reprimand or other appropriate discipline under Board

Procedures and the Ethics Act to a board member or officer who intentionally violates any provision of this Policy.

2. Employees. ~~Upon receipt of a recommendation from the Ethics Commission, the~~The Board of Trustees may initiate a disciplinary or discharge action, or other appropriate discipline under Board Procedures and the Ethics Act, against an employee who intentionally violates any provision of this Policy in accordance with the applicable procedures.

Existing Restrictions

This Policy does not repeal or otherwise waive, modify or amend any other restrictions applicable to officials or employees.

Future Amendments to Officials and Employees Ethics Act

Any amendment to the Ethics Act that becomes effective after adoption of this Policy shall be incorporated into this Policy by reference and shall be applicable as if set forth in this Policy. However, any amendment that makes its provisions optional for adoption by community colleges will not be incorporated into this Policy by reference without formal action by the Board of Trustees.

Invalidity

If and to the extent the Ethics Act is declared unconstitutional as it applies to public community colleges, then this Policy or the relevant portions thereof shall be deemed repealed as of the date such decision becomes final and not subject to any further appeals or rehearings.

Adopted July 12, 1999
Revised May 10, 2004

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Cassie Porter, Director of Nursing Programs, Nursing Instructor

Date: November 27, 2023

Re: Approval of Bid for Med Dispense Machine

Attached is a bid tabulation sheet detailing bid information for a med dispense machine to be used by the Allied Health Division in the Associates Degree and Practical Nursing programs. This equipment will be purchased with the Sarah Bush Lincoln donation fund.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Pocket Nurse Monaca, Pennsylvania	\$37,825

Based on the bids received, it is my recommendation that we award this bid to Pocket Nurse, of Monaca, Pennsylvania, for the Med Dispense Machine.

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

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
 5001 Lake Land Boulevard
 Mattoon, Illinois 61938

Lake Land College Med Dispense Machine Bid Tab
 Project No. 2023-011
 BID DATE: November 27, 2023 - 1:00 PM

CONTRACTOR	Total Bid					
Pocket Nurse Monaca, PA	\$ 37,825.00					

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
Board of Trustees, Jean Anne Highland, Chief of Staff

FROM: David Stewart, Chief Information Officer

CC:

DATE: November 28, 2023

RE: Networking Equipment for Effingham Technology Center

The Effingham Technology Center (ETC) needs new networking equipment in preparation for future classrooms, staff offices, security cameras, door card readers, and HVAC equipment.

As part of the purchase of the ETC building, ISS determined the current Patterson networking hardware is antiquated and not sufficient for our requirements. We also determined we do not have enough spare network equipment to cover the ETC building network needs. ISS worked with our current vendor, Dell and IT Savvy in securing quotes for new network switches. The IT Savvy quote is \$134,514.28 and was \$3,240.90 less expensive than the Dell quote. The Aruba switches from IT Savvy are the same brand and model that we currently use throughout the college at the main campus in Mattoon.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, *"purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."*

Item Description	Part #	Qty	Unit Price	Total
1 HPE Aruba 8325-48Y8C Switch - L3 - managed - 48 x 10/25 Gigabit SFP+ / SFP28 + 8 x 40/100 Gigabit QSFP+ / QSFP28 - front to back airflow - rack-mountable - TAA Compliant Manufacturer Part #: JL624A#ABA	21780295	2	\$16,378.49	\$32,756.98
2 HPE Aruba Power supply - hot-plug / redundant (plug-in module) - AC 100-240 V - 650 Watt - for HPE Aruba 8325-32C, 8325-48Y8C Manufacturer Part #: JL632A	21703546	2	\$486.31	\$972.62
3 HPE Aruba 6300M Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit / 25 Gigabit / 50 Gigabit SFP56 (uplink / stacking) - front and side to back - rack-mountable - PoE+ (1440 W) Manufacturer Part #: JL661A	22112812	16	\$5,043.80	\$80,700.80
4 HPE Aruba X372 Power supply - hot-plug / redundant (plug-in module) - AC 100-240 V - 680 Watt - United States - for HPE Aruba 2930M 24, 2930M 40, 2930M 48, 3810M 24, 3810M 40, 3810M 48, 6200F 12 Manufacturer Part #: JL086A#ABA	16746605	34	\$327.00	\$11,118.00
5 HPE Aruba Network device fan tray - front-to-back airflow - for HPE Aruba 6200F 12G, 6300M Manufacturer Part #: JL669B	23303135	16	\$515.25	\$8,244.00
6 HPE Aruba 1000Base direct attach cable - QSFP28 to QSFP28 - 3.3 ft - for HPE Aruba 8325-32C, 8325-48Y8C; CX 10000 Empty Chassis, 8360-12C V2, 8360-16Y2C V2 Manufacturer Part #: R0Z25A	21904608	2	\$360.94	\$721.88

Subtotal: \$134,514.28

TOTAL: \$134,514.28

Per the Lease Agreement between Lake Land College (Landlord) and Patterson Technology Center, Inc. (Tenant), Patterson will isolate the network of their leased space on the lower level of the ETC by early 2024 and the College will be preparing for Fall 2024 courses to be taught at ETC. This networking equipment generally has a 2-4 month lead time for delivery.

I respectfully request the board approve the purchase of the Aruba switching from IT Savvy for the price of \$134,514.28. This expense will be paid from the building construction budget as part of the infrastructure upgrades.

Should you have any questions, please let me know.



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND®

ITSavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITSavvy.com

Quote Details	
Quote #:	3788177
Date:	11/07/2023
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
ACCT #: 741277
Lake Land College
5001 Lake Land Blvd
Matton, IL 61938
United States

Ship To:
Lake Land College
5001 Lake Land Blvd
Matton, IL 61938
United States

Client Contact:
James Westendorf
(P) 217-234-5425
jwestend@lakelandcollege.edu

Client Executive:
Tyler Cooley
(P) 312.676.5352
tcooley@ITSavvy.com

Item Description	Part #	Qty	Unit Price	Total
1 HPE Aruba 8325-48Y8C Switch - L3 - managed - 48 x 10/25 Gigabit SFP+ / SFP28 + 8 x 40/100 Gigabit QSFP+ / QSFP28 - front to back airflow - rack-mountable - TAA Compliant Manufacturer Part #: JL624A#ABA	21780295	2	\$16,378.49	\$32,756.98
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4 HPE Aruba X372 Power supply - hot-plug / redundant (plug-in module) - AC 100-240 V - 680 Watt - United States - for HPE Aruba 2930M 24, 2930M 40, 2930M 48, 3810M 24, 3810M 40, 3810M 48, 6200F 12 Manufacturer Part #: JL086A#ABA	16746605	34	\$327.00	\$11,118.00
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Subtotal: \$134,514.28

TOTAL: \$134,514.28

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
December 11, 2023**

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

Bender, Brian	11/7/23-1/1/24
Chism, Shawn	11/3/23-5/3/2024
Fatheree, Dustyn	2/4/24-4/28/24
Fraser, Brian	10/30/23-10/30/2024 Intermittent
Hinton, Lori	11/8/23-1/34/24
Owens, Jaclyn	1/16/24-4/9/24
Sims, Kyle	11/2/23-12/16/23

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

Data Analytics & Assessment Coordinator	Grade14
Simulation Lab Nurse	Grade 15

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Perkins, Alexandria	Tutor-Disability Services Primary Position College Work Study	11/20/23
Strohl, Randall	Adjunct Faculty Technology Division Primary Position Technical Training Specialist	11/1/23
Part-time - Grant Funded		
Bushur, Maria	Adult Education Instructor Primary Position Alternative Education Instructor	11/13/23

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Meadows, Janet	Human Resources Assistant Primary position Test Proctor	11/20/23
Silva, Vanessa	International Studies Program Assistant Primary position Bookstore Rush Worker	11/10/23

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Williams, Mark	Dual Credit Instructor	11/27/23

Full-time

Bruhn, James	Correctional Career Technology Instructor	11/28/23
Coderko, Lesley	Student Services Specialist III-Admissions	12/12/23
Guyon, Colt	Police Officer	12/18/23
Ingram, Charles	Correctional Auto Technology Instructor	11/14/23

Part-time

Banton, Andrea	Community Learning Instructor	1/2/24
Beam, Cheryl	Allied Health Pool- Classroom Instructor	1/8/24
de Kovachich, Sean	Mailroom Assistant	11/20/23
Mtonga, Abigail	Bookstore Rush Worker	12/11/23
Shumway, Sue	Traffic Safety Instructor	12/12/23
Strong, Christopher	Adjunct Faculty Business Division	1/8/24

College Work Study

Grant, Olivia	College Work Study - Food Pantry	11/16/23
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
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Unpaid Volunteer**Full-time**

Amigoni, Nicki	Dental Hygiene Instructor	12/1/23
Boomhower, Erik	Transportation Training Specialist	10/27/23
Epting, Antonio	Correctional Custodian Instructor	11/30/23
Ingram, Charles	Correctional Automotive Technology Instructor	11/28/23
Jinks, Jodi	Correctional Career Technology Instructor	11/30/23
Vercellino, Marie	Correctional Commercial Cooking Instructor	12/8/23

Part-time

Amato, Joseph	Dual Credit Instructor	5/20/23
Barringer, Kelly	Dual Credit Instructor	5/20/23
Baumann, Norma	Dual Credit Instructor	5/20/23
Beam, Cheryl	Allied Health Pool- Classroom Instructor	11/16/23
Bear, Becky	Dual Credit Instructor	5/20/23
Black, Todd	Dual Credit Instructor	5/20/23
Blankenship, Daniel	Dual Credit Instructor	5/20/23
Blome, Ed	Dual Credit Instructor	5/20/23
Boerngen, Jennifer	Dual Credit Instructor	5/20/23
Bower, Tim	Dual Credit Instructor	5/20/23
Boyce, Andrew	Dual Credit Coordinator	5/20/23
Brummer, Ellen	Dual Credit Instructor	5/20/23
Buenker, Hannah	Perkins Student Worker	8/3/23
Butler, Kaylee	Dual Credit Coordinator	5/20/23
Camfield, Jenny	Adjunct Faculty Social Science Division	12/9/22
Campbell, Deandra	Bookstore Rush Worker	9/1/23

Campbell, Kiera	Bookstore Rush Worker	8/21/23
Castro de Jesus, Gabryela	International Studies Program Assistant	6/20/23
Cook, Kieran	Bookstore Rush Worker	8/22/23
Darling, Kayla	Adjunct Faculty Business Division	12/9/22
Deckard, Robin	Allied Health PTA Clinical Instructor (hourly)	4/20/23
Due, Rachel	Bookstore Rush Worker	5/15/23
Evaul, Robert	Dual Credit Instructor	5/20/23
Grinestaff, Diana	Dual Credit Coordinator	5/20/23
Harper, Ashley	College Work	12/16/22
Hill, Logan	Dual Credit Instructor	5/20/23
Koester, Holly	Education Specialist	11/10/22
Kreke, Ashley	Dual Credit Instructor	5/20/23
Lynch, Annette	Perkins Student Worker - Humanities	5/24/23
Marx, Marco	International Studies Program Assistant	11/10/23
Maxwell, Priscilla	Dual Credit Coordinator	5/20/23
McCall, Kodi	College Work Study - Technology	10/17/23
McDonald, Dustin	Dual Credit Instructor	5/20/23
Niebrugge, Angela	Dual Credit Instructor	5/20/23
Nzeribe, Blessing	International Student Ambassador	8/22/23
Peacock, Edith	Cosmetology Clinical Instr (hourly)	12/9/22
Pierce, Laura	Dual Credit Coordinator	5/20/23
Plante, Sheila	Allied Health BNA Adjunct Faculty	4/19/23
Pullen, Logan	Dual Credit Instructor	5/20/23
Richars, Mary	Dual Credit Instructor	5/20/23
Runyon, Kristin	Dual Credit Instructor	5/20/23
Steele, Rachel	Dual Credit Instructor	5/20/23
Stortzum, Kelly	Dual Credit Instructor	5/20/23
Strom, Heath	Dual Credit Coordinator	4/17/22
Tshabu, Espadie	Bookstore Rush Worker	5/16/23
Varela Flores, Loretta	Cosmetology Clinical Instr (hourly)	4/21/23
Warrem, Margaret	Dual Credit Instructor	5/20/23
Weber, Carlene	Dual Credit Instructor	5/20/23
Welch, Olivia	Bookstore Rush Worker	8/23/23
Wheeler, Caleb	Dual Credit Coordinator	5/20/23
Willoughby, Alyssa	Adjunct Faculty Allied Health Division	5/8/23
Woods, Angela	Adjunct Faculty Math and Science Division	12/9/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Fraser, Brian	Application Engineer	12/25/23
	Transferring from Information Security Specialist	
Hewitt, Paul	Technical Support Specialist	12/12/23
	Transferring from Technical Support Assistant	
McCoy, Donna	Foundation Office Coordinator	12/12/23
	Transferring from College Advancement Representative	

McGregor, Shannon

Coordinator of Curriculum Development
Transferring from Dir of Adult/Alt Education

12/25/23

Part-time

Carrell, Lori

Allied Health Lab Assistant
Transferring from Student Success Specialist

1/4/24