

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

February 11, 2019

Regular Meeting No. 626

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



Regular Meeting No. 626
Monday, February 11, 2019, 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 January 14, 2019, Regular Meeting.
2. Approval of Agenda of February 11, 2019, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:

http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

4. Destruction of Tape Recording of August 14, 2017, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Presentation of Clem Phipps Exemplary Trustee Award.	
2. Faculty Focus on Advancing Student Success – How Phi Theta Kappa Earned 5 Star Status for the First Time in Lake Land College History.	
3. Spring 2019 Tenth Day Enrollment Summary.	
4. Proposed Revisions to Board Policy 11.11 – <i>Firearms and Weapons</i> .	17-19
5. Calendar of Events.	20-22
6. Correspondence.	

B. Action Items.

	Board Book Page Number(s)
1. Approval of Planned Retirement Requests.	23
2. Acceptance of Reporting of December 2018 Financial Statements.	24-35
3. Approval of Recipient of Distinguished Service Award.	36-38
4. Approval of Recipient of Alumnus Achievement Award.	39
5. Approval of Retiree Wall of Fame Inductees.	40

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|-----|---|-------|
| 6. | Approval of Recipient of Lifelong Learning Award. | 41-44 |
| 7. | Approval of Recipient of Pacesetter Award. | 45-48 |
| 8. | Approval of New Caterer. | 49-50 |
| 9. | Approval of Bid for Painting of Light Poles. | 51-52 |
| 10. | Approval of Bid for Carpet Replacement Project. | 53-54 |
| 11. | Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes
Section 120/2(c)(1) [Illinois General Assembly 2017 et.
Seq.], closed session is called to discuss the employment,
compensation or performance of specific employees. | |
| | [Return to Open Session - Roll Call] | |
| 12. | Approval of General Leave of Absence Without Pay
Request by a Commercial Custodial Instructor at Joliet
Treatment Center as Discussed in Closed Session. | |
| 13. | Approval of Human Resources Report. | 55-57 |

C. Other Business. (Non-action)

D. Adjournment.

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



Regular Board Meeting No. 625
Board and Administration Center, Room 011, Mattoon
January 14, 2019

Minutes

Call to Order.

Chair Storm called the January 14, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011, Board and Administration Center, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. David Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

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

Approval of Consent Items.

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

1. Approval of Minutes of December 10, 2018, Regular Meeting.
2. Approval of Minutes of December 10, 2018, Closed Session.
3. Approval of Agenda of January 14, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Education Fund	\$	389,584.07
Building Fund	\$	94,004.47
Site & Construction Fund	\$	541,744.89
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	73,574.03
Restricted Purposes Fund	\$	405,504.53
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	42,210.17
Student Accts Receivables	\$	28,033.41
Total	\$	1,574,655.57

For details of bills refer to:

http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of July 10, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he recently attended an ICCTA meeting to participate in discussions for finding someone to assume the executive director position held by Mr. Mike Monaghan who will be retiring at the end of June 2019.

Resource & Development.

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

Finance.

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

Buildings & Site.

Board Chair Storm, on behalf of Trustee Owen, Committee Chair, said the Committee had not met since the last regular Board meeting and there was no report at this time.

Foundation.

Trustee Reynolds said the period for students to submit applications for the various Foundation scholarships began November 1, 2018, and will run through February 1, 2019. She said there is a new online application process that should make it easier for students to utilize and complete. She also said that to date there have been approximately 1,000 online applications started and 375 applications have been completed. Trustee Reynolds also highlighted some upcoming events. She said the Alumni Relations office is offering a continuing education seminar for our dental hygiene alumni on March 29, 2019, in conjunction with Heartland Dental and the Foundation's Annual Golf Classic will be held May 24, 2019, at the Mattoon Golf & Country Club.

Student Report.

Student Trustee Philpot highlighted upcoming Student Activity Board (SAB) events for the Spring 2019 semester. She noted various student club meetings that are underway and said that Club IT has requested a possible expansion of the College's disc golf course. She said this request may be brought to the Board for approval later in the semester.

President's Report.

Dr. Bullock said:

- For Fiscal Year 2019, no payments for the Illinois Department of Corrections contract or the Juvenile Justice contract have been received. A total of \$2,787,422 has been billed to the Department of Corrections thus far while a total of \$221,577 has been billed to Juvenile Justice. Each of these reflect invoicing through December 2018. There are no outstanding invoices for Fiscal Year 2018.
- For Fiscal Year 2019 credit hour reimbursement, we have received seven payments thus far totaling \$3,700,583. A total of \$621,266 remains outstanding for the year.
- For Fiscal Year 2019 equalization, we have received six payments thus far totaling \$2,957,310. A total of \$2,957,305 remains outstanding for the year.

Business Items.

Non-action Items.

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Quarterly Investment Report.

Mr. Gary Swearingen, Financial Advisor with Wells Fargo Advisors, presented on the College's Quarterly Investment Report for the period ending December 31, 2018. Trustee Deters requested that future investment reports also include return on investment information by investment category. Mr. Swearingen said they will begin adding this additional information to the reports effective with the next quarterly report presentation.

Faculty Focus on Advancing Student Success.

Mr. Matt Landrus, English Instructor, and two student mentors, Mr. Ben Esgar and Mr. David Pruitt, presented to the Board on how these two students helped other students improve success in English-120 and English-121 courses through an independent studies course in the fall of 2018. Mr. Landrus said the purpose of the independent studies course was to introduce the students to not only the day-to-day responsibilities of a community college English Instructor, but also the interworking of Lake Land College and the challenges faced by higher education. Trustees learned how the student mentors, both of whom were previously successful in taking these courses, served as liaisons between Mr. Landrus and the students currently enrolled in these classes. Trustees also learned some of the unexpected rewards resulting from this innovative independent studies course included markedly increased student satisfaction with the courses, higher grades and completion rates of the courses, and dramatically improved instructor and student relationships.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Memorandum of Understanding with the Lake Land College Faculty Association Concerning the Criminal Justice Program.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, requesting the Board approve a proposed Memorandum of Understanding (MOU) with the Faculty Association. Trustees reviewed details of the MOU. Mr. Althaus said the MOU has been approved by the Faculty Association and follows the mid-year resignation of a full-time faculty member, Dr. Dustin Heurman, due to his election as the Champaign County sheriff. Trustees learned there has been no other full-time faculty member request to pursue the vacancy in the Criminal Justice program during the internal posting from November 30, 2018 through December 14, 2018.

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Trustee Reynolds moved and Trustee Steward seconded to approve as presented a Memorandum of Understanding with the Lake Land College Faculty Association regarding the assignment of one adjunct faculty member, Mr. Dave Chambers, to more than 15 equated credit hours (ECH) of Criminal Justice courses for the Spring 2019 Semester, resulting in this faculty member exceeding the 30 ECH per academic year defined for full-time faculty. This agreement is not precedent setting.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Clem G. Phipps Exemplary Trustee Award.

Trustees reviewed a memorandum from Ms. Jean Anne Grunloh, Senior Executive to the President, regarding the recommendation of the Clem. G. Phipps Exemplary Trustee Award Selection Committee to posthumously name Mr. Thomas H. Nolan for the award. Trustees reviewed Mr. Nolan's qualifications. Ms. Grunloh highlighted the basis for the Selection Committee's recommendation and requested all publicity be withheld until a formal presentation may be made at a Board meeting later in the year when members of his family will be able to attend to accept this award on his behalf.

Trustee Sullivan moved and Trustee Deters seconded to approve the naming of Mr. Thomas H. Nolan as a posthumous recipient of the Clem G. Phipps Exemplary Trustee Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Faculty Seniority Listing.

Mr. Althaus presented on the proposed Faculty Seniority Listing effective January 14, 2019. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. Trustees reviewed details of the proposed Faculty Seniority Listing.

Trustee Reynolds moved and Trustee Cadwell seconded to approve the Faculty Seniority Listing as presented effective January 14, 2019.

There was no further discussion.

Roll Call Vote:

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

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Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.
 Motion carried.

Acceptance of Reporting of November 2018 Financial Statements.

Trustees reviewed the November 2018 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. Trustees also heard a brief presentation from Mr. Gleckler regarding the Financial Statements and significant variances. He said the administration will be closely monitoring three areas of concern including local source revenue, tuition and utilities. Mr. Gleckler also provided a hard copy of a corrected statement for the FY 2019 Salary, Wage and Benefits Detail. This included corrected amounts for the projected FY 2019 employee benefits.

Trustee Deters moved and Trustee Steward seconded to approve the November 2018 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of 2019 Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2019. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month. However, the administration is recommending the July 2019 regular Board meeting be held on the third Monday of the month to avoid the need for scheduling a special meeting to fulfill the 30-day resting period requirement from presentation of the FY 2020 Budget in June to approval by the Board in July.

Trustee Steward moved and Trustee Sullivan seconded to approve as presented the 2019 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Proposed Revisions to our Board Policies Including:

- **07.13 – Student Classifications.**
- **07.14 – Honors Program.**
- **07.23 – Honor's List, Dean's List, and President's List.**
- **07.39 – Student Call to Military Duty.**

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Trustees reviewed a recommendation from Dr. Tina Stovall, Vice President for Student Services, to approve revisions to the four above-referenced policies. Dr. Bullock said revisions were presented for first reading during the December 2018 meeting and no questions or suggestions have been presented since that time.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented proposed revisions to four Board Policies including:

- 07.13 – *Student Classifications.*
- 07.14 – *Honors Program.*
- 07.23 – *Honor's List, Dean's List, and President's List.*
- 07.39 – *Student Call to Military Duty.*

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of New Caterer.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve Scotty's Brewhouse of Mattoon as an additional caterer for the College. Trustees also reviewed a memorandum from Ms. Chris Kramer, Director of Auxiliary Services, referencing the recommendation and stating that this restaurant recently opened in the Cross County Mall, has submitted their catering agreement and has also met the insurance requirement.

Trustee Reynolds moved and Trustee Steward seconded to approve Scotty's Brewhouse of Mattoon as a caterer for the College.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report. Dr. Bullock highlighted two recommended positions previously included in the Board-approved FY 2019 budget including a Director of Data Analytics and an Information Security and Assurance Technician. Mr. Althaus highlighted plans underway by the Agriculture Division to search for a new Agriculture Instructor/Judging Team Coach due to the resignation by Mr. Jordan Raugh effective May 13, 2019.

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

The following employees are recommended for leave

Columbus, Sam	FMLA	12/10/18-12/19/18 (then will be on intermittent leave)
Haskenherm, Tarah	FMLA	02/21/19-05/16/19
Price, George	FMLA	11/08/18-12/31/18
Turner, Art	FMLA	02/08/19-03/29/19

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Rhine, Scott	Center for Business and Industry Instr Primary Position is IT Instr/Coordinator	11/19/2018
Sweet, Cheryl	CBI Non-credit Instructor Primary Position is Non-Credit Instructor	12/18/2018
Uphoff, Beulah	Center for Business and Industry Instr Primary Position is Basic Nurse Assistant Instr	12/10/2018
Yealick, Sabrina	Adjunct Faculty Technology Division Primary Position is Tutor-Bachelor's-LRC	01/07/2019

Part-time - Grant Funded

Jones, Michael	Adjunct DOC College Funded Instructor Primary Position is Corr Custodial Instr-Kewanee CC	01/07/2019
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College Work Study's

Harvey, Matthew	College Work Study - Student Life Primary Position is Newspaper Ed Student News	11/30/2018
Martinez, Yesica	College Work Study - Bookstore Primary Position is College Work Study-Business	12/10/2018
Starwalt, William	College Work Study - Men's Basketball Primary Position is Newspaper Ed Student News	11/07/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borah, Jena	Tutor	11/27/2018
Shook, Ciara	Adjunct Faculty Humanities	12/14/2018

Position Recommendation

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

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Director of Data Analytics – Hay Level TBD
 Information Security and Assurance Technician – Level 14

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Cottle, Kelly	Dual Credit Instructor	11/28/2018
Hill, Logan	Dual Credit Instructor	12/10/2018
Full-time		
Chamberlain, Lisa	Custodian	01/15/2019
Tucker, Laura	Custodian	01/15/2019
Full-time - Grant Funded		
Ingmire, Lorena	Corr Career Technology Instr-Logan CC	01/07/2019
Miller, Tara	Correctional Office Assistant-Lincoln CC	
Orr, Reanna	Associate Dean of Correctional Programs- Western IL CC	01/02/2019
Patilla, Michael	Associate Dean of Correctional Program Robinson CC	01/02/2019
Pentell, Stefanie	Correctional Office Assistant-Logan CC	01/02/2019
Rothe, Justy	Correctional Office Assistant-Graham CC	01/08/2019
Schroeder, Louis	Correctional Career Tech Instr-Lincoln CC	12/17/2018
Vercellino, Peter	Correctional Horticulture Instr-Decatur CC	12/03/2018
Whitacre, Deborah	WIOA Financial Operations Coordinator	02/25/2019
Part-time		
Borries, Lisa	Dual Credit Coordinator	09/20/2018
Riley, Mariah	Bookstore Rush Worker	12/10/2018
Robison, Walter	Adjunct Faculty Technology Division	01/07/2019
Rosenbaum, David	Bookstore Rush Worker	12/14/2018
Splittstoesser, Shirley	Non-Credit Instructor	12/01/2018
Stranko, Kelly	Adjunct Faculty Business Division	01/07/2019
Thoele, Shae	Dual Credit Coordinator	12/10/2018
Titus, Timothy	Bookstore Rush Worker	12/17/2018
College Work Study		
Smith, Chandler	College Work Study - Humanities	11/28/2018

Terminations/Resignations

The following employees are terminating employment

Position	Effective Date
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Full-time

Flier-Ruholl, Sara	Community Outreach Coordinator	01/14/2019
McGee, Patrick	Corr Career Tech Instr-Hill CC	01/11/2019
Rauch, Jordan	Agriculture Instructor/Judging Team Coach	05/13/2019
Santos, Mark	Corr Career Tech Instr – EMCC	12/21/2018
Swindle, Jeremy	Associate Dean – Graham CC	01/25/2019

Part-time

Brown, Jami	Non-Credit Instructor	12/12/2018
Bushue, Jill	CBI Instructor	12/12/2018
Crossen, Kaitlyn	Fitness Center Specialist	08/30/2018
Darnell, Kelcie	Tutor - Associate's TRIO	07/26/2018
Deters, Timothy	Tutor-Bachelor's-LRC	11/15/2018
Dinc, Murat	Adj Faculty Technology	05/25/2018
Freesmeier, Donald	Adj Faculty Math/Science	06/30/2018
Guyette, Samuel	Test Proctor	10/26/2018
Heicher, Rachel	Adj Faculty Humanities	01/04/2019
Heicher, Rachel	Adj Faculty Humanities	06/01/2018
Holomy, Joseph	Allied Health EMS Adj Faculty	01/03/2019
Howard, Ryan	Adj Faculty Humanities	12/14/2018
Keplar, Vera	Adj Faculty Humanities	12/14/2018
Kriesel, June	Adj Faculty Humanities	08/01/2018
Long, Barry	Adj Faculty Humanities	06/01/2018
Long, Barry	Adj Faculty Humanities	05/01/2018
Moomaw, Jodi	Allied Health EMS Adj Faculty	01/03/2019
Philpott, Stephanie	Allied Health EMS Adj Faculty	01/03/2019
Pryor, Justin	Perkins Student Worker - Business	12/20/2018
Shupe, Justin	Non-Credit Instructor	12/12/2018
Simmons, Courtney	Tutor - Student Lrng Asst Ctr	10/12/2018
Sweet, David	Non-Credit Instructor	12/12/2018
Swisher, Richard	Adj Doc College Funded Instr	05/20/2018
Thompson, Philip	Adj Faculty Humanities	12/14/2018
Warner, Elaine	CBI Instructor	12/12/2018
Wei, Sheryl	Adj Faculty Humanities	08/01/2018
Westcott, Robert	CBI Instructor	12/12/2018
Wheeler, Claire	Special Needs Note Taker	01/01/2018
Wunder, Derek	Marketing Communications Specialist	12/21/2018

Transfers/Promotions

The following employees are recommended for a change in position

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	Position	Effective Date
Full-time		
Arena, Amanda	Coordinator of Bookstore Operations Transferring From Marketing Production Specialist	01/15/2019
Full-time - Grant Funded		
Pender, Amber	Corr Warehousing Instr-Sheridan CC Transferring From Corr Office A	01/03/2019

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Philpot voted yes.

Motion carried.

Other Business. (Non-action)

Trustee Doris Reynolds asked the Board to recognize Mr. Al Sherline who recently passed away. She said, "I would like to recognize Mr. Al Sherline for his 31 years of dedication to the Mattoon Area Adult Education Center. He was a tireless advocate for adult education and the students. He created new services at the Mattoon center such as bussing which made education possible to so many people. He lobbied the legislators to provide funding so that adult education was free and accessible. Lake Land College and our community are better places because of Mr. Sherline." Chair Storm then asked for a moment of silence in honor of Mr. Sherline.

There was no additional discussion.

Adjournment.

Trustee Deters moved and Student Trustee Philpot seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:46 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Mr. Dave Storm, Board Chair

 Ms. Ann Deters, Board Secretary

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
Members, Board of Trustees

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: February 6, 2019

RE: Proposed Revisions to Board Policy 11.11 – Firearms and Weapons

Following a review of Board Policy 11.11 – *Firearms and Weapons* with the College's Chief of Police and legal counsel, the leadership team is recommending proposed changes to this Policy to more clearly state the College's position on who is authorized to carry a firearm on campus and when it is allowed. Please find attached details of these proposed revisions which align with all applicable laws including the Illinois Firearm Concealed Carry Act and Unlawful Use of Weapons Act.

Proposed revisions are being submitted as first reading at the Feb. 11, 2019, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

Thank you.

Attachment

11.11

Firearms and Weapons

Lake Land College is committed to maintaining a safe environment, free of violence, threats, or intimidation of any kind, for its students, faculty, staff and all visitors, including those with whom the College does business.

Possession of Firearms on Campus

To ensure a safe environment for its employees, students and visitors, Lake Land College prohibits illegal or unauthorized possession of firearms/weapons¹ on any property owned, leased or otherwise under the control of the College, or at College sponsored activities or events, except as otherwise provided under the Illinois Firearm Concealed and Carry Act². To the extent allowed under all applicable laws, the College prohibits any persons from carrying firearms or weapons on its facilities or property or at College sponsored activities, except as provided under the Illinois Firearm Concealed Carry Act or the exceptions as detailed below.

The College prohibits use of such items, even if legally possessed or authorized, in a manner that harms, threatens, or causes fear to others. ~~Carrying a firearm/weapon within a vehicle owned, leased, or controlled by the College is prohibited.~~

Exceptions

~~Sworn law enforcement officers and others authorized by law to carry and/or discharge a firearm shall be exempt from this policy.~~

Special Regulations for Firearm Concealed Carry Licensees

A state-issued permit to carry a concealed firearm is not valid on any property owned, leased or otherwise under the control of the College, or at College sponsored activities.

Immediately upon entering College property, a licensee must store his or her firearm concealed in a case within a locked vehicle or locked container

within a vehicle, out of plain view. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle for the limited purpose of storing or retrieving the firearm within the vehicle's trunk, provided the concealed firearm is unloaded prior to exiting the vehicle.

Exceptions

The following persons and weapons are exempt from the College's Policy prohibiting the possession of firearms and weapons on its campus, property, and at College sponsored activities:

- Any on-duty member of the College's Campus Police possessing a firearm or weapon as authorized pursuant to his or her duties as a member of the Campus Police.
- Sworn on-duty law enforcement officers and others authorized by law³ to carry and/or discharge a firearm as a condition of his or her employment.
- Weapons or firearms carried by an enforcement officer from an external agency conducting official business at the College or for any other exception deemed necessary as determined by the College's Chief of Police. An exception request form, obtained from the Chief of Police, should be completed that explicitly outlines how the weapon will be used to identify the appropriate exception. Express written approval must be granted by the Chief of Police.
- Weapons or firearms used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.
- A student possessing a weapon or firearm in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments, or events on campus when the activity requires the use of such weapons or firearms.

¹ Unlawful Use of Weapons Act, 720 ILCS 5/24-1

² Illinois Firearm Concealed Carry Act, 430 ILCS 66/65

³ Unlawful Use of Weapons Act, 720 ILCS 5/24-2

Calendar of Events

Thursday, February 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011
Monday, February 11, 2019	5:00 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, February 21, 2019	6:00 p.m. – Ag Banquet Field House
Thursday, March 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, March 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Wednesday, March 20, 2019	11:00 a.m. – Spring Employee Recognition Event Field House
Thursday, April 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, April 8, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 11, 2019	Foundation Scholarship Reception 4-5 p.m. – Field House Donor Recognition Reception 5:30 – 7:30 p.m. – Mattoon Golf & Country Club
Monday, April 29, 2019	6:00 p.m. – Special Board Meeting - Board & Admin. Center 011 (Annual Organizational Board Meeting)
Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Friday, May 10, 2019	52 nd Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in Field House
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

Friday, May 24, 2019	Foundation Golf Classic Mattoon Golf & Country Club
Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	3:30 p.m. – Board Retreat – Webb Hall 081 5:00 p.m. – Board Dinner – Webb Hall 081 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 8, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, August 12, 2019	5:15 p.m. - Board Dinner – Kluthe Center, Room 219 6 p.m. - Board Meeting – Kluthe Center, Room 220
Thursday, September 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, September 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 28, 2019	Lake Land College Homecoming
Thursday, October 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011

Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services

CC:

DATE: January 28, 2019

RE: Planned Retirement Requests

The following requests have been received from employees wishing to participate in the Lake Land College Planned Retirement Program:

Faculty (by seniority)	Effective Date
Kay Foreman	August 1, 2023
David Seiler	September 1, 2023
Cheryl Beam	August 5, 2023
Kathleen Daugherty	December 31, 2023
Paraprofessional (by seniority)	Effective Date
Jane Plummer	March 31, 2023
Richelle ZuHone	December 30, 2022

All of the above have had noted in all oral and written communication to them that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy.

As provided in Article II, Section H of the Faculty Contract, at the direction of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified. If this option should be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College.

I recommend the Board of Trustees accept all of the above people into the Planned Retirement Program.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Mr. Bryan Gleckler, Vice President for Business Services

DATE: January 23, 2019

RE: December 2018 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of December for Fiscal Year 2019.

Area(s) of Concern:

- **Local Source revenue** – while this area remains unfavorable for the year by \$546,086, this variance is explainable due to timing. There is approximately \$1.03 million in outstanding local source revenue that has yet to be received. Once received, this should bring the local source revenue within the budgeted amount for FY2019.
- **Utilities** – Through the first 6 months of the fiscal year, we have an unfavorable variance in this line of \$18,083 (down from \$33,366 in November). Obviously, utilities is an area that is significantly impacted by severely warm or cold weather so the winter months will be key in how we ultimately end up versus our budgeted forecast for this line. This is an area that we will continue to monitor closely.

Overall Variances:

- **Revenue** – Total December revenue was \$3,040,208 resulting in a favorable variance of \$1,312,514 compared to the budgeted level. This favorable variance is primarily attributable to an influx of state credit hour and equalization payments received during the month of December. Year to date, revenues are unfavorable by \$285,384 which is primarily due to the aforementioned timing issues on local source receipts.
- **Expenditures** – Total December expenditures were \$3,328,239 resulting in an overall unfavorable variance of \$369,586. The unfavorable December variance is primarily attributed to timing of applying scholarships and waivers in December instead of January (when budgeted). Year to date the favorable variance is \$1,720,119.

Revenue Variances:

- *Local Sources* – Unfavorable variance during the month of December in the amount of \$52,974. As mentioned above, the year to date unfavorable variance is \$546,086 and I anticipate this variance to come more in line with budgeted levels in the coming month.
- *ICCB Credit Hour Grant* – We did receive a credit hour reimbursement payment during the month of December so there is a favorable variance in the amount of \$127,208 for the month. Year to date this line is unfavorable by \$12,698 which is due to timing.
- *ICCB Equalization Grant* – We did receive multiple equalization payments during the month of December so there is a favorable variance of \$985,770 for the month. Year to date this line is within our budgeted projections.
- *Tuition & Fees* – December had a favorable variance for tuition of \$192,194 and an unfavorable variance of \$33,407 for fees. Year to date, tuition is unfavorable by \$19,980 while fees are unfavorable by \$3,215.
- *Other State Sources* – This area was slightly favorable during the month of December by \$1,252. Year to date this area is now favorable by \$38,998.
- *Other Revenue* – December had a favorable variance of \$92,471. This area is now favorable year to date by \$131,958.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in December of \$27,483 and is favorable \$236,031 year to date. Preliminarily, we are estimating a \$296,182 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was a slight unfavorable variance in employee benefits in December in the amount of \$3,800. Year to date this line is unfavorable by \$6,754. Preliminarily, we are estimating a favorable variance in the amount of \$86,743 for the year.
- *Instructional* – Had a favorable variance in December of \$4,115. The bulk of this favorable variance is in fixed charges due to not expending their budgeted amount in this line during the month. Year to date this area is favorable by \$391,922.
- *Academic Support* – Had an unfavorable variance in December of \$36,238 which was primarily due to a sizable unfavorable variance in materials and supplies (which remain favorable year to date by \$27,663). Year to date this area has a favorable variance of \$37,503.
- *Student Services* – Had a favorable variance in December of \$28,867 that is primarily due to a favorable variance in salaries (\$18,946) and materials and supplies (\$7,884). Year to date this area is favorable by \$173,752.

- *Public Service/Continuing Education* – This area had a favorable December variance of \$10,229. Year to date this area has a favorable variance in the amount of \$17,893.
- *Operations & Maintenance* – This area had an unfavorable December variance of \$11,733 which was primarily driven by a \$47,251 unfavorable variance in contractual services (due to paying DCI annual contract invoice in December versus September when it was budgeted). Year to date, this area remains favorable by \$183,054.
- *Institutional Support* – Had an unfavorable overall December variance of \$50,159. This is primarily due to an unfavorable variance in general materials and supplies of \$39,112. Year to date this area has a favorable variance of \$1,021,525.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance for the month of December of \$105,530. Year to date, this line is unfavorable by \$105,530 but this is due to timing of when the Spring waivers were applied.

The corresponding monthly financial spreadsheets include a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY2019 projected final spending levels, and year to date spending through December 2018 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12).

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY18 Final Audited Numbers	FY19 Annual Budget
Revenues:										
55,596	108,570	(52,974)	Local Sources	8,268,751	8,814,837	(546,086)	-6.20%	8,223,072	8,746,466	9,342,722
335,155	207,947	127,208	ICCB Credit Hour Grant	2,171,381	2,184,078	(12,698)	-0.58%	3,122,567	4,060,344	4,321,850
1,478,655	492,885	985,770	ICCB Equalization Grant	2,957,310	2,957,308	2	0.00%	2,338,660	4,679,320	5,914,615
14,646	13,394	1,252	Other State Sources	467,586	428,568	38,998	9.10%	142,315	965,361	1,050,557
666,562	474,368	192,194	Tuition	9,415,795	9,435,775	(19,980)	-0.21%	9,558,316	10,288,841	9,505,849
314,376	347,783	(33,407)	Fees	3,458,961	3,462,177	(3,215)	-0.09%	3,562,738	3,134,429	4,025,494
175,218	82,747	92,471	Other Revenue	720,314	588,358	131,958	22.43%	829,641	1,553,159	1,163,272
-	-	-	Gift in Kind	125,836	-	125,836	100.00%	187,873	176,123	-
3,040,208	1,727,694	1,312,514	Total Revenues	27,585,714	27,871,098	(285,384)	1	27,766,282	33,603,843	35,324,159
Expenditures:										
Instructional										
1,347,557	1,341,514	(6,043)	Salary and Wages	6,237,190	6,232,085	(5,105)	-0.08%	6,134,208	10,677,244	10,971,545
253,344	249,764	(3,581)	Employee Benefits	1,118,463	1,121,700	3,237	0.29%	1,057,575	1,994,797	2,457,938
34,429	26,550	(7,879)	Contractual Services	43,377	127,480	84,103	65.97%	15,439	533,420	555,996
30,019	32,357	2,338	General Materials and Supplies	214,631	534,788	320,157	59.87%	213,654	289,343	725,425
3,546	10,731	7,184	Travel and Meeting Expenses	16,015	81,829	65,814	80.43%	11,333	38,819	145,996
-	11,813	11,813	Fixed Charges	-	17,413	17,413	0.00%	-	44,528	72,225
17	300	283	Capital Outlay	2,235	26,225	23,990	91.48%	47	6,278	35,525
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	117,686	-	(117,686)	0.00%	157,875	157,875	-
1,668,913	1,673,028	4,115	Total Instructional	7,749,598	8,141,520	391,922	4.81%	7,590,131	13,742,303	14,964,650
Academic Support										
41,412	43,353	1,941	Salary and Wages	188,443	204,307	15,864	7.76%	191,441	353,823	372,603
9,110	9,004	(106)	Employee Benefits	39,600	39,019	(581)	-1.49%	50,393	91,670	74,498
-	-	-	Contractual Services	89	515	426	0.00%	271	1,640	2,515
62,583	24,990	(37,593)	General Materials and Supplies	148,437	176,160	27,663	15.71%	119,171	191,208	214,490
1,329	450	(879)	Travel and Meeting Expenses	13,925	7,000	(6,925)	-98.93%	4,510	10,374	11,250
-	400	400	Fixed Charges	4,693	5,800	1,107	19.08%	4,597	4,990	6,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	50	-	(50)	0.00%	-	-	-
114,435	78,197	(36,238)	Total Academic Support	395,238	432,741	37,503	8.67%	370,383	653,706	681,556
Student Services										
166,158	185,104	18,946	Salary and Wages	778,795	855,020	76,225	8.92%	798,372	1,506,738	1,588,486
46,897	48,645	1,748	Employee Benefits	202,832	210,795	7,963	3.78%	217,124	405,900	402,438
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	9,322	9,322
1,112	8,996	7,884	General Materials and Supplies	21,447	102,822	81,375	79.14%	41,522	84,508	100,414
1,609	1,899	290	Travel and Meeting Expenses	12,278	21,377	9,099	42.56%	7,245	25,928	35,097
-	-	-	Other Expenditures	4,660	3,750	(910)	0.00%	3,750	7,450	7,500
215,777	244,644	28,867	Total Student Services	1,029,334	1,203,086	173,752	14.44%	1,077,335	2,039,845	2,143,257
Public Service/Cont Ed										
39,070	40,291	1,222	Salary and Wages	208,799	214,596	5,797	2.70%	181,481	380,822	349,192
6,417	6,557	140	Employee Benefits	33,586	28,413	(5,173)	-18.21%	31,118	58,911	54,276
2,227	9,695	7,468	Contractual Services	23,862	31,113	7,251	23.31%	17,263	37,597	46,753
4,324	5,234	910	General Materials and Supplies	46,558	63,465	16,807	26.48%	52,872	117,363	115,148
-	215	215	Travel and Meeting Expenses	1,313	2,065	752	36.43%	1,819	4,086	4,398
12,728	13,003	275	Fixed Charges	75,931	76,289	358	0.47%	75,866	152,456	152,898
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	7,900	-	(7,900)	0.00%	11,850	11,850	-
64,765	74,995	10,229	Total Public Service/ Cont Ed	398,048	415,941	17,893	4.30%	372,268	763,084	722,665
Operations & Maintenance										
111,381	125,485	14,104	Salary and Wages	503,860	644,358	140,498	21.80%	496,684	988,614	1,298,144
34,573	39,676	5,103	Employee Benefits	159,738	172,930	13,192	7.63%	160,026	303,764	330,424
60,356	13,105	(47,251)	Contractual Services	146,976	136,798	(10,178)	-7.44%	73,130	187,349	213,735
29,627	21,058	(8,569)	General Materials and Supplies	100,120	129,135	29,015	22.47%	59,749	175,110	255,095
-	-	-	Travel and Meeting Expenses	146	75	(71)	-94.55%	-	-	250
9,930	19,527	9,597	Fixed Charges	74,870	98,801	23,931	24.22%	98,622	235,767	205,600
84,341	99,624	15,284	Utilities	615,828	597,745	(18,083)	-3.03%	506,666	1,059,158	1,195,492
-	-	-	Capital Outlay	10,250	15,000	4,750	31.67%	-	19,994	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
330,208	318,475	(11,733)	Total Operation and Maint	1,611,788	1,794,842	183,054	10.20%	1,394,876	2,969,756	3,578,740
Institutional Support										
396,677	393,992	(2,686)	Salary and Wages	1,707,685	1,710,437	2,752	0.16%	1,550,977	3,062,999	3,410,486
98,513	91,408	(7,104)	Employee Benefits	454,051	428,658	(25,393)	-5.92%	446,458	813,463	752,845
13,835	14,908	1,072	Contractual Services	253,768	249,454	(4,314)	-1.73%	153,762	461,431	648,763
91,911	52,799	(39,112)	General Materials and Supplies	563,669	1,201,834	638,165	53.10%	353,177	757,825	1,809,038
6,808	8,655	1,847	Travel and Meeting Expenses	28,698	61,913	33,215	53.65%	21,581	73,545	136,865
775	575	(200)	Fixed Charges	223,522	225,780	2,258	1.00%	206,212	211,204	224,300
-	4,200	4,200	Capital Outlay	-	25,700	25,700	100.00%	-	130,764	42,616
2,577	2,777	200	Contingency Funds	6,896	181,784	174,888	96.21%	16,013	75,641	1,498,676
-	-	-	Other	-	-	-	0.00%	-	335,091	1,704,578
8,375	-	(8,375)	Strategic Initiatives	25,746	200,000	174,254	0.00%	65,236	278,109	400,000
-	-	-	Gifts in Kind	-	-	-	0.00%	18,248	18,248	-
619,472	668,313	(50,159)	Total Institutional Support	3,264,035	4,285,560	1,021,525	3	2,831,664	6,218,320	10,638,167
314,668	-	(314,668)	Scholarships, grants, waivers	700,530	595,000	(105,530)	-17.74%	687,859	789,691	1,170,066
3,328,239	2,958,653	(369,586)	Total Expenditures	15,148,571	16,868,690	1,720,119	10.20%	14,324,516	27,176,705	33,899,101
241,480	118,755	(122,725)	Transfers Out:	539,826	593,775	53,949	9.09%	508,334	1,237,846	1,425,058
(529,510)	(1,349,713)	820,203	Excess of Revenues over Expenditures & Transfers	11,897,317	10,408,633	1,488,684	14.30%	12,933,432	5,189,292	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget
						Variance
2,102,255.48	2,129,738.71	27,483.23	Salary and Wages	9,624,772.06	9,860,803.00	236,030.94
448,854.60	445,054.56	(3,800.04)	Employee Benefits	2,008,269.86	2,001,515.00	(6,754.86)
110,847.20	64,257.87	(46,589.33)	Contractual Services	477,394.01	554,682.00	77,287.99
219,577.22	145,433.87	(74,143.35)	General Materials and Supplies	1,094,961.76	2,208,144.00	1,113,182.24
13,292.89	21,949.50	8,656.61	Travel and Meeting Expenses	72,374.83	174,259.00	101,884.17
23,432.61	45,316.68	21,884.07	Fixed Charges	379,016.48	424,083.00	45,066.52
84,340.83	99,624.33	15,283.50	Utilities	615,828.28	597,745.00	(18,083.28)
17.28	4,500.00	4,482.72	Capital Outlay	12,485.46	66,925.00	54,439.54
2,577.39	2,777.00	199.61	Contingency Funds	6,896.15	181,784.00	174,887.85
-	-	-	Other Expenditures	12,610.00	3,750.00	(8,860.00)
3,005,195.50	2,958,652.52	(46,542.98)	Total	14,304,608.89	16,073,690.00	1,769,081.11

Lake Land College
FY2019 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2019 Budgeted	FY19 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$6,237,190	\$6,232,085	(\$5,105)	\$10,971,545	\$11,027,789	\$10,971,545	(\$56,244)
Salary and Wages - Acad. Support	\$188,443	\$204,307	\$15,864	\$372,603	\$368,443	\$372,603	\$4,160
Salary and Wages - Stud. Svcs	\$778,795	\$855,020	\$76,225	\$1,588,486	\$1,479,764	\$1,588,486	\$108,722
Salary and Wages - Public Svc.	\$208,799	\$214,596	\$5,797	\$349,192	\$410,091	\$349,192	(\$60,899)
Salary and Wages - Maintenance	\$503,860	\$644,358	\$140,498	\$1,298,144	\$1,057,275	\$1,298,144	\$240,869
Salary and Wages - Inst. Support	\$1,707,685	\$1,710,437	\$2,752	\$3,410,486	\$3,350,912	\$3,410,486	\$59,574
Total Salary and Wages	\$9,624,772	\$9,860,803	\$236,031	\$17,990,456	\$17,694,274	\$17,990,456	\$296,182

Employee Benefits	Year to Date			FY2019 Budgeted	FY19 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,118,463	\$1,121,700	\$3,237	\$2,457,938	\$2,185,981	\$2,457,938	\$271,957
Employee Benefits - Acad. Support	\$39,600	\$39,019	(\$581)	\$74,498	\$84,086	\$74,498	(\$9,588)
Employee Benefits - Stud. Svcs	\$202,832	\$210,795	\$7,963	\$402,438	\$409,556	\$402,438	(\$7,118)
Employee Benefits - Public Svc.	\$33,586	\$28,413	(\$5,173)	\$54,276	\$72,105	\$54,276	(\$17,829)
Employee Benefits - Maintenance	\$159,738	\$172,930	\$13,192	\$330,424	\$327,299	\$330,424	\$3,125
Employee Benefits - Inst. Support	\$454,051	\$428,658	(\$25,393)	\$762,845	\$916,649	\$762,845	(\$153,804)
Total Employee Benefits	\$2,008,270	\$2,001,515	(\$6,755)	\$4,082,419	\$3,995,676	\$4,082,419	\$86,743

Dec-18	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,424,377	1,509,598	(85,221)	1,378,615	1,540,000
Bond Proceeds	16,018,521	-	16,018,521	-	-
Loan Proceeds	-	-	-	-	-
Investment Income	89,605	-	89,605	15,095	-
Total Revenues	17,532,503	1,509,598	16,022,905	1,393,710	1,540,000
Expenditures:					
Student Center Renovations : Buildi	3,537,957	5,445,000	1,907,043	-	10,890,000
Construction Proj : Site Improvemen	-	-	-	310,497	-
New Site: Sire Improvements	-	-	-	-	-
Other	16,445,453	-	(16,445,453)	-	-
Total Expenditures	19,983,410	5,445,000	(14,538,410)	310,497	10,890,000
Excess of Revenues over Expenditures & Transfers	(2,450,908)	(3,935,402)	1,484,495	1,083,213	(9,350,000)

Dec-18	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,591,538	6,501,264	90,274	6,615,231	6,632,196
General : Investment Income	29,608	-	29,608	-	-
General : Transfer from Other Funds		-	-	-	163,450
Total Revenues	6,621,146	6,501,264	119,882	6,615,231	6,795,646
Expenditures:					
Work Cash Bonds : Debt Principal Pa	-	-	-	-	-
Work Cash Bonds : Interest on Debt	-	-	-	-	-
Work Cash Bonds : Other Fixed Charg	-	-	-	-	-
Funding Bonds : Debt Principal Paym	6,655,001	6,655,000	(1)	6,514,970	6,655,000
Funding Bonds : Interest on Debt	90,611	110,871	20,259	174,052	137,646
Funding Bonds : Other Fixed Charges	-	1,000	1,000		3,000
Funding Bonds : Bond is	-	-	-		-
Administration : Intere		-	-	(38,601)	-
Total Expenditures	6,745,613	6,766,871	(21,258)	6,650,422	6,795,646
Excess of Revenues over Expenditures & Transfers	(124,467)	(265,606)	141,140	(35,191)	0

Dec-18	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	22,326
Auto Shop	12	7,500	(7,488)	506	15,000
Athletics	-	-	-	-	567,831
Fitness Center	42,293	53,873	(11,581)	44,179	55,000
Bookstore	442,908	394,594	48,314	431,590	558,084
Print Shop	371,860	293,438	78,422	335,242	580,774
Food Service	5,649	7,400	(1,751)	24,147	15,300
College Farm	35	56,805	(56,770)	2,591	94,675
Comm Choir	-	-	-	-	5,100
Student Life	-	-	-	-	254,220
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	217,283	528,110
Total Revenues	862,757	813,611	49,146	1,055,538	2,704,019
Expenditures:					
Ag Judging	20,038	14,412	(5,626)	14,078	28,826
Auto Shop	137	7,500	7,363	676	15,000
Athletics	259,141	314,666	55,526	252,129	521,017
Fitness Center	39,696	62,148	22,452	43,105	101,814
Bookstore	422,629	349,284	(73,345)	361,507	504,723
Print Shop	398,773	313,944	(84,829)	320,779	584,248
Food Service	6,105	6,483	378	5,977	12,845
College Farm	43,559	79,948	36,390	24,272	128,911
Comm Choir	2,455	3,400	945	2,193	5,100
Student Life	111,062	162,163	51,101	104,914	254,917
WLKL Radio	-	500	500	-	1,100
Tuition Waivers	539,826	-	(539,826)	508,334	622,110
Total Expenditures	1,843,420	1,314,449	(528,971)	1,637,963	2,780,612
Excess of Revenues over Expenditures & Transfers	(980,663)	(500,838)	(479,825)	(582,425)	(76,592)

Dec-18	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	75,287	209,705	(134,418)	183,467	419,410
Pathways	105,773	191,820	(86,047)	173,575	383,639
Perkins	167,750	141,166	26,585	93,310	282,331
WIOA	1,777,232	1,634,402	142,830	1,383,525	3,237,203
College Work Study	11,045	30,612	(19,567)	-	61,224
GAST	3,200	14,000	(10,800)	-	14,000
IL Cooperative Work Study	9,286	9,000	286	-	18,000
IPRF Grant	21,366	13,000	8,366	23,312	13,000
Veterans Services	55,689	518,500	(462,811)	54,093	1,037,000
ISAC MAP	423,741	380,000	43,741	437,195	760,000
Department Of Education	2,858,804	2,732,676	126,128	2,846,944	5,465,351
Direct loans	794,707	837,161	(42,454)	890,812	1,674,321
Corrections	834,443	6,353,999	(5,519,555)	1,148,206	12,505,998
Privately Funded Grant	117,638	85,000	32,638	156,509	85,000
TRIO SSS	124,710	125,579	(869)	114,908	243,987
TRIO DC	166,221	143,596	22,625	146,533	291,264
Total Revenues	7,546,891	13,420,214	(5,873,322)	7,652,389	26,491,728
Expenditures:					
Adult Ed	205,220	209,705	4,485	318,579	419,410
Pathways	204,720	191,820	(12,900)	212,950	383,639
Perkins	215,317	141,165	(74,151)	119,194	282,331
WIOA	1,794,492	1,634,402	(160,091)	1,488,874	3,237,203
College Work Study	19,557	30,612	11,055	21,925	61,224
GAST	3,200	14,000	10,800	-	14,000
IL Cooperative Work Study	14,032	18,000	3,968	-	18,000
IPRF Grant	5,950	13,000	7,050	9,392	13,000
Veterans Services	192,569	518,500	325,931	190,728	1,037,000
ISAC MAP	739,547	380,000	(359,547)	729,710	760,000
Department of Education	2,863,925	2,732,676	(131,249)	2,842,775	5,465,351
Direct loans	798,028	837,161	39,133	920,926	1,674,321
Corrections	3,861,313	6,353,999	2,492,686	3,071,629	12,505,998
Privately Funded Grant	44,093	85,000	40,907	66,572	85,000
TRIO SSS	124,710	125,579	869	114,908	243,987
TRIO DC	166,221	143,596	(22,625)	146,533	291,264
Total Expenditures	11,252,893	13,429,213	2,176,321	10,254,695	26,491,728
Excess of Revenues over Expenditures & Transfers	(3,706,001)	(9,000)	(3,697,002)	(2,602,306)	(0)

Dec-18	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	68,568	67,638	930	127,890	69,000
Total Revenues	68,568	67,638	930	127,890	69,000
Expenditures:					
Admin Staff Ful	11,152	10,723	(429)	10,723	21,445.83
Support Staff F	6,932	6,671	(260)	9,796	13,342.70
Medical Benefit	4,627	4,711	84	2,476	8,935.49
Life Insurance	15	15	0	10	27.60
Audit Services	32,063	42,750	10,688	42,750	42,750.00
Printing	54	1,000	947	57	1,000.00
Total Expenditures	54,841	65,870	11,029	65,811	87,502
Excess of Revenues over Expenditures & Transfers	13,727	1,768	11,959	62,079	(18,502)

Dec-18	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,564,595	1,529,203	35,393	1,784,776	1,560,000
Total Revenues	1,564,595	1,529,203	35,393	1,784,776	1,560,000
Expenditures:					
Student Services	54,390	57,165	2,775	49,122	113,073
Operations and Maintenance	87,323	89,162	1,839	84,166	176,322
Police Dept	267,880	304,267	36,387	217,983	523,425
Institutional Support	50,443	46,830	(3,613)	47,708	92,939
Fixed Charges-ins	375,006	295,000	(80,006)	557,874	930,000
Total Expenditures	835,043	792,424	(42,619)	956,853	1,835,759
Excess of Revenues over Expenditures & Transfers	729,553	736,779	(7,226)	827,923	(275,759)

LAKE LAND COLLEGE

MEMO

TO: Members, Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: February 6, 2019

RE: Distinguished Service Award

The Distinguished Service Award is made annually to honor an individual for outstanding service to Lake Land College. Present paid members of the Lake Land faculty and staff and current members of the Board of Trustees are not eligible for this award. Members of the selection committee have completed their review of nominations submitted for consideration of this year's award. The committee is pleased to recommend Ms. Kathleen Doehring as the recipient for this year's award. The selection committee is comprised of Dr. Josh Bullock, President; Mr. Dave Storm, Trustee; Ms. Doris Reynolds, Trustee; Ms. Jackie Joines, Executive Director for College Advancement; and myself.

During her 28-year tenure for the College, Ms. Doehring served as an instructor for the Practical Nursing and Associates Degree Nursing programs and she was promoted to the ADN/PN program director position, serving in this capacity until her retirement in 2009. She, along with Ms. Marilyn Fuqua Thompson and several other instructors, worked together to create the Associate's Degree in Nursing program at Lake Land. She also developed a process to track applications and admissions to ensure both nursing programs accepted the most qualified students. This rubric is the basis of the admission process utilized today. Please find attached Ms. Doehring's nomination in consideration of this award as submitted by Ms. Karla Hardiek, Division Chair Allied Health/Nursing Instructor. This nomination provides additional details of Ms. Doehring's profound and lasting impact to the Lake Land College community.

Ms. Doehring's outstanding service to the College will be honored during the Commencement Ceremony to be held Friday, May 10, 2019. On behalf of the selection committee, I respectfully request that the Board approve the selection of Ms. Doehring for the 2019 Distinguished Service Award.

Attachment

2019 Distinguished Service Nomination

Name: Kathleen Doehring of Strasburg, IL

Job:

ADN and PN Nursing Instructor-RETIRED

If retired, year of retirement: 2009

Describe below the significant contributions benefiting Lake Land College or its affiliated organizations (Foundation, Departments, Advisory Committees, Student Organizations, etc.) the nominee has made:

Mrs. Kathleen Doehring started her employment at Lake Land College in 1982 as a Practical Nursing instructor. IN 1987, She and Mrs. Marilyn Fuqua Thompson, along with several other instructors worked together to create the Associate's Degree in Nursing program at Lake Land College. In fact, she was present in Chicago when the Illinois Board granted its approval of the program. Mrs. Doehring taught in both the Practical Nursing and Associates Degree Nursing programs before being promoted to the ADN/PN program director in 1989 until her retirement in 2009. Mrs. Doehring was often the first person a student encountered when interested in one of the nursing programs at Lake Land College. During her tenure as the director of the nursing programs, Lake Land College established itself as a premier nursing education institution. Soon both programs had more students than seats in the classrooms. Kathleen counseled hundreds of students and developed a process to track applications and admissions, which is still the basis used today. Mrs. Doehring chaired the ADN and PN Admissions Committee. She developed an admission rubric to ensure both nursing programs took the top students. This rubric is the basis of the admission process used today. Mrs. Doehring served occasionally as an accreditation site visitor for the National League for Nursing. She worked as a part of a team to gather data to ensure ADN and PN programs across the country met the standards necessary for a sound nursing education. Kathleen was a supporter of online and distance learning. She was instrumental in positioning nursing to be the first program on campus to offer classes in both venues. Mrs. Doehring was viewed as an expert in curricular design, program outcomes, and outcomes assessment. She worked with others to provide consultations to individual and programs as they created and refined their target outcomes during the initial establishment of a campus-wide outcomes assessment plan. Mrs. Doehring was active in multiple professional organizations, including the American Nurses Association, and Illinois Nurses Association, The National League for Nursing, The National Organization for the Advancement of AND, the Illinois Council of AND Directors, The Illinois Council of PN Directors, and Sigma Theta Tau, nursing honorary society. Mrs. Doehring was a part of the Illinois Cancer Pain Initiative which strongly influencing later developments in pain control. She presented Pain Seminars in Mattoon and served on the editorial board of the Clinical Care journal. She also served on the Board of Directors of Lincoln Land Visiting Nurses Association. Mrs. Doehring was the first nursing instructor at Lake Land College to attain Certified Nurse Educator (CNE) status from the National League for Nursing. In 1990, Mrs. Doehring received the Lake Land TOP Award (top Overall Performance) and in 2000, she was presented with the Lake land college Faculty

Association Outstanding Faculty award. She was an active member in the college's faculty association and she served a term as Secretary.

Comments:

Nominated by: Karla Hardiek

Address: 5001 Lake Land Blvd NH 001; Mattoon, IL 61938

Telephone: 217.234.5448

LAKE LAND COLLEGE

MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: David Cox, Director of Alumni Relations and Annual Giving

DATE: January 24, 2019

RE: Alumnus Achievement Award

The Alumnus Achievement Award committee met on campus January 23rd to review this year's nominations. This honor is made annually to a Lake Land College graduate who has attained outstanding success and distinction in his or her field of endeavor. The committee is pleased to recommend Mr. Greg Sapp (One Laker Nation 1976) of Effingham, IL as the 2019 Alumnus Achievement Award recipient.

Greg Sapp is well-known in the Effingham area and throughout the Lake Land College district from his 40 year career of excellence in the radio industry. During his career he has kept the area up to date, entertained and informed with his knowledge and insight and smooth delivery that was fine-tuned as a student in the Radio/TV Broadcasting program at Lake Land College.

Members of the committee are: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Roger Osthoff and Ms. Hannah Crnkovich representing college alumni; Ms. Cindy Phipps and Ms. Terri Fields representing college faculty and Dr. Josh Bullock representing the President's office.

Mr. Sapp's outstanding professional success will be honored during the College's Commencement to be held Friday, May 10, 2019. The committee respectfully asks the Board of Trustees to approve the selection of Mr. Greg Sapp as the recipient of this year's Alumnus Achievement Award.

Thank you.

LAKE LAND COLLEGE

MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: David Cox, Director of Alumni Relations and Annual Giving

DATE: January 24, 2019

RE: Retiree Wall of Fame Award

The Retiree Wall of Fame committee met on campus January 23rd to review this year's nominations. This honor is made annually to Lake Land College individuals that are retired faculty and staff who have made significant contributions to the College and/or who have made contributions through their profession or community at the local, state, regional, or national level that reflect positively on Lake Land College. The committee is pleased to recommend Mr. Richard Gresens and Dr. Larry Larvick as this year's recipients of the Retiree Wall of Fame Award.

Members of the committee are: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Roger Osthoff and Ms. Hannah Crnkovich representing the Alumni Association Board of Directors; Mr. Tom Wright & Mr. Alan Fedrigo representing the Foundation Board of Directors and Dr. Josh Bullock representing the President's office.

The Retiree Wall of Fame recipients will be honored during the College's Employee Recognition Event. The committee respectfully asks the Board of Trustees to approve the selection of Mr. Richard Gresens and Dr. Larry Larvick as the recipients of the 2019 Retiree Wall of Fame Award.

Thank you.

LAKE LAND COLLEGE

MEMO

TO: Members, Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: February 6, 2019

RE: Lifelong Learner Award

The Illinois Community College Trustees Association (ICCTA) annually sponsors a statewide awards program. For 2019, ICCTA has reinstated a Lifelong Learner Award to celebrate the accomplishments of Illinois' community college students over the age of 50 who have used their community college as a resource on multiple occasions. Thus, I respectfully request that Board of Trustees institute a local award and approve the naming of Ms. Annette Lynch as the recipient of the 2019 Lake Land College Lifelong Learner Award. Please find attached a nomination form for submission to ICCTA in consideration of the statewide award. Following are just a few of the highlights as detailed on Ms. Lynch's nomination form.

Ms. Lynch has been an inspiration to countless students, staff and community members for her voracious thirst for knowledge and her dedication and volunteerism to help others benefit from and appreciate the value of community college educational opportunities. Following her retirement as a middle school teacher for 35 years, Ms. Lynch began enrolling in community college courses in 2006 to ensure she remained well informed of technological advancements and the ever-changing world around her. She has maintained continuous enrollment as a part-time student at Lake Land College each fall and spring semester since that time, completing 135.5 community college credits and earning a cumulative GPA of 3.96. Additionally, she has been highly involved in student clubs including Club IT and the Broadcasting Club. She was instrumental in creating and planting the Club IT garden on campus, and she has spent numerous volunteer hours maintaining it and organizing the involvement of other students for campus beautification and clean-up projects. For the Broadcasting Club, she has supported food drives, donated clothes and made blankets to give to students in need. For the past 10 years, she has been serving in a variety of capacities for various departments in the Business Division such as mentoring to new students in the IT and Radio/Television programs and experience as an on-air DJ for the 89.9 The Max Alternative radio station on campus.

Ms. Lynch perpetually demonstrates her lifetime commitment to professional development and enriching her personal skills to positively impact her fellow students, peers, family and friends. She has truly become part of the Lake Land College family through her role as an enthusiastic part-time student and devoted campus improvement volunteer.

Thank you for your consideration to institute a 2019 Lake Land College Lifelong Learner Award and select Ms. Annette Lynch as the recipient for this award. If approved, we will present Ms. Lynch with the College's Lifelong Learner Award at an upcoming Board meeting.

Attachment

2019 ICCTA Lifelong Learning Award Nomination Form

Name of nominee: Annette Lynch of Charleston, IL
Community college: Lake Land College, Dist. #517

PLEASE DESCRIBE HOW THE NOMINEE MEETS EACH OF THE FOLLOWING CRITERIA:

1. Current enrollment in a credit course at an Illinois public community college after age 50.

Ms. Annette Lynch, age 74, is enrolled in eight credit hours for the spring 2019 semester at Lake Land College.

2. Previous completion of at least six (6) credit hours at an Illinois public community college.

Ms. Lynch has completed 135.5 credits with Lake Land College, earning a cumulative GPA of 3.96.

3. Demonstrated lifetime commitment to professional development and/or personal enrichment.

Ms. Lynch, who retired from teaching science at Charleston Middle School in 2001 after 35 years, returned to school, enrolling at Lake Land College in order to keep herself up-to-date with the world around her. She has been taking courses continuously at Lake Land College each fall and spring semester since June 2006.

4. New abilities or experiences gained by attending a community college.

Ms. Lynch earned an Esthetics Certificate in 2007 and a Massage Therapy Certificate in 2008. To this day, she proudly maintains her licensure as a massage therapist. For the past 10 years, Ms. Lynch has learned how to use various types of film equipment and software by taking classes in the Digital Media Specialist program, and she has earned a Digital Media Specialist Certificate. Also for the past 10 years, she has learned how to use broadcasting and recording equipment by taking classes in the Radio/Television program. She has been serving in a variety of capacities for these two departments such as mentoring to new students in the IT and Radio/Television programs and experience as an on-air DJ for the 89.9 The Max Alternative radio station on campus. She has utilized many of her new skills and expertise gained through coursework at Lake Land College to volunteer and assist others as detailed in sections #5 and #6 below.

5. Continued interest in and support of community colleges (i.e., mentorships, participation in student activities).

Beyond her role as a student at Lake Land College, Ms. Lynch has dedicated countless hours volunteering her time to mentor students, enhance the College, collaborate with the

Business Division on projects related to the Information Technology (IT) and Radio/Television programs, and participate in student clubs including Club IT and the Broadcasting Club. Mr. Gregory Powers, Speech Communication/Broadcasting Instructor, says Ms. Lynch has been instrumental to the department by mentoring new students and by supporting activities of the Broadcasting Club. She has frequently participated in food drives, donated clothing and made blankets to give to students in need. According to Mr. Scott Rhine, coordinator and instructor with the Lake Land College IT program, Ms. Lynch serves as a positive role model to her fellow students in the IT programs. He said she is the unofficial advisor for the digital media students and is an advocate for students, helping them acquire the services and supplies they need. Ms. Lynch has written many tutorials showing step-by-step pictured information for the Digital Media Specialist program and the Radio/Television program. Ms. Lynch is also an active member of Club IT and takes on a leadership role in the club, although she has never held an official officer position. Mr. Rhine said that Ms. Lynch is perhaps the most influential club member because she serves as the club's taskmaster, motivator, public relations person and service-learning mentor. "Annette was instrumental in creating and planting the Club IT garden, and has spent countless hours maintaining it," said Mr. Rhine. "She organizes clean-up days around Webb Hall and is instrumental in challenging other club members to adopt a building on campus for clean-up." Ms. Lynch regularly promotes social outings for the students in the IT programs, and for the Business and Computer Contest, hosted by Club IT. Ms. Lynch serves as the unofficial hostess and caterer. Mr. Rhine said, "Annette is a tireless champion of Lake Land. With her youthful spirit and energy, she epitomizes all that Lake Land stands for and uses every opportunity to improve the Business Division and the College."

Although Ms. Lynch has never sought praise or recognition for her contributions as a student, mentor, and volunteer, there have been numerous staff within the Lake Land family who have wanted to ensure she has been honored for her impact to the College community and how she has inspired countless individuals with her dedication to lifelong learning. In 2011, Ms. Lynch received the Outstanding Student Award from the Lake Land College Business Division. In 2013, Lake Land College honored Ms. Lynch with the Distinguished Service Award for her outstanding service and dedication to the College.

"Annette defines what it means to be a lifelong learner. She brings an unquenchable thirst for knowledge to the classroom, and willingly shares her many talents with peers. At every opportunity, Annette promotes Lake Land's vision to engage minds, and change lives, through the power of learning," said Lake Land College President Josh Bullock.

6. Future aspirations.

Ms. Lynch reports that using her experiences and education to help current community college students is very fulfilling and that she wants to continually learn new technologies and skills that she can utilize in her personal life to help others. When asked about her future aspirations she said:

"My future plans include planning for the next generation with my personal film editing software and equipment plus giving back to the community in a way that uses

knowledge from some of my Lake Land College coursework.

“When I started the Digital Media Specialist program ten years ago, I wanted to create documentaries for my home town of Sainte Marie, Illinois. For several years, I filmed various topics and created DVDs for the Sainte Marie Foundation. Recently, one of my sons expressed interest in filming and editing. I decided to give my computer, software, and camera equipment to my son. It pleases me that he has already done some basic editing on his filming.

“Giving back to my community involves a relaxing hobby that I enjoy. For the past 15 years, I have used my embroidery sewing machine to embroider people’s names on throw blankets or towels. Learning more aspects of my embroidery software has come from understanding basics learned in Photoshop and 3-D Animation classes. Now I create people’s names with the software to make each design slightly different. In the past few months, I gave over 100 throw blankets to staff members and their children of a local nursing home because of the staff’s dedicated care of a family member. I never accept payment when I give the embroidered items. It is a unique way of showing my appreciation and continually using skills that I learn.

“Planning for the next generation in filming and giving back to the community with embroidered items may seem fairly minor as far as future aspirations, but I am having fun and enjoying life!”

LAKE LAND COLLEGE

MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: David Cox, Director of Alumni Relations and Annual Giving

DATE: January 28, 2019

RE: Pacesetter Award

The Illinois Community College Trustees Association has announced a new award for 2019 which recognizes the accomplishments of Illinois' more recent community college graduates. Nominees for the Pacesetter Award must have *completed a recognized program of instruction or attended at least 30 semester hours at an Illinois public community college after June 30, 2008*.

Thus, I respectfully request that Board of Trustees institute a local award and approve Miss Amanda Tucker as the recipient of the 2019 Lake Land College Pacesetter Award. Please find attached a nomination form for submission to ICCTA in consideration of the statewide award. Following are just a few of the highlights as detailed on Miss Tucker's nomination form.

Amanda is a 2015 graduate of Lake Land College and 2017 graduate of Eastern Illinois University. Many who know Amada will tell you that she has always wanted to be an event planner and worked diligently through college to meet that goal. When she was offered a career path at the Keller Convention Center as the Director of Weddings and Events, she began her dream job. She hasn't hesitated to make an impact on her chosen career and has increased sales and taken on a leadership role in her new community.

She is involved with many community service projects such as Blessings in a Backpack and Meals on Wheels. She works with her peers to enhance the

[Select Date]

community they live in by giving back, volunteering, and serving on boards/committees. She also serves as the Social Chair for the young professional's development organization, YBNext.

Thank you for your consideration to institute a 2019 Lake Land College Pacesetter Award and select Miss. Amanda Tucker as the recipient for this award. If approved, we will present Miss Tucker with the College's Pacesetter Award at an upcoming Board meeting.

Thank you.

Attachment

2019 ICCTA Pacesetter Award Nomination Form

Name of nominee: Amanda Tucker _____

Community college attended: Lake Land College _____

PLEASE DESCRIBE HOW THE NOMINEE MEETS EACH OF THE FOLLOWING CRITERIA:

1. Overcoming life's obstacles (especially if a non-traditional student)

Amanda was born premature and underwent major surgery as an infant where she had one kidney removed. She overcame this major health concern to become a happy and healthy child, teenager, and adult. However, the same strength that helped her persevere then, continues to make her strive to be the best she can be today.

When Amanda first enrolled at Lake Land College she quickly became active on campus as a Student Ambassador, Phi Theta Kappa Honors Society member, and Peer-to-Peer Student Assistant. Through these activities she earned scholarships that help her graduate debt free with two associate's degrees. When she went on to Eastern Illinois University, she continued to work multiple jobs to pay for her education. These jobs included working at Lake Land College in the Admissions Department, The McGrady Inn Bed & Breakfast, and Walnut Street Weddings. Her work ethic allowed her to graduate once again, debt free. This was a huge accomplishment for Amanda as it provided her and her family comfort.

While she came from a small town, she was quick to learn that she was not your typical "small-town" student. Mature beyond her years, Amanda impressed our campus community with her work ethic, desire to succeed, and willingness to help those around her. It was easy to see that she had large dreams that she continues to work towards today.

2. Demonstrated promise and distinction in chosen career / field of study

Amanda started working at her current, full-time position three months before her graduation from EIU. She has had a long-time passion and goal to be an event planner and the Lake Land College community was thrilled when she landed the job at the Keller Convention Center as the Director of Weddings and Events.

When her dream-job opportunity arrived, she didn't hesitate to begin making an impact and worked as much as she could while finishing her degree. In May 2017, she started working full-time in that position. In Amanda's first year working with Thelma Keller Convention Center she increased wedding sales by 25%, demonstrated leadership with her staff, and took on a lot of additional responsibility.

3. Humanitarian service that has proven greatly beneficial to society

Amanda is involved with many community service projects in her area such as Blessings in a Backpack and Meals on Wheels. She works with her peers to enhance the community they live in by giving back, volunteering, and serving on boards/committees. She also serves as the Social Chair for the organization, YBNext. She became a member in November 2017 when she moved to the City of Effingham and was quickly appointed to a board position that following March. The goal of YBNext is to offer an avenue for young professionals to network in social settings and share career challenges and successes. Another is to offer opportunities to develop professionally by drawing upon the knowledge and experience of the area's leaders who have helped form the professional landscape that makes up the Effingham business community today.

4. Continued interest in and support of education and community colleges

Upon graduation from Lake Land College in 2015, she has continued to show support for the college, her former colleagues, and the future of Lake Land College. She shows a great interest in working with educational fundraising and using her skills to serve future students. In October, Amanda attended Lake Land College's Foundation Board Meeting to learn more about the Foundation and the work it takes to raise funds for an education institution.

5. Completion of a recognized program of instruction or attendance for at least 30 semester hours at an Illinois public community college **after June 30, 2008**

Amanda graduated from Lake Land College with an Associates in Science degree (Other Major) and an Associates in Arts degree (Undecided Major) in 2015. Both of these programs were by choice and fit with her long range (and successful) goal of obtaining a bachelor's degree in Hospitality and Hotel Management. Her approach to her education is a testimony to the community college model and making it work for the individual even if a specific program or degree is not initially offered at the community college level.

LAKE LAND COLLEGE

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Chris Kramer, Director of Auxiliary Services
DATE: January 23, 2019
RE: Pauly's BBQ as an Approved Caterer

Pauly's BBQ would like to be an approved caterer for Lake Land College. They have submitted their catering agreement form and have met the insurance requirement. Their restaurant is located in Arthur.

Pauly's would be an additional caterer for our employees to choose if they wish. As you know, caterers are not guaranteed a volume of business but are required to do any catering requested (small or large), with sufficient notice.

I respectfully request approval of this caterer for Lake Land College for this fiscal year.

cmk

LAKE LAND COLLEGE

Catering Agreement

This agreement is made and entered into as of the 22nd day of January, 2018 by and between Lake Land College ("College") and Paul's BBQ ("Caterer").

College grants to Caterer a non-exclusive right to provide catering services to College; and, Caterer desires to provide these catering services.

- 1) The term of this agreement shall begin after Board of Trustee approval through the end of the current fiscal year (June 30.)
- 2) Caterer can use the College owned warming units.
- 3) Caterer must utilize the brand of beverage(s) approved by College. Exclusive contracts may be signed by College and Caterer will be notified of any change in selection and/or approval.
- 4) College requires prices to be no higher than similar units in the Mattoon area. Total financial obligation must be submitted up front, no tipping on invoice.
- 5) Caterer, at their expense, will comply with all laws, statutes, regulations, ordinances, rulings, or enactments of any governmental authority that are applicable to the work or which in any way pertain to this agreement including but not limited to taxation, public health and employment.
- 6) The employees and any agents of Caterer will comply with and observe all applicable rules and regulations concerning conduct on the Premises which College imposes upon their employees and agents.
- 7) Caterer will operate on a profit or loss basis, and shall (not) require subsidy payment from College in the event of losses incurred by Caterer. College cannot estimate and does not guarantee a specific volume of business, if any.
- 8) College will provide performance feedback to Caterer on a regular basis and together will resolve any issues that arise.
- 9) Caterer or College may terminate this agreement with 30 days written notice with cause. Sufficient notice shall be give to either party to resolve any issues to avoid this termination.
- 10) Caterer will be responsible for removal of all garbage and refuse from its operation to the dumpster located on the premises of College and will participate in any recycling programs of College.
- 11) At all times during the term of this Agreement, Caterer shall, provide a current Food Service Permit, and at its expense, provide public liability insurance, including products liability coverage, in a company approved by College. Such insurance shall provide for coverage of not less than \$2,000,000 for injury or death to any one person and not less than \$500,000 for property damage. A current certificate evidencing the issuance of such policy must be submitted to College and maintained during the terms of this Agreement.

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: February 1, 2019

Re: Approval of Bid for Light Pole Painting Project

The College recently solicited bids for painting of the campus light poles.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of three bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
CCIMW, LLC St. Charles, Missouri	\$49,585.00
Niles Industrial Coatings Peoria, Illinois	\$52,900.00
Midwest Commercial Coatings, Inc. Mahomet, Illinois	\$59,658.00

Based on the bids received, it is my recommendation that we award this bid to CCIMW of St. Charles, Missouri, for the Light Pole Painting Project.

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

LAKE LAND
COLLEGE
BID TABULATION

5001 Lake Land Boulevard
Mattoon, Illinois 61938

Light Pole Painting
Project No. 2019-001
BID DATE: January 25, 2019 - 2:00 PM

CONTRACTOR	Total Bid								
Niles Industrial Coatings Peoria, Illinois	\$52,900.00								
CCIMW St. Charles, Missouri	\$49,585.00								
Midwest Commercial Coatings, Inc. Mahomet, Illinois	\$59,658.00								

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: February 4, 2019

Re: Approval of Bid for Carpet Replacement Project

The College recently solicited bids for the carpet replacement project. The carpeting to be replaced is located in the commons areas, as well as several offices and three classrooms in the West Building.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of three bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Carpet Weaver's Commercial Champaign, Illinois	\$41,850.00
Mr. David's Flooring Int. LLC Fithian, Illinois	\$42,557.00
TSl Commercial Floor Covering Champaign, Illinois	\$44,247.00

Based on the bids received, it is my recommendation that we award this bid to Carpet Weavers Commercial, Champaign, Illinois, for the Carpet Replacement Project.

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

**LAKE LAND
COLLEGE
BID TABULATION**

5001 Lake Land Boulevard
Mattoon, Illinois 61938

Carpet Replacement
Project No. 2019-002
BID DATE: February 4, 2019 - 2:00 PM

CONTRACTOR	Total Bid								
Carpet Weaver's Commercial Champaign, Illinois	\$41,850.00								
Mr. David's Flooring Int. LLC Fithian, Illinois	\$42,557.00								
TSI Commercial Floor Covering Champaign, Illinois	\$44,247.00								

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
February 11, 2019**

The following employees are recommended for leave

Tomasello, Ben	FMLA	02/15/2019-05/10/2019
Smithenry, Kim	FMLA	04/16/2019-05/17/2019

The following employee is recommended for Non-FMLA

Teague, Kim	Non FMLA	01/19/2019-01/28/2019
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Chambers, David	Adjunct Faculty Sub for SSE Primary Position is Adjunct Faculty SSE	01/07/2019
Lacy, Bryson	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Lacy, Bryson	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Ramage, Emily	Adjunct Faculty Humanities Division Primary Position is Director of Grants & Acad Operations	01/07/2019
Zulueta, Fallon	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019
Zulueta, Fallon	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019
Part-time - Grant Funded		
Ingmire, Randall	Adjunct DOC College Funded Instructor Primary Position is Associate Dean-Lincoln CC	01/07/2019
Lacy, Bryson	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Satterfield, Ryan	Adult Education Welding Instructor Primary Position is Adjunct Faculty Technology	01/02/2019
Zulueta, Fallon	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borah, Jena	Tutor	11/27/2018
Shook, Ciara	Adjunct Faculty Humanities	12/14/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Hall, Natalie	Work and Learn - Human Services	01/07/2019
Hoelscher, Alex	Assistant Baseball Coach Volunteer	01/09/2019
Scott, Nicole	Work and Learn - Career Services	01/04/2019
Williams, Chad	Peer to Peer Assistant- Humanities	01/17/2019
Full-time - Grant Funded		
Carns, Gennifer	Correctional Office Assistant-East Moline CC	01/15/2019
Hinton, Lori	Correctional Career Technology Instructor-Decatur CC	02/22/2019
Kohnen, Alexis	Correctional Remedial Bridge Instructor- Southwestern IL CC	02/11/2019
Richards, Jacqueline	Correctional Commercial Custodian Instr- Graham CC	02/19/2019
Sloan, Kensey	Correctional Office Assistant- Pinckneyville CC	02/19/2019
Vanseghi, Kassandra	Administrative Assistant to TRIO	02/13/2019
Part-time		
Davis, Breanna	Marketing Communications Specialist	01/28/2019
Delks, Madison	Admissions Services Specialist	01/22/2019
Haukland, James	IDOC CPR Instructor	01/23/2019
Hayes, Donald	IDOC CPR Instructor	01/25/2019
Heuerman, Dustin	Adjunct Faculty Social Science	01/07/2019
Hill, Domonique	Marketing and Public Relations Intern	01/14/2019
Jarrett, James	Adjunct Faculty Social Science	01/07/2019
Keplar, Vera	Non-Credit Instructor	02/13/2019
Lacy, Bryson	Tutor - Student Learning Assistance Ctr	01/07/2019
Maulding, Lacy	Allied Health Dental Clinical Instructor	01/07/2019
Moore, Brittni	Allied Health Dental Clinical Instructor	01/07/2019
Philpot, Tessa	Special Needs Note Taker	01/08/2019
Storm, Emmalee	Special Needs Note Taker	01/07/2019
Zulueta, Fallon	Tutor - Student Learning Assistance Ctr	01/09/2019
Part-time - Grant Funded		
Blake, Alisha	Adjunct DOC College Funded Instructor	01/07/2019
Cole, Tracy	Adult Education Instructor	01/08/2019
George, Penny	Adjunct DOC College Funded Instructor	01/25/2019
Wheeler, Adele	Adjunct DOC College Funded Instructor	01/07/2019
White, Brandy	Adjunct DOC College Funded Instructor	01/07/2019
College Work Study's		
Davis, Michael	College Work Study - Business	01/08/2019
Hernandez, Daniel	College Work Study - Business	01/15/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Chamberlain, Lisa	Custodian	02/12/2019
Wilson, Dicie	Corr Career Tech Instr-Taylorville CC	01/25/2019
Part-time		
Bennett, John	Adj Faculty Humanities	12/14/2018
Durbin, Abigail	IEL Instructor	12/13/2018
Lynch, Ross	Laker Mallard Mascot Talent	01/23/2019
Macdonald, Alissa	Allied Health LPN Clinical Instr	12/07/2018
Reeder, Michele	Tutor - Student Lrng Asst Ctr	12/07/2018
Schmitz, Casey	Adult Education Instructor	01/28/2019
Strohl, Cassidy	Admissions Services Specialist	12/20/2018
College Work Study		
Leonard, Kaitlyn	College Work Study Mailroom	12/07/2018

Transfers/Promotions

The following employees are recommended for a change in position

Full-time

Blazich, Jerri	Bookstore Assistant	02/11/2019
	Transferring from Adm Asst to College Advancement	
Cox, Jane	Administrative Assistant to Career Services	02/12/2019
	Transferring From Adm Asst to Career Services (PT)	
Huffmaster, Audrey	Marketing Production Specialist	01/23/2019
	Transferring From Bookstore Assistant	
Westendorf, James	Network Administrator	02/12/2019
	Transferring from Server Administrator	

Full-time - Grant Funded

	Position	Effective Date
Weber, Jeffrey	Correctional Career Technology Instr-Hill CC	02/04/2019
	Transferring From Corr Career Tech Instr-Dixon CC	