

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
February 8, 2021
Regular Meeting No. 650

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Lake Land College
Board of Trustees
District No. 517

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



Regular Meeting No. 650
Monday, February 8, 2021, 6:00 p.m.

Trustees, citizens, faculty and staff may participate in the meeting via Zoom or teleconference:

Zoom Link:

<https://lakelandcollege.zoom.us/j/95374415220?pwd=K1picW9MZnRHc3Q3Yk5ZanQzZC83QT09>

Meeting ID: 953 7441 5220; Passcode 790542; By phone: 1 (312) 626-6799.

At the time this Agenda was posted, a disaster proclamation was issued by the Governor relating to public health concerns for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, Dr. Josh Bullock, Lake Land College President, has determined that a fully accessible in-person meeting is not practical or prudent. As permitted by Public Act 101-0640, 5 ILCS 120/7(e), this meeting may be held without the physical presence of a quorum at the regular meeting location.

Dr. Bullock will be physically present at the **meeting location, Webb Hall, Room 081, Mattoon**. In-person attendance by members of the public will be in accord with Phase Four of the College's [Return to Campus Plan](#) on a first come, first serve basis. Seating will be arranged to support appropriate social distancing.

Additionally, any person attending the meeting by being physically present will be expected to:

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

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

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, February 8, 2021, and sent to officeofthepresident@lakelandcollege.edu

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of January 11, 2021, Regular Meeting.
2. Approval of Agenda of February 8, 2021, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details, refer to the Bills for Payment link at: <https://www.lakelandcollege.edu/board-of-trustees/>
4. Destruction of Tape Recording of August 12, 2019, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Adapting Instruction to the Covid-19 Pandemic.	
2. Data Discussion Point – Impact of Pandemic Relief Funds for Student Success.	
3. Spring 2021 Tenth Day Enrollment Summary.	
4. Proposed Revisions to Board Policies:	18-26
➤ 07.05 – <i>Placement Tests.</i>	
➤ 07.03 – <i>Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs.</i>	
➤ 07.04 – <i>Intent to Enroll Procedures and Requirements.</i>	
5. Calendar of Events.	27-28

B. Action Items.

	Board Book Page Number(s)
1. Approval of Planned Retirement Requests.	29
2. Acceptance of Reporting of December 2020 Financial Statements.	30-43
3. Approval of Recipients for the Following Awards:	44-55
• Distinguished Service Award;	
• Alumnus Achievement Award;	
• Retiree Wall of Fame Inductees;	
• Pacesetter Award.	
4. Declaration of Surplus Items.	56-57
5. Approval of Bid for Greenhouse at the Joliet Treatment Center.	58-59
6. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120(c)(1), (2), and (11) [Illinois General Assembly 2015 et. Seq.], closed session will be called to consider the employment, compensation performance or dismissal of specific employees; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.	

[Return to Open Session - Roll Call].

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7. Action on Step Four Grievance Filed by the Lake Land College Custodial Association on August 10, 2020, as Discussed in Closed Session.
8. Approval of Human Resources Report as Discussed in Closed Session. 60-61

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 649
January 11, 2021

At the time the Agenda for this meeting was posted, a disaster proclamation was issued by the Governor relating to public health concerns for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, Dr. Josh Bullock, Lake Land College President, determined that a fully accessible in-person meeting was not practical or prudent. As permitted by Public Act 101-0640, 5 I LCS 120/7(e), this meeting was held without the physical presence of a quorum at the regular meeting location. Dr. Bullock, as head of the public body, was physically present at the meeting location, Webb Hall 081, Mattoon.

Minutes

Call to Order.

Chair Reynolds called the January 11, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m.

Roll Call.

Trustees Participating via Electronic Means (Zoom): Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Dudit.

Trustees Absent or Not Participating via Telephonic or Electronic Means: None.

Other Participants: Dr. Jonathan Bullock, President – in person. The following participated electronically (Zoom): Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Special Assistant to the President, and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of December 14, 2020, Regular Meeting.
2. Approval of Agenda of January 11, 2021, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	504,631.85
Building Fund	\$	57,317.03
Site & Construction Fund	\$	742,730.49
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	12,427.16
Restricted Purposes Fund	\$	344,186.03
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	56,714.75
Student Accts Receivables	\$	44,999.16
Total	\$	1,763,006.47

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

5. Destruction of Tape Recording of July 15, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

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

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Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted two key legislative issues including state budget concerns and proposed police reform.

Resource & Development.

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

Finance.

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

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee met recently and reached consensus recommendations to report to the Board the following:

- Pursue the option of purchasing and installing a new generator system to provide back-up power for the Board and Administration Center (BAC) and the Foundation and Alumni Center (FAC). This action will include consideration of additional generator sizes for optimal capacity and various ways to best conceal the generator system for aesthetics purposes.
- Approve the annual pricing guidelines for building naming rights associated with donation amounts to the College's Foundation.
- Approve the administration submit a Manufacturing Training Academy grant application to DCEO and fund phase two of the Rural Development Technology Center with fund balance or College savings should the College receive the DCEO grant to fund phase one construction of the facility.

Foundation.

Chair Reynolds said:

- Total donations received from June 30, 2020 through Dec. 31, 2020 is over \$387,360 which is up over \$50,000 from last year during this same time. Even though the Foundation Golf Classic was ultimately canceled for 2020 due to the pandemic, over \$22,000 was raised thanks to generous supporters of the Foundation.
- The 2021-2022 scholarship application cycle will close on Feb. 1, 2021. So far, we have had over 360 students complete the application.
- The campus-wide giving day/week effort will launch on Feb. 14, 2021, and wrap up on Feb. 21, 2021.
- The Foundation is currently seeking nominations for the 2021 Alumni Awards.

Student Report.

Student Trustee Dudit stated that the Foundation's report on scholarship donations are reflective of the compassion people have for the students at Lake Land College. He reported that the inaugural meetings for the Spring semester for SGA and PTK are coming up later this month.

President's Report.

Dr. Bullock said:

- In December 2020, we received \$1,850,159.16 from the Illinois Department of Corrections (IDOC) and \$215,269.20 toward the FY2020 outstanding balances. This essentially closes out FY 2020 payments.
- We received no payments for FY 2021 invoices from IDOC or the Illinois Department of Juvenile Justice (IDJJ) in December. A total of \$2,732,990.20 remains outstanding from IDOC and \$206,739.95 from IDJJ.
- In December, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$334,674.57 and equalization of \$526,012.83. For FY 2021, \$3.6 million remains outstanding for credit hour reimbursement and \$3.6 million for equalization.
- The College received property tax payments totaling \$769,210.15 in December.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Joseph Fearday, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), summarized key data in the Quarterly Investment Report for the period ending December 31, 2020.

Annual Assessment Report.

Ms. Lisa Madlem, Director of Academic Support and Assessment, presented to Trustees and highlighted the 2020 Annual Assessment Report.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Correspondence.

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There were no items of correspondence.

Action Items.

Approval of Resolution No. 0121-012 to Express Gratitude to Retiring Illinois State Senator Dale Righter.

Dr. Bullock requested the Board approve the above-referenced Resolution to formally acknowledge our sincere appreciation of Senator Righter's support of Lake Land College and our mission during his 24 years of state legislative service.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented Resolution No. 0121-012 for the Lake Land College Board of Trustees to express its collective gratitude to retiring Illinois State Senator Dale Righter for his outstanding support of Lake Land's mission during his 24 years of state legislative service. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Effingham Regional Career Academy Intergovernmental Agreement.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board approve an Effingham Regional Career Academy (ERCA) Intergovernmental Agreement between the College and 14 initial member K-12 school districts including:

Altamont HS	District 10
Beecher City HS	District 20
Dieterich HS	District 30
Effingham HS	District 40
Teutopolis HS	District 50
St. Anthony HS	
Stewardson-Strasburg HS	District 5A
Neoga HS	District 3
Cumberland HS	District 77
Louisville North Clay HS	District 25
Jasper County HS	District 1
Cowden-Herrick HS	District 3A
Brownstown HS	District 201
St. Elmo HS	District 202

Trustees reviewed the proposed agreement and learned:

- The purpose of the ERCA Intergovernmental Agreement is to operate specialized Career and Technical Education (“CTE”) programs for students residing within the member districts who need and can benefit from such technical training. Students at the member districts will be able to take career and technical education courses in a program that is administered by the College and earn high school and college credit simultaneously.
- The Agreement outlines responsibilities for the College and the member districts. A key responsibility for the College will be to appoint a Vocational/Technical Director for the ERCA program who shall be an employee of the College. The College shall be solely responsible for the Vocational/Technical Director’s salary, benefits, employment taxes, workers compensation and unemployment insurance coverage, and payroll deductions.
- Additionally, the Agreement outlines usage of facilities including that the College may construct a new facility near the Kluthe Center for Higher Education and Technology in Effingham, Illinois to hold the vocational and technical programs through the ERCA program. However, such construction is contingent upon the College obtaining funding from the State of Illinois or other available capital project funds, and that the College has the sole discretion as to whether to construct such new facility.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the Effingham Regional Career Academy Intergovernmental Agreement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of November 2020 Financial Statements.

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

Trustee Storm, Finance Committee Chair, highlighted his review of the Financial Statements and expressed his support for approval as presented.

Trustee Storm moved and Trustee Walk seconded to approve as presented the November 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Agreement with Parchment LLC for Transcript Services.

Trustees heard a recommendation from Ms. Valerie Lynch, Interim Vice President for Student Services, that the Board approve a proposed five-year Agreement with Parchment LLC, headquartered in Arizona, for transcript services. Trustees reviewed the proposed Agreement that details the annual rates, with charges from Parchment being based upon a per transaction fee. Ms. Lynch said:

- The five-year Agreement will provide for no increase in costs for the first year (\$0.55 per request) with graduated increases over the life of the agreement.
- Establishing a future pricing structure will benefit the College in annual budgeting, with College costs for transcript production supported through the per credit hour service fee charged to students. Thus, students are not charged an additional fee when requesting a transcript.

Trustee Storm moved and Student Trustee Duduit seconded to approve as presented the five-year agreement with Parchment LLC, headquartered in Arizona, for transcript services effective January 11, 2021, through December 31, 2025, with charges from Parchment being based upon a per transaction fee.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Faculty Seniority Listing.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 11, 2021. 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. He also said Division Chairs and administrators have reviewed the list and believe it is in compliance with the Act. Trustees reviewed details of the proposed Faculty Seniority Listing.

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Trustee Walk moved and Trustee Cadwell seconded to approve as presented the Faculty Seniority Listing effective January 11, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of 2021 Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2021. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month. He also highlighted the need to continue utilizing the larger space in Webb Hall 081 during the pandemic to support social distancing through at least June 2021.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented the 2021 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Waiver of First Reading and Approval of Proposed Revisions to Board Policies 03.09 – Quorum of the Board and 03.09.01 – Quorum of the Committee.

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, that the Board approve proposed revisions to the above-referenced Policies. Trustees reviewed details of the proposed revisions. With the need for the Board to conduct closed sessions in the near future and the current status of the pandemic, she recommended waiver of first reading and modifications to both policies to allow trustees to participate in closed sessions held via a secure telephonic or electronic means and only when the Open Meetings Act (OMA) subsection 7(e) applies due to a disaster declaration.

Trustee Walk moved and Trustee Curtis seconded to waive first reading and approve as presented proposed revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted some of the personnel recommendations and retirees.

Trustee Storm motioned and Trustee Cadwell seconded to approve as presented the standard Human Resources Report.

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

Beagle, Ryan	11/20/2020-12/15/2020 then intermittent
Roberts, Bri	12/7/2020-intermittent
Mortensen, Alan	12/3/2020-2/25/2021

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Full-time		
White, Christina	College Nurse (Temporary)	01/12/2021
Part-time		
Estacio, Estiven	Fitness Center Specialist Primary position is Men's Basketball Assistant	12/10/2020
Mason, Dustin	Adjunct Faculty Business Division Primary position is Programmer Analyst	12/14/2020

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Wright, Kathleen	Adj Reading Instructor Primary position is Adj Faculty Social Science	12/18/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Part-time		
Hoene, Katelyn	Adjunct Faculty Business Division	12/14/2020

Terminations/Resignations

The following employees are terminating employment

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	Position	Effective Date
Full-time		
Daily, Andrea	Business Analyst/Retired	12/31/2020
Drone-Silvers, Scott	Director of Library Services/Retired	12/31/2020
Kramer, Chris	Director of Auxiliary Services/Retired	12/31/2020
Meek, Marlene	Adm Assistant to Student Life/Retired	12/31/2020
Spaniol, Lee	Director of Info Sys & Services/Retired	12/31/2020
Uphoff, Sharon	College Nurse/Retired	12/31/2020

Part-time		
Beever, Faith	Special Needs Note Taker	12/18/2020
Clark, Kierstin	Special Needs Note Taker	10/4/2020
Diltz, Emma	Dual Credit Program Assistant	12/23/2020
Groves, Daniel	IEL Instructor	5/17/2020
Hart, Ann	Adjunct Faculty Humanities Division	5/17/2020
Homann, Mary	Allied Health BNA Adjunct Faculty	12/15/2020
Hull, James	Retiree Incentive Program	12/17/2020
Satterfield, Toni	Adjunct Faculty Humanities Division	5/17/2020
Scheidemantel, Claire	Special Needs Note Taker	11/15/2020
Walker, Bruce	Adjunct Faculty Social Science Division	5/17/2020
Wilson-Kuhn, Dennise	Adjunct Faculty Business Division	12/18/2020

Part-time – Grant Funded

Mitchell, Amy	Adjunct DOC College Funded Instructor	3/8/2020
Nesbitt, Tara	Adjunct DOC College Funded Instructor	3/8/2020
Teverbaugh, Jesse	Adjunct DOC College Funded Instructor	3/8/2020

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Mayer, Pamela	Lead Custodian	1/4/2021
	Transferring from Custodian	
Sharp, Tony	Director of Enterprise Applications	1/4/2021
	Transferring from Progr Analyst	Corrected date
Part-time		
Daniels, Kristin	Cosmetology Clinical Instr (hourly)	12/17/2020
	Transferring from Cosmetology Clinical Instructor	
Donnel, Megan	Cosmetology Clinical Instr (hourly)	12/17/2020
	Transferring from Cosmetology Clinical Instructor	
Stewart, Megan	Cosmetology Clinical Instr (hourly)	12/17/2020
	Transferring from Cosmetology Clinical Instructor	
Wright, Kathleen	Adj Faculty Social Science Division	12/22/2020
	Adj Reading Instructor	

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:07 p.m.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

The meeting was recorded and may be viewed at the following link:

<https://lakelandcollege.zoom.us/rec/share/au9IV5vp5ivYKCZxZ7haRLEe2Hhx3HIPDJoNMeRmiBh9YdLwsbGReJ383RxMnSIF.FpplSOAUIEAiphDr>

Passcode: @e2^T3uC

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: January 29, 2021

RE: Proposed Revisions to Board Policies 07.05, 07.03, and 07.04

As open-access institutions, community colleges have a long history of welcoming all students, regardless of previous educational background, and guiding them in achieving academic success by beginning courses at a level where they can be successful and continuing on to earn a college certificate or degree. Rather than requiring minimum ACT, SAT or high school course patterns for admissions, community colleges have required assessment for college readiness and mandatory completion of developmental education in reading, English and mathematics when needed.

In June 2018, the Illinois Community Colleges Presidents Council approved a joint-recommendation developed by the Chief Academic Officers and Chief Student Services Officers to allow consideration of "multiple measures" in determining college readiness and initial course placement. A "multiple measures" approach allows for assessment of additional measures of a student's past performance, in addition to traditional placement testing. By taking a broader look at a student's past performance, colleges can improve initial placement of students and eliminate any unnecessary placement in developmental education coursework that does not apply toward a student's academic program of study.

Lake Land College has been working toward implementing multiple measures for course placement since June 2018. College faculty and staff in the academic areas of mathematics, reading and English, along with faculty and staff in counseling and admissions, have collaborated to identify processes and procedures and implement pilot processes for utilizing new measures. The College is now set to fully implement the recommendations approved by the Presidents Council in June 2018.

To support this initiative, a proposed revisions to three Board Policies: 07.05 – Placement Test, 07.03 – Admissions to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs, and 07.04 – Intent to Enroll Procedures and Requirements were presented to the Academic Standards Committee. Recommended changes to each policy are noted in the attachments that follow. Policy 07.05 specifically identifies the multiple measures that the college will consider in assessing college readiness and course placement for students. Proposed revisions in 07.03 and 07.04 then support those revisions.

Please note that these proposed revisions comply with Illinois HB2170, passed in the recent legislative session, that *requires* all Illinois community colleges to implement, no later than May 1, 2022, multiple

measures for determining college readiness and initial course placement, as recommended by the President's Council in June 2018.

At their January 21, 2021, meeting, the Academic Standards Committee approved the proposed revisions as presented and is recommending approval by the Board of Trustees. On behalf of the Academic Standards Committee, and in support of the success of our students, I would like to present the proposed revisions for first reading to the Board at their meeting on February 8, 2021. I am happy to answer questions that you or the Board may have. Thank you.

2020-2021 Academic Standards Committee: Tynia Kessler, Division Chair for Business; Bryan Burrell, Academic Counselor; Brian Lynch, Economics Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Jaycie Schertz, Student; Valerie Lynch, Interim Vice President for Student Services and Committee Chair; Becky Earp, Committee Assistant.

07.05

Course Placement by Assessment~~Placement Tests~~

~~As part of the registration process, a~~All degree-seeking students ~~and all non-degree students who wish to enroll in an English or math course~~ must demonstrate initial placement levels ~~will be required to complete placement testing in~~for reading, English and mathematics ~~and English~~ prior to registration.

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

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

Students who have taken the Lake Land College placement tests may retest once in each skill area. If four or more years have passed since a student's last retest, the student may choose to complete one retest in each subject area. There is a \$5.00 fee for each section of the retest.

1) ACT or SAT college entrance exams

Students who ~~have taken the~~choose to utilize ACT or SAT college entrance exam scores for placement ~~or Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Accuplacer scores or~~ must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

2) GED test scores

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

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

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

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

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

5) Previous college credit

Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university ~~may have met~~ ~~are not required to complete~~ the reading placement ~~requirement~~test. Students who have previously completed college-level English and mathematics courses may ~~not be required to complete~~ have met the English and mathematics placement ~~requirement~~tests. In order to be considered for a placement ~~based on transfer credit test waiver~~, students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

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

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

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

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

~~Depending upon the students' placement test, ACT or SAT scores, mandatory placement, including placement in developmental courses, will be required for specific courses in English, reading and math.~~

~~Students who have taken the Lake Land College placement tests may retest once in each skill area. If four or more years have passed since a student's last retest, the student may choose to complete one retest in each subject area. There is a \$5.00 fee for each section of the retest.~~

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

07.03**Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs**

The State of Illinois has enacted minimum admission standards for all Illinois public universities and community colleges (Public Act 86-0954). These standards are for admission to college transfer programs leading to a baccalaureate degree. The specific high school subject requirements for students admitted to college transfer programs are satisfactory completion of at least fifteen (15) units of high school course work from the following five categories:

1. Four (4) years of English (emphasizing written and oral communications and literature);
2. Three (3) years of social studies (emphasizing history and government);
3. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
4. Three (3) years of science (laboratory sciences); and
5. Two (2) years of electives in foreign languages, music, vocational education or art.

Students must meet general admission requirements.

If at the time of admission it has not been determined from the applicant's final high school transcript that the high school course work pattern has been satisfied, the student will be provisionally admitted. The student will remain on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate course work.

New Students

All ~~first time~~, degree-seeking college students must demonstrate initial placement levels for reading, will be required to complete placement testing in English, and mathematics, and reading and participate in scheduled orientation activities prior to registration. ~~ering for classes. The College assesses multiple measures in determining initial placement levels including ACT and SAT college entrance exams, GED test scores, and high school grade point average and course completion (see Board Policy 07.05). Students who have taken the ACT or SAT college entrance exam or Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Accuplacer scores or request that a copy of their ACT or SAT scores be sent to Lake Land College.~~

Transfer Students

Students transferring from other ~~regionally accredited~~ colleges who are seeking a degree must meet the same placement ~~testing~~ requirements as new students, ~~with the following exception:~~ Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing may have met the reading placement requirement. ~~are not required to complete the reading placement test.~~ Students who have previously completed college-level English and math courses may ~~not be required to complete~~ have met the English and mathematics placement ~~requirements~~ tests. In order to be considered for a placement based on transfer credit, test waiver, students must present, or have on file in Admissions and Records, documentation of their previous college work.

Readmit Students

Former Lake Land College students who have interrupted their continued enrollment for at least one full year are considered to be readmit students upon returning. Readmit students are bound by the admission and placement ~~testing~~ requirements in effect at the time of their readmission.

Continuing Students

Continuing students requesting a curriculum change into an A.A., A.E.S.,

or A.S. degree program must meet the placement **testing** requirements in effect at the time of the requested curriculum change.

Adopted November 9, 1998

Revised November 10, 2003

Revised January 10, 2011

Revised June 12, 2017

Revised

Page 2 of 2

07.04**Intent to Enroll Procedures and Requirements**

To enroll at Lake Land College, a student must submit an Intent to Enroll form. The Intent is submitted online or through printed forms available in the Lake Land College Admissions and Records Office and the Lake Land College Kluthe Center for Higher Education and Technology.

Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, these scores may be used ~~in lieu of college for course~~ placement. ~~test scores~~. Some academic programs may require additional tests prior to registration.

An accepted student who does not enroll after applying loses his/her enrollment status at the College and must reapply for admission to any future semester.

Adopted November 9, 1998

Revised May 12, 2003

Revised June 14, 2004

Revised January 10, 2011

Revised June 12, 2017

Revised December 10, 2018

Revised

Calendar of Events

Monday, February 8, 2021	6 p.m. – Board Meeting – Webb Hall 081 *Due to the pandemic and as permitted by Public Act 101-0640, 5 ILCS 120/7(e), this meeting will be held without the physical presence of a quorum at the regular meeting location. President Bullock will be physically present at the meeting location, Webb Hall, Room 081, Mattoon. In-person attendance by members of the public will be in accord with Phase Four of the College’s Return to Campus Plan on a first come, first serve basis. Trustees, citizens, faculty and staff may participate in the meeting via Zoom or teleconference. Instructions to participate remotely will be included on the agenda.
Thursday, March 4, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, March 8, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 8, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, April 12, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 29, 2021	9 a.m. – Annual Organizational Meeting – Webb Hall 081
Thursday, May 6, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, May 10, 2021	6 p.m. – Board Meeting – Webb Hall 081
Wednesday, May 19, 2021	1 p.m. – 5 p.m. - Board Retreat – Foundation and Alumni Center
Thursday, June 10, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, June 14, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, July 8, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011

Monday, July 12, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 5, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, August 9, 2021	6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, September 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 17, 2021	Foundation Golf Classic
Thursday, October 7, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, October 11, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 4, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC:
DATE: January 13, 2021
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
Cindy Phipps	August 31, 2025
Mark Niemerg	January 3, 2025
John Carpenter	August 31, 2025
Leo Kitten	August 24, 2025

Administration (by seniority)	Effective Date
Paula Carpenter	July 30, 2025

Support (by seniority)	Effective Date
Brenda Venatta Catey	March 1, 2025
Eric Hamilton	January 1, 2025
Gregory (Nic) Nelson	June 30, 2025

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.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: January 19, 2021

RE: December 2020 Financial Statement Summary

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

Areas of Concern:

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

Overall Variances:

- *Revenue* – Total December 2020 revenue was \$2,296,973 resulting in a favorable variance of \$302,879 compared to the budgeted level. Year to date, total revenue is unfavorable to budget by \$476,839 in aggregate mainly resulting from a \$620,878 unfavorable variance in ICCB Equalization Grant revenue, a \$294,936 unfavorable variance in fee revenue mitigated by a \$685,239 favorable variance in tuition revenue.
- *Expenditures* – Total December 2020 expenditures were \$2,307,174 resulting in an overall unfavorable variance of \$38,575. Year to date, expenditures remain favorable overall by \$1,896,392 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$65,060 while the year to date variance is unfavorable to the amount of \$159,555. We expect the year to date variance to normalize by the end of the current fiscal year as we receive some final real estate tax monies from various counties.
- *ICCB Credit Hour Grant* – We received one payment of \$266,782 in December 2020 resulting in an unfavorable monthly variance of \$109,198. Year to date, this area is favorable by \$54,093. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We received one equalization payment of \$526,013 in December 2020 resulting in an unfavorable monthly variance of \$15,811. The ICCB Equalization Grant revenue is unfavorable to budget by \$620,878 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year-end.
- *Tuition & Fees* – December 2020 had a favorable variance for tuition of \$274,160 and fees in the amount of \$55,788. Year to date, there is a favorable variance for tuition of \$685,239 and an unfavorable variance for fees of \$294,936. The variance in tuition revenue is attributable to enrollment exceeding budgeted enrollment levels. The fees revenue variances to budget is unfavorable YTD due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is favorable \$5,476 month to date and an unfavorable year to date variance of \$21,495.
- *Other Revenue* – Other revenue is unfavorable by \$4,743 month to date and unfavorable by \$185,283 year to date. The year to date variances are unfavorable due to reduced CBI and CDL offerings during the summer due to the COVID-19 pandemic.
- *Gifts in Kind* – Gifts in Kind revenue is favorable by \$32,148 month to date and \$65,976 year to date.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in December 2020 of \$238,485. Year to date the salary and wage area remains favorable by \$1,544,977. The YTD favorable variance is expected to normalize as the academic year progresses and various positions are filled.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in December 2020 in the amount of \$142,160. Year to date this area is favorable by \$115,970.
- *Instructional* – The Instructional expenditures had a favorable variance in December 2020 of \$305,680 and is favorable \$1,319,021 for the year. The YTD variance is mainly

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

- *Academic Support* – The Academic Support expenditures had an unfavorable variance in December 2020 of \$45,139. Year to date, the Academic Support expenditures are favorable by \$85,676.
- *Student Services* – The Student Services expenditures had a favorable variance in December 2020 of \$17,363. Year to date, the Student Service expenditures are favorable by \$72,527.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable December 2020 variance of \$22,869. Year to date, this area is favorable by \$121,548.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall December 2020 variance of \$7,251. Year to date, this area is favorable by \$52,987.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable December 2020 variance of \$51,741. Year to date, the Institutional Support expenditures are favorable to budget by \$890,871 with the most significant favorable budget line items of \$432,958 in salary and wages and \$268,319 in general material and supplies.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for December 2020 of \$294,858. Year to date, this area is unfavorable by \$646,237. The unfavorable variance is attributable to the College providing more scholarships than anticipated in FY 2021.

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

Board Meeting – December 2020 –
Fund 03, 04, 05, 06, 11 and 12 Financial Statement Talking Points

Fund 03 - Operational and Maintenance Restricted Funds

- The revenues are under budget by \$23,623 and expenditures were under budget by \$1,918,011.
 - As projects in progress are completed, the expenditure variance should normalize.

Fund 04 – Bond and Interest Fund

- The revenues were under budget by \$750,816 and expenditures were over budget by \$33,222.
 - The revenues should normalize as additional real estate tax monies are collected the remainder of the fiscal year.

Fund 05 – Auxiliary and Enterprise Funds

- The revenues were over budget by \$226,613 and expenditures were under budget by \$133,892.
 - Student life has revenue but zero budgeted revenue. The revenue is activity fees and we do not allocate them until year-end. Ultimately, this amount will not actually stay in student life but will be allocated out to all of the other areas like athletics, Ag judging, etc.
 - With athletics being shut down due to COVID during the fall semester, the expenditures are under budget by \$133,450. Meanwhile, tuition waivers have exceeded budget by \$254,391 thus far in YTD 2021.

Fund 06 – Restricted Funds

- Overall revenue is \$6,037,8080 below budget.
- Overall expenditures are \$1,225,027 below budget.
 - Revenue is lower compared to budget due to timing issues of payments received with DOC revenue according to \$5,783,135 making up the vast majority of the variance.
- With grant related revenue line items, the expenditures typically do not occur unless the grant revenue is available; thus if the grant revenue is below budget, the expenditures related to the grant will also be below budget.
- We included the CARES Act Funds for Students and the Institution in both revenue and expense, and of course we did not budget for such funds.

Fund 11 – Audit Fund

- The revenues are under budget by \$9,833 and expenditures were under budget by \$1,204; no significant variance rationale to report,

Fund 12 – Tort Fund

- The revenues are under budget by \$169,911 and expenditures were under budget by \$7,757.

- o The revenues should normalize as additional real estate tax monies are collected the remainder of the fiscal year.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,349,601.05	1,588,085.85	238,484.80	Salary and Wages	8,558,771.14	10,103,748.04	1,544,976.90
180,728.28	322,888.60	142,160.32	Employee Benefits	1,820,198.50	1,936,168.88	115,970.38
44,851.43	54,629.99	9,778.56	Contractual Services	553,625.79	617,596.38	63,970.59
169,508.89	139,715.85	(29,793.04)	General Materials and Supplies	903,643.42	1,438,388.56	534,745.14
2,644.76	12,480.46	9,835.70	Travel and Meeting Expenses	10,530.94	140,694.87	130,163.93
25,730.10	33,332.51	7,602.41	Fixed Charges	402,214.29	380,616.06	(21,598.23)
80,316.55	100,037.63	19,721.08	Utilities	544,152.01	609,504.38	65,352.37
23,709.08	7,327.50	(16,381.58)	Capital Outlay	28,744.97	68,450.64	39,705.67
98,547.29	10,100.00	(88,447.29)	Contingency Funds	351,119.12	281,022.92	(70,096.20)
-	-	-	Other Expenditures	(3,421.00)	6,000.00	9,421.00
1,975,637.43	2,268,598.39	292,960.96	Total	13,169,579.18	15,582,190.73	2,412,611.55

Lake Land College
FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$5,540,595	\$6,534,283	\$993,688	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$306,143	\$325,186	\$19,043	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$849,975	\$861,923	\$11,948	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$147,515	\$211,513	\$63,998	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$441,930	\$465,271	\$23,341	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$1,272,614	\$1,705,572	\$432,958	\$3,503,366		\$3,503,366	\$3,503,366
Total Salary and Wages	\$8,558,771	\$10,103,748	\$1,544,977	\$18,728,804	\$0	\$18,728,804	\$18,728,804

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$953,758	\$1,040,356	\$86,598	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$62,846	\$75,975	\$13,128	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$206,008	\$196,431	(\$9,577)	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$24,466	\$28,212	\$3,746	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$150,625	\$162,669	\$12,044	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$422,495	\$432,526	\$10,031	\$1,315,695		\$1,315,695	\$1,315,695
Total Employee Benefits	\$1,820,199	\$1,936,169	\$115,970	\$4,393,919	\$0	\$4,393,919	\$4,393,919

Dec-20	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,347,882	1,541,880	(193,998)	1,487,046	1,573,422
Bond Proceeds			-	-	
Loan Proceeds			-	9,025,000	
Investment Income	170,375		170,375	86,867	
Total Revenues	1,518,257	1,541,880	(23,623)	10,598,914	1,573,422
Expenditures:					
Student Center Renovations : Buildi	3,265	-	(3,265)	3,519,189	-
Construction Proj : Site Improvemen	262,599	870,000	607,401	-	870,000
PHS Projects : Site Improvements		-	-	-	-
New Site: Sire Improvements	1,516,126	2,830,000	1,313,874	-	3,199,570
Other			-	43,907	-
Total Expenditures	1,781,989	3,700,000	1,918,011	3,563,096	4,069,570
Excess of Revenues over Expenditures & Transfers	(263,732)	(2,158,120)	1,894,388	7,035,818	(2,496,148)

Dec-20	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	5,746,018	6,496,834	(750,816)	6,616,856	6,596,250
General : Investment Income		-	-		-
General : Transfer from Other Funds		-	-		163,000
Total Revenues	5,746,018	6,496,834	(750,816)	6,616,856	6,759,250
Expenditures:					
Work Cash Bonds : Debt Principal Pa		-	-		-
Work Cash Bonds : Interest on Debt		-	-		-
Work Cash Bonds : Other Fixed Charg		-	-		-
Funding Bonds : Debt Principal Paym	6,339,982	6,340,000	18	6,089,991	6,340,000
Funding Bonds : Interest on Debt	175,821	208,125	32,304	325,814	416,250
Funding Bonds : Other Fixed Charges	600	1,500	900	600	3,000
Funding Bonds : Bond Is		-	-		-
Administration : Intere		-	-		-
Total Expenditures	6,516,403	6,549,625	(33,222)	6,416,405	6,759,250
Excess of Revenues over Expenditures & Transfers	(770,385)	(52,791)	(717,594)	200,451	-

Dec-20	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	-	-	-	-	24,000
Auto Shop	342	7,500	(7,158)	845	15,000
Athletics	-	-	-	-	550,902
Fitness Center	35,188	54,134	(18,946)	40,535	55,000
Bookstore	372,200	318,042	54,159	483,688	636,084
Print Shop	333,586	348,569	(14,983)	435,951	638,066
Food Service	-	-	-	10,860	7,600
College Farm	38,424	-	38,424	35	94,675
Comm Choir	-	-	-	-	5,100
Student Life	175,118	-	175,118	199,384	259,208
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	515,000
Total Revenues	954,858	728,245	226,613	1,171,299	2,808,235
Expenditures:					
Ag Judging	8,020	16,632	8,612	15,920	31,108
Auto Shop	277	7,500	7,223	1,034	15,000
Athletics	226,019	359,468	133,450	293,137	604,109
Fitness Center	30,802	53,379	22,577	35,584	104,497
Bookstore	371,055	337,348	(33,707)	467,596	674,621
Print Shop	290,283	321,067	30,784	394,597	599,489
Food Service	7,372	4,935	(2,437)	5,048	10,349
College Farm	17,965	128,990	111,025	18,941	168,846
Comm Choir	-	3,000	3,000	2,614	5,100
Student Life	71,659	178,915	107,256	134,150	252,646
WLKL Radio	-	500	500	-	1,100
Tuition Waivers	566,891	312,500	(254,391)	592,302	625,000
Total Expenditures	1,590,343	1,724,236	133,892	1,960,923	3,091,866
Excess of Revenues over Expenditures & Transfers	(635,485)	(995,991)	360,506	(789,625)	(283,631)

Dec-20	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	76,327	238,284	(161,957)	30,691	496,515
Pathways	142,031	204,960	(62,928)	143,748	409,919
CARES	1,469,843	-	1,469,843	-	-
Perkins	152,968	216,450	(63,482)	147,488	437,868
WIOA	1,132,453	1,589,544	(457,090)	1,394,934	3,067,587
College Work Study	342	37,500	(37,158)	-	75,000
GAST	28,200	14,000	14,200	13,200	14,000
IL Cooperative Work Study	22,282	18,000	4,282	18,063	18,000
IPRF Grant	26,494	27,000	(506)	23,988	44,000
Veterans Services	41,285	268,500	(227,215)	52,930	537,000
ISAC MAP	430,882	380,000	50,882	516,423	760,000
Department Of Education	2,213,798	2,740,702	(526,904)	2,895,114	5,481,404
Direct loans	582,676	1,034,000	(451,324)	730,665	2,068,000
Corrections	595,208	6,378,343	(5,783,135)	661,272	12,551,352
Privately Funded Grant	224,084	42,500	181,584	69,785	85,000
TRIO SSS	143,184	126,808	16,376	138,432	265,801
TRIO DC	148,969	152,244	(3,275)	147,073	308,702
Total Revenues	7,431,026	13,468,834	(6,037,808)	6,983,806	26,620,148
Expenditures:					
Adult Ed	215,773	236,567	20,794	229,301	496,515
Pathways	187,827	201,230	13,402	196,783	409,919
CARES	1,620,745	-	-	-	-
Perkins	246,668	216,450	(30,218)	168,320	437,868
WIOA	1,221,287	1,589,544	368,256	1,425,935	3,067,587
College Work Study	2,130	37,500	35,370	19,898	75,000
GAST	-	14,000	14,000	10,000	14,000
IL Cooperative Work Study	2,847	18,000	15,153	4,064	18,000
IPRF Grant	6,553	27,000	20,447	13,368	44,000
Veterans Services	181,208	268,500	87,292	167,964	537,000
ISAC MAP	741,504	380,000	(361,504)	907,462	760,000
Department of Education	2,213,798	2,740,702	526,904	2,916,846	5,481,404
Direct loans	582,676	1,034,000	451,324	729,707	2,068,000
Corrections	4,459,445	6,378,345	1,918,900	4,309,254	12,551,352
Privately Funded Grant	229,200	42,500	(186,700)	4,072	85,000
TRIO SSS	159,037	126,808	(32,229)	143,042	265,801
TRIO DC	167,664	152,244	(15,420)	155,706	308,702
Total Expenditures	12,238,362	13,463,389	1,225,027	11,401,720	26,620,148
Excess of Revenues over Expenditures & Transfers	(4,807,336)	5,445	(4,812,781)	(4,417,914)	-

Dec-20	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	78,363	88,196	(9,833)	60,332	90,000
Total Revenues	78,363	88,196	(9,833)	60,332	90,000
Expenditures:					
Admin Staff Ful	11,687	11,764.82	78	11,598	24,821.74
Support Staff F	7,286	7,447.79	162	7,207	15,666.04
Medical Benefit	4,180	4,642.62	462	4,519	9,517.37
Life Insurance	12	13.80	1	14	27.60
Audit Services	46,000	46,000.00	-	42,750	46,000.00
Printing	-	500.00	500	-	500.00
Total Expenditures	69,165	70,369	1,204	66,088	96,533
Excess of Revenues over Expenditures & Transfers	9,197	17,827	(8,629)	(5,756)	(6,533)

Dec-20	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,324,517	1,494,429	(169,911)	1,282,832	1,525,000
Misc Income		-	-		
Total Revenues	1,324,517	1,494,429	(169,911)	1,282,832	1,525,000
Expenditures:					
Student Services	58,695	58,711	16	54,497	114,892
Operations and Maintenance	87,757	133,219	45,463	102,933	280,090
Police Dept	235,692	236,440	748	245,664	446,065
Institutional Support	61,537	68,559	7,022	49,317	144,236
Fixed Charges-ins	459,405	413,913	(45,492)	366,771	846,360
Total Expenditures	903,085	910,842	7,757	819,182	1,831,643
Excess of Revenues over Expenditures & Transfers	421,432	583,586	(162,154)	463,650	(306,643)



MEMO

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

FROM: Amanda Tucker, Alumni Engagement & Special Events Coordinator

DATE: February 3, 2021

RE: Distinguished Service Award

The College Advancement College Awards Selection Committee virtually selected this year's nominations due COVID-19 restrictions. 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 Dr. Sheri Barnett.

Members of the committee are: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Rudy Huber and Mr. Nate Dragovan representing the Alumni Association Board of Directors and Mr. Andy Gains and Ms. Emily Hartke representing the faculty.

If approved, the Distinguished Service Award recipient will be honored at the 2021 Spring Commencement. The committee respectfully asks the Board of Trustees to approve the selection of Dr. Sheri Barnett as the recipient of the 2021 Distinguished Service Award.

Thank you.

Attachment

Name:

Dr. Sheri Barnett

Job:

Advanced Nurse Practitioner, Prairie Heart Institute, 503 N Maple St, Effingham, IL 62401

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

Dr. Sheri Barnett began her career in Emergency Medical Services in Alton, IL, in the 90s and has not stopped influencing the EMS profession since then. She has worked as a Paramedic in areas such as Alton, Fayette County and served as a volunteer for her local fire department. Dr. Barnett went on to obtain a Registered Nurse license in 1998 while still maintaining her National Registry Emergency Medical Technician-Paramedic Certification. As a Registered Nurse, she worked at Sarah Bush Lincoln Health System in the Emergency Room and as a prehospital flight nurse. Dr. Barnett became instrumental in the Emergency Medical Services education in 2000 when she began working for Sarah Bush Lincoln EMS Education department. Sheri not only taught both the EMT-Basic class and the Paramedic classes for Sarah Bush and Lake Land College, but she continued to teach through her local fire department and push to profession of EMS forward by continuing to challenge the way EMS is taught, trained and tested. Dr. Barnett continually challenges EMS professions to think beyond the textbook and deepen their knowledge even after they graduate; she also encourages students to think outside the box during skills classes and to never stop practicing because EMS is an ever-changing and growing profession. Dr. Barnett along with Shirley Sherwood was instrumental in getting Advance Cardiac Life Support, International Trauma Life Support and Pediatric Advanced Life Support included in the Paramedic courses so that the students would come out ahead of the average student with other certifications that were not required at the time but helped make the student more knowledgeable, well-rounded and better prepared coming out of class. Dr. Barnett's love for education flows over into not only the classroom but also her profession as a paramedic and as Doctor of Nursing Practice and this has shown by her involvement in the National Registry testing and her research during her graduate course. Dr. Barnett was instrumental in building the relationship between Sarah Bush EMS Education and Lake Land College as a way to offer our Paramedics an avenue to obtain their associates degree. During her time at the EMS office she not only taught many Lake Land College Paramedical Services graduates but also had a hand in the National Registry and the Illinois state test development as well as the development of the Prehospital preceptor training course. Dr. Barnett Served as the first program director under CoAEMSP and was instrumental in laying the ground work for the Paramedical Services program accreditation. Dr. Barnett continued to grow in her education and has recently graduated with Doctor of Nursing Practice and now works for Prairie Cardiovascular Consultants in Effingham. Dr. Barnett still serves as a member on the Advisory Committee for the Paramedic program, and returns to the classroom from time to time as a guest instructor in the area of cardiology and strives to push the paramedic profession forward by challenging students intellectually and in their skills.

Comments:

Contributions to Community or Profession Beyond Lake Land College: Dr. Barnett has been and continues to be active in several professional organizations and volunteer groups such as the National Registry of Emergency Medical Technicians, Emergency Nursing Association, Sigma Theta Tau, and is a member of the Illinois Emergency Response Team. During times of disaster Dr. Barnett volunteers for the Illinois Medical Response Team to serve areas hit by natural disasters. Dr. Barnett has served as the Chief Nursing

Officer for the 2012 G-8 NATO summit in Chicago with IMERT, an editor/contributor to the 2012 Temporary Medical Treatment Station Guide. Was a member of the Pharmacy and Therapeutic committee, Quality Assurance Committee, Nursing Research Council and the Antibiotic Stewardship committee for Sarah Bush Dr. Barnett is currently an instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, International Trauma Life Support, Cardiopulmonary Resuscitation and 12-Lead STEMI Identification and teaches these courses to prehospital and hospital providers in the local areas as well as our own students. Dr. Barnett uses her knowledge to volunteer to teach CPR courses for medical offices and fire departments. Dr. Barnett has been and continues to be active in several professional organizations and volunteer groups such as the National Registry of Emergency Medical Technicians, Emergency Nursing Association, Sigma Theta Tau, and is a member of the Illinois Emergency Response Team. During times of disaster Dr. Barnett volunteers for the Illinois Medical Response Team to serve areas hit by natural disasters. Dr. Barnett has served as the Chief Nursing Officer for the 2012 G-8 NATO summit in Chicago with IMERT, an editor/contributor to the 2012 Temporary Medical Treatment Station Guide. Was a member of the Pharmacy and Therapeutic committee, Quality Assurance Committee, Nursing Research Council and the Antibiotic Stewardship committee for Sarah Bush Dr. Barnett is currently an instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, International Trauma Life Support, Cardiopulmonary Resuscitation and 12-Lead STEMI Identification and teaches these courses to prehospital and hospital providers in the local areas as well as our own students. Dr. Barnett uses her knowledge to volunteer to teach CPR courses for medical offices and fire departments. Awards, Honors, and Other Comments: 1993, Vocational Education in Paramedic Studies from Alton Memorial Hospital 1998, Associates of Science in Nursing from Kaskaskia College 2005, Baccalaureate of Arts from Eastern Illinois University 2007 Baccalaureate of Science in Nursing from Southern Illinois University 2007 Dr. Barnett received the President's Volunteer Service Award from Sarah Bush Lincoln Health Systems. 2014 Masters of Science in Nursing from University of Southern Indiana 2019 Doctorate of Nursing Practice Program Completed research in Quality Improvement: Medication Administration Safety which has been presented at research fairs.

Nominated by:
Jasmine Ballard



MEMO

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

FROM: Amanda Tucker, Alumni Engagement & Special Events Coordinator

DATE: February 7, 2020

RE: Alumnus Achievement Award

The College Advancement College Awards Selection Committee virtually selected this year's nominations due to COVID-19 restrictions. 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 has voted to recommend Mr. Bernard (Hank) Habing (One Laker Nation 1992) as the 2021 Alumnus Achievement Award recipient.

Members of the committee are: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Rudy Huber and Mr. Nate Dragovan representing the Alumni Association Board of Directors and Mr. Andy Gains and Ms. Emily Hartke representing the faculty.

I respectfully request that Board of Trustees approve Mr. Bernard (Hank) Habing as the recipient of the 2021 Lake Land College Alumnus Achievement Award.

If approved, Mr. Habing will be honored with the College's 2021 Alumnus Achievement Award at the 2021 Spring commencement.

Thank you.

Attachment

Name: Bernard (Hank) Habing

Community College Attended: Lake Land Junior College

Please describe how the nominee meets each of the following criteria: Outstanding success and distinction in chosen field: Hank Habing's compassionate character towards people led him to pursue a career in the medical field. His first goal was to become a licensed nurses aid. That led to work in the emergency room at St. Anthony's Hospital in Effingham, while earning his licensed practical nursing certificate. Upon earning his LPN and working with patients, his next goal was to earn his degree as a registered nurse. That degree earned him a position as a nurse on the surgical/medical unit at St. Anthony's. The experience he had and the patients he worked with encouraged Hank to get his Bachelor's Degree in Nursing. After earning that degree, he worked as a critical care nurse and was a house nurse supervisor at Sarah Bush Lincoln Health Center. Being the goal oriented individual that Hank is he pursued and earned a Master's Degree as a Family Nurse Practitioner. After earning that degree, Bernard "Hank" joined the staffs at the Effingham Urology Center and the Mid-Illinois Medical Care Associates (Runde Clinic) in Teutopolis, as he wanted to give back to the community in which he was raised. He continues to work days at both clinics. I have seen first hand the compassion, professionalism, and dedication Hank shows to his patients. When you are one of Hank's patients, it seems like you are the most important patient he has. Hank treats EACH of his patients with this same caring attitude. He is a blessing to his community, the clinics, and profession, but more importantly to the many patients he sees everyday. This award would in a small way show Hank that he is appreciated for his dedication to his patients. Lake Land College rightfully should be proud of Hank Habing and how his education there helped him become the outstanding nurse he is today.

Humanitarian service that has proven greatly beneficial to society: Hank's compassion for other people extends beyond the clinics and hospitals where he has worked or is working currently. He is a board member for the St. Hedwig's Haus of Hospitality in Charleston. This home is a shelter for women and children who need a safe place to stay. Each year he helps organize a benefit in Teutopolis for St. Hedwig's Haus to help cover the costs of providing a safe harbor for women and children in need. This speaks volumes of his concern for others.

Continued interest in and support of education and community colleges: I am an alumni of Lake Land College, too. Hank and I have discussed the difference Lake Land has made in our lives. Hank continues to encourage people to give Lake Land College serious consideration when continuing their education.

Overcoming life obstacles: We all have obstacles we face in our lives. I am sure Hank has faced obstacles as well. However, in talking with him he never mentions obstacles but focuses on the positive side of life. That is a great philosophy to have.

Completion of a recognized program of instruction or attendance for at least 30 semester hours at an ICCTA member college: Diplomas, certificates, and degrees earned: Teutopolis High School--1990 Lake Land College--1991 *Certificate in Licensed Practical Nursing Lake Land College--1992 *Associate's Degree in Registered Nursing Indiana Wesleyan University--2002 *Bachelor of Science Degree in Nursing Indiana Wesleyan University--2010 *Master's Degree in Family Nursing Practitioner

Nominator Information

Thomas Finley



MEMO

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

FROM: Amanda Tucker, Alumni Engagement & Special Events Coordinator

DATE: February 3, 2021

RE: Retiree Wall of Fame Award

The College Advancement College Awards Selection Committee virtually selected this year's nominations due to COVID-19 restrictions. This honor is made annually to Lake Land College individuals that are retired faculty and/or 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 voted to recommend Ms. Pam Crisman, Ms. Joyce Allen and Mr. Ken Beno as this year's recipients of the Retiree Wall of Fame Award.

Members of the committee were: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Rudy Huber and Mr. Nate Dragovan representing the Alumni Association Board of Directors and Mr. Andy Gains and Ms. Emily Hartke representing the faculty.

The Retiree Wall of Fame recipients will be honored during the College's 2021 Employee Recognition Event. The committee respectfully asks the Board of Trustees to approve the selection of Ms. Pam Crisman, Ms. Joyce Allen, and Mr. Ken Beno as the recipients of the 2021 Retiree Wall of Fame Award.

Thank you.

Attachment

Name: Pam Crisman

Contributions to LLC: For nearly 30 years, Pam Crisman led the Lake Land College Foundation. She was responsible for one of the largest gifts in the Foundation's history that led to the naming of Neal Hall after the late Burnham Neal. She further created an unrestricted fund of over \$2.5 million through that gift that has proven to be invaluable to the foundation in recent times. It has led to a new building, special support of the College, and insulation during tough economic times. She created the Distinguished Alumnus Society recognizing alumni outstanding in their achievements. She expanded the Foundation board and brought diversity in skill and expertise that has allowed the Foundation to grow and prosper. The number of new annual and endowed funds and scholarships grew significantly during her tenure. The creation of Alumni Park was a major physical project undertaken with her guidance. Assets of the Foundation grew from approximately \$1 million to nearly \$8 million. Various College publications were created to engage the community and prospective students. Branding and marketing were a major accomplishment and the responsibility of Pam. In her role with government relations, Pam fostered relationships that proved favorable with funding remaining strong and included a safer traffic flow around the college. In her board relations, she assisted the board through some tumultuous times and difficult decisions. She served 3 Presidents during her time at Lake Land and left a significant mark that will help the College, Foundation, and Alumni Association grow and prosper for years to come.

Contributions to the Community: Pam was an active Rotarian and was always willing to help any organization that needed it. Since retiring, Pam has counseled area non-profits in their fundraising efforts, most notably the Effingham Performance Center and the Effingham Library. She was very involved with ECIDC and assisted in presenting the BESI award.

Awards, Honors, and Other Comments: Pam has received numerous honors personally during her time at Lake Land. However, Pam's greatest achievements came from watching the College and students achieve greatness. Most notably, Pam was awarded the Lisa Mauney Fundraising Executive of the Year from the Association of Fundraising Professionals. Lake Land was recognized with numerous awards during her time there and will be found in the the College archives.

Nominator Information

Full Name: Jacqueline Joines

Name: Ken Beno

Contributions to LLC: • Formed an advisory committee made up on area broadcasters to provide input into the curriculum shortly after beginning his position in 1972. • Revised and expanded the rudimentary curriculum that existed previously to his employment. • Applied for and received a construction permit to create an actual radio station at the college. WLKL went on the air in January, 1975. Prior to that time, the students had been broadcasting only into Ken's office and the student union. • Expanded coursework to include television. Despite budget limitations, secured cameras and a switcher so that students could experience Ken's philosophy of a "hands on" approach. • In 1973, began spending summer term as the College Recruiter. Served in, developed, and revised this position, which he held each summer through

1985. • Founded the Lake Land Radio Club. Through selling of underwriting for Lake Land sports radio broadcasts, the club funded several scholarships for students. This club is still in existence. • Continued his own broadcasting sports career as the main announcer for an Illinois High School Basketball Tournament network which was owned by a former student. At that time, he added a teaching component by arranging for outstanding students to accompany him and gain valuable professional experience. • Expanded the sports curriculum to televise Lake Land sports events on the Mattoon cable network. This gave students real world experience. • Served on many College committees including curriculum, marketing, and special needs. In 1986, after 14 years at the College, Ken left his position to serve as Station Manager of the new television station at Eastern Illinois University. Seven years later, he was asked to return to the College to attempt to revitalize the failing Broadcasting Program and to head up a new Distance Learning initiative. His total employment at the college up to retirement was 27 years. • In 1993, was asked to return Lake Land and begin a new position, which included coordinating the newly created Distance Learning initiative. This involved broadcasting courses to various district locations and teaching full and part-time Lake Land faculty how to put together courses to be taught through the new medium. The other 50% of his position was returning to direct and teach the failing broadcasting program. • Successfully developed the Distance Learning Program across various College divisions and program. • Revitalized the Broadcasting Program which improved the curriculum and increased enrollment. • In 1994, planned and supervised the building of a new state-of-the-art broadcasting facility. This included a switch to all digital equipment which gave students a distinct advantage in the field. • Developed a Radio/TV sales course which partnered with the national Radio Advertising Bureau to allow students access to materials usually limited to broadcasting professionals. The Radio Marketing Professional Certification is recognized by stations in all 50 states. Ken was one of only two college instructors in the country to partner in this way. • As DC, served on many College committees, including Curriculum, Marketing, Special Needs, and the North Central Evaluation Team.

Contributions to the Community: • Spent 25 years as a play-by-play sportscaster for a statewide radio network that broadcast the Illinois Boys Basketball Tournament. • Served two terms on the Illinois Broadcasters Association (IBA) Board of Directors. • Headed the IBA Committee which put together a student seminar each year. • Helped to establish the IBA Foundation. • Joined the Wisconsin Broadcasters Association (WBA) in order to expand professional opportunities for Lake Land Students. • In 2002, took over chairmanship of the WBA Education Committee, a position he stills holds in retirement. • In 2003, created the “Student Awards for Excellence” and a yearly student seminar for students from colleges and universities in and near Wisconsin. Lake Land students have been regular participants in both the IBA and WBA. • Served on the Illinois Articulation Initiative for Humanities for seven years. Ken was the Chair for three years before his retirement. • Served on the Communications Articulation Initiative, where he was instrumental in articulating numerous community college Radio/TV courses with four year schools. • Created training videos for various businesses and industries in the area over the years including videos for Wilb Walker Enterprises, Trailmobile, and Blaw Know. • As an active member of the Mattoon community, these are highlights of his service to the town and his church. o Served on the Board of Directors in the early days of the YMCA in Mattoon. o Was a member of the St. Mary’s School Board and the PTO during the years his son was in attended. o Coached St. Mary’s boys basketball. o Produced the Immaculate Conception video presentation which was used to raise funds for the remodel of the church. o Served for twenty years as an usher at mass. o Was a volunteer broadcaster for the Cal Ripken World Series and took part in various other activities for youth baseball in Mattoon.

Awards, Honors, and Other Comments: • 2018: Named to the Lake Land College Top 50 VIPS, deemed the 50 most influential employees of the College during the first fifty years. • 2017: Inducted into the

Wisconsin Broadcasters Hall of Fame,. Each year five individuals are inducted based upon peer nominations. It was created in 1989 to honor those broadcasters who have devoted their careers to broadcasting and its development in Wisconsin, and to recognize their outstanding service to broadcasting. • 2005: Honored by the WBA for longstanding service to broadcasting education through his work as Chair of the Education Committee, especially related to the Student Seminar. • 2004: Recognized with his fellow DC's as "Exemplary Leaders" at the 15th Annual National Leadership Conference. • 1995: Received the State of Illinois Excellence in Teaching Award in Distance Learning Education..

Nominator Information

Full Name: Greg Powers

Name: Joyce Allen

Contributions to LLC: Joyce Allen is one of the original "Armory U" era instructors at Lake Land College who helped transition to the current campus. She was the first Lake Land College psychology instructor and was one of the few original female faculty members. According to Roger Barry, former Dean of Academic Services, Joyce conducted her committee work with distinction. During her tenure at Lake Land College, Joyce served on the Honors Committee, the Sabbatical Leave Committee and President Virgil Judge's Great Teachers Committee. Joyce also accompanied "Wall of Famers" Chuck Womack and Dennis Gathmann on their Expanded Horizon student study trips to Europe and Hawaii. Former Division Chair Bill Little reports that, in addition to writing the course outlines for most of the psychology courses, Joyce was one of the first to implement and advocate for what is now known as learning objectives. "She wanted the students to know what they needed to learn." He went on to recall that one time a fellow faculty member asked "But then they will know it all" and she looked right at him and said "EXACTLY! That is my goal."

Contributions to the Community: Joyce began her career in the Lake Land College area as an educator for the Paris, Illinois school district. While attending graduate school at Eastern Illinois University she worked with the Charleston school district researching achievement and intelligence testing. After retiring from Lake Land College in 1997 Joyce served as the Acting Dean of Instructional Services for Lake Land College and was an adjunct psychology instructor at Eastern Illinois University. She is a member of both the Laker Club and a donor to Panther Pride (the EIU sports club). For several years, Joyce volunteered at the Retired and Senior Volunteer Program of Coles County (RSVP). She is also a member of the Coles County Master Gardeners and has made several presentations and volunteer efforts. She began running road races in her 50's and became an accomplished medalist in her age bracket. Additionally, Joyce is a member of the Charleston Historic Society. Joyce's husband, the late Ray Allen, was an area minister for several years. He and Joyce went on many church related trips across the country and she served as the church pianist. She has volunteered for many churches in recent years and is a founding member of the Old State Road Christian Church in Charleston, IL.

Awards, Honors, and Other Comments: Uncovering past rewards and honors has been challenging given the distant time-frame of her employment and the element of surprise for which those working on this nomination are hoping. There is confidence that plenty exist, of which Joyce is aware and we are not. However, the reward for Joyce was always centered on student success and there is no lack of evidence of the impact that Joyce had on students. Bill Little, her former Division Chair, explained how Joyce "knew that students could be successful if they would just put in the effort and she went above and beyond when it came to showing them how to acquire the necessary knowledge for her courses. She was like the Pied Piper

with students following her back to her office for help.” 2011 Distinguished Alumni recipient Tony Halsey noted that Joyce made learning enjoyable and that she was a mother-figure for him. Former Vice President of Student Services Tin Stovall credits Joyce as the person who inspired her to enter the field of psychology and added “her teaching style provided great motivation for learning and a clear path to academic success.” Former Dean of Academic Services Roger Barry noted that “she always had exemplary student evaluations and held herself and her colleagues to the highest standards. If Presidents Judge and Webb were still with us, they would be supporting this nomination with enthusiasm.” Bill Little, a “Hall of Famer” himself, described Joyce as “just what Lake Land College needed. She was a rock upon which the foundation of the college was built.” Bill’s words are probably the second strongest bit of support for what Joyce contributed to Lake Land College. The first would be a brief conversation with any of her former students.

Nominator Information

Full Name: Andy Gaines



MEMO

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

FROM: Amanda Tucker, Alumni Engagement & Special Events Coordinator

DATE: February 3, 2021

RE: Pacesetter Award

The College Advancement College Awards Selection Committee virtually selected this year's nominations due to COVID-19 restrictions. The Illinois Community College Trustees Association Pacesetter Award 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.*

Members of the committee were: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Rudy Huber and Mr. Nate Dragovan representing the Alumni Association Board of Directors and Mr. Andy Gains and Ms. Emily Hartke representing the faculty.

I respectfully request that the Board of Trustees approve Ms. Megan McQueen as the recipient of the 2021 Lake Land College Pacesetter Award. Following are just a few of the highlights as detailed on Ms. Jackson's nomination form.

If approved, Ms. Megan will be honored with the College's 2021 Pacesetter Award at the March Board of Trustees meeting.

Thank you.

Attachment

Name:
Megan McQueen

Employer:

Eastern Illinois Area of Special Education at Kansas Treatment and Learning Center

Position Title:

School counselor

The description of why this person should be a recipient of the Pacesetter Award (ICCTA):

A little more than a decade ago, Megan McQueen cared for her mother, who was terminally ill. She also was caring for her special needs son with her husband, Mike. She was working a retail job and trying to make ends meet. Reality hit almost overnight. "I can't explain it. I woke up one day and decided I could not do this anymore. I realized I could not take care of my son with my current situation," she recalled. She went online and completed the Lake Land College Intent to Enroll, admittedly with no idea what she would major in or how she would make things work. At her orientation, she heard about TRIO Student Support Services and signed herself up. "I knew I could use that extra help," she said. Things continued to fall into place for the hardworking mom due to her hard work and committed attitude. Megan worked her way through Lake Land College. She had her second child shortly after her last test one spring. By the time she graduated in 2013 with an Associate in Art, she knew she wanted to pursue her dream of working with troubled kids. "I was always a black sheep. I knew I wanted to help others and, in particular, children." She graduated from EIU with a bachelor's degree in psychology and a minor in sociology and continued straight into her master's degree in school counseling. In life coming full circle, she completed an internship at Lake Land. She received a job for the Eastern Illinois Area of Special Education, where she is in her third year. She is employed at the Kansas Treatment and Learning Center to help children, often in very troubling situations. "I love my job, and I am so happy I can make a difference doing what I love." Along with her full-time work and her two children, she and Mike became foster parents. While they have fostered in the past, they are not currently. Mike also returned to Lake Land College after Megan and graduated in 2016 with an associate in applied science.

Nominator Name:

Lisa Shumard-Shelton



MEMO

TO: Dr. Josh Bullock, President
FROM: Chris Strohl, Dean of Workforce Solutions and Community Education
DATE: February 1, 2021
RE: Declaration of Surplus Trailer

The Center for Business and Industry owns a flatbed trailer, currently not in use. I recommend declaring the trailer as surplus and seek authorization to dispose of the item in a manner most beneficial to the college. The trailer specifics are listed below:

1999 Benson, 45' spread axle flat bed trailer. VIN # 1NUFT28Z6XMNA1214



MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: February 3, 2021

RE: Surplus Equipment

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

1 – 2005 Chevy Venture Van, VIN: 1GNDV23E15D138921, Purchase Date = 8/14/2006

4 – Wet Vacs

3 – Side to Side Floor Scrubbers

1 – Kent Vacuum

1 – Carpet Machine

Various office and classroom furniture at 305 Richmond Ave. East, Mattoon, IL, the leased Workforce Development Center building.

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

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



Memo

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: February 4, 2021
Re: Approval of Bid for Greenhouse Construction

The College recently solicited bids for construction of a 30' x 60' Greenhouse for the Department of Corrections program at the Joliet Treatment Center.

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 one bid was received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Stuppy Inc. Kansas City, Missouri	\$169,000

Based on the bids received, it is my recommendation that we award this bid to Stuppy Inc. of Kansas City, Missouri, for construction of the Greenhouse.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Greenhouse Construction Bid Tab
Project No. 2021-001
BID DATE: February 4, 2021 - 2:00 PM

CONTRACTOR	Total Bid					
Stuppy Inc. Kansas City, Missouri	\$ 169,000.00					

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
February 8, 2021**

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

Manion, Kim	01/4/2021-01/29/2021
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The following employee is recommended for General Leave of Absence/ Board policy 05.04.14

Dawdy, Kimberly	02/11/2021-03/13/2021
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Mason, Harley	Covid-19 Checkpoint Screener Primary Position is Covid-19 Checkpoint Screener	1/15/2021
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener Primary Position is Covid-19 Checkpoint Screener	1/15/2021
Wright, Kathleen	Adjunct Faculty Humanities Division Primary Position is Adjunct for Social Science	1/7/2021

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Faulkner, Deacon	Dual Credit Instructor	1/22/2021
Full-time		
Sines, James	Programmer Analyst	02/15/2021
Part-time		
Burgett, Madison	Volleyball Assistant Coach	1/5/2021
Hendrix, John	Assistant Softball Coach	1/10/2021
Keller, Tammela	Dual Credit Coordinator	8/24/2020
Lucht, Hailey	Covid-19 Checkpoint Screener	12/14/2020

College Work Study

Waller, Logan	College Work Study Radio TV	1/21/2021
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Beagle, Richard	Assistant Network Administrator	1/11/2021
Delks, Madison	Community Outreach Coordinator	1/29/2021
Shales, Louis	Correctional Custodial Maintenance Instructor	1/1/2021
Vanseghi, Kassandra	Administrative Assistant to Allied Health	1/15/2021

Full-time – Grant Funded

Barker, Danielle	Correctional Horticulture Instructor	1/8/2021
Price, George	Correctional Custodial Maint Instructor	12/14/2020
Treadway, Clifford	Correctional Automotive Tech Instructor	1/1/2021

Part-time

Beier, Sidney	Bookstore Rush Worker	8/23/2020
Caldwell, Victoria	Bookstore Rush Worker	8/23/2020
Eddy, William	Talent Search Tutor - Bachelors	4/5/2020
Elmendorf, Gerald	Trio Bus Driver	7/12/2020
Gibson, Martin	Dual Credit Coordinator	5/17/2020
Gradle, Scott	Adjunct Faculty Math and Science Div	12/13/2020
Hjort, Carol	Allied Health Den Clinical Instructor (hourly)	12/15/2020
Lovelace, Kelly	Talent Search Tutor - Bachelors	4/5/2020
Moreira de Souza, Caroline	Bookstore Rush Worker	8/23/2020
Standard, Jeffrey	Traffic Safety Instructor	5/17/2020

Part-time – Grant Funded

Boehlke, Chadwick	Adjunct DOC College Funded Instructor	3/6/2020
Coop, Tylana	Adjunct DOC College Funded Instructor	3/8/2020
Delaney, Jennifer	Adjunct DOC College Funded Instructor	3/6/2020
Freshour, Kristine	Adjunct DOC College Funded Instructor	3/8/2020
Kean, Robert	Adjunct DOC College Funded Instructor	3/8/2020
McGee, Patrick	Adjunct DOC College Funded Instructor	3/8/2020
Nolan, Sonrisa	Adjunct DOC College Funded Instructor	3/8/2020
Paisley, Jeffrey	Adjunct DOC College Funded Instructor	3/8/2020
Paradies, Kathy	Adjunct DOC College Funded Instructor	3/8/2020
Patton, Margarita	Adjunct DOC College Funded Instructor	3/8/2020
Roos, Sandra	Adjunct DOC College Funded Instructor	3/8/2020
Shabazz, Kwame	Adjunct DOC College Funded Instructor	5/17/2020
Stevens, James	Adjunct DOC College Funded Instructor	3/8/2020
Stirrett, Breanna	Adjunct DOC College Funded Instructor	3/8/2020
Stucka, Jennifer	Adjunct DOC College Funded Instructor	3/17/2020
Walker, Karen	Adjunct DOC College Funded Instructor	3/8/2020
Weiler, Lysie	Adjunct DOC College Funded Instructor	12/27/2020
Wheeler, Adele	Adjunct DOC College Funded Instructor	3/8/2020
Wildman, Rebecca	Adjunct DOC College Funded Instructor	3/8/2020

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Part-time		
Bowling, Emily	Print Shop Technician Assistant Transferring from Special Needs Taker	1/13/2021
Mason, Harley	Covid-19 Checkpoint Screener Transferring from Bookstore Rush Worker	1/19/2021
Saunders, Mackenzie	Covid-19 Checkpoint Screener Transferring from Bookstore Rush Worker	1/19/2021