

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

January 8, 2018

Regular Meeting No. 613

Table of Contents

	Page
Agenda for January 8, 2018, Regular Meeting	3
Minutes for December 11, 2017, Regular Meeting	6
Supplemental Information for January 8, 2018, Regular Meeting	23

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



**Regular Meeting No. 613
Monday, January 8, 2018, 6:00 p.m.
Webb Hall 081, Mattoon
*Agenda***

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of December 11, 2017, Regular Meeting.
2. Approval of Minutes of December 11, 2017, Closed Session.
3. Approval of Agenda of January 8, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

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

5. Destruction of Tape Recording of July 11, 2016, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Proposed Revisions to Eight Board Policies Including:	23-36
a. 05.04.08 – <i>Bereavement Leave.</i>	
b. 05.04.09 – <i>Leave for Jury Duty or Court Attendance.</i>	
c. 05.04.13 – <i>Military Leave.</i>	
d. 05.04.14 – <i>General Leave of Absence without Pay.</i>	
e. 05.14.15 – <i>Absence Due to Inclement Weather.</i>	
f. 05.04.16 – <i>Sabbatical Leave for Administrators.</i>	
g. 05.04.18 - <i>Discipline and Suspension, Demotion or Dismissal for Cause.</i>	
h. 05.04.21 – <i>Vacations.</i>	
3. Calendar of Events.	37-38
4. Correspondence.	39-40

B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to 21 Board Policies in Sections 9, 10 and 11 from Policy Manual Annual Review.	41-94

Lake Land College Board of Trustees

Agenda – January 8, 2018

Page 3

- | | | |
|-----|---|---------|
| 2. | Approval of Resolution No. 0118-007 to Adopt Proposed Changes to Board Policy 11.04.01 – <i>Prohibition of Sexual Discrimination, Harassment, and Misconduct.</i> | 95-104 |
| 3. | Approval of Faculty Seniority Listing. | 105-114 |
| 4. | Acceptance of Reporting of November 2017 Financial Statements. | 115-120 |
| 5. | Approval of 2018 Schedule of Board of Trustees Meetings. | 121 |
| 6. | Approval of MOU with the Paraprofessional Union regarding Position Changes. | 122-123 |
| 7. | Approval of MOU with the Paraprofessional Union regarding Testing Requirements. | 124-125 |
| 8. | Acceptance of the FY18 Cooperative Work Study Grant. | 126 |
| 9. | Approval of Intergovernmental Agreement with Illinois Eastern Community Colleges Dist. No. 529 for Educational Services with IDOC. | 127-131 |
| 10. | Approval of Marketing Consultant. | 132 |
| 11. | Approval of Human Resources Report. | 133-135 |

C. Other Business.**D. Adjournment.**

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



Regular Board Meeting No. 612
Webb Hall, Room 081, Mattoon, IL
December 11, 2017

Minutes

Call to Order.

Chair Storm called the December 11, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

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

Trustees Absent: Mr. Bruce Owen.

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

Approval of Consent Items.

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

1. Approval of Minutes of November 13, 2017, Regular Meeting.
2. Approval of Minutes of November 13, 2017, Closed Session.
3. Approval of Agenda of December 11, 2017, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 2 of 17

Education Fund	\$	228,387.78
Building Fund	\$	40,500.00
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	6,718,426.12
Auxiliary Services Fund	\$	38,940.03
Restricted Purposes Fund	\$	497,629.45
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	26,782.64
Student Accts Receivables	\$	96,571.74
Total	\$	7,647,237.76

For details of bills refer to:

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

5. Destruction of Tape Recording of June 9, 2016, Board Retreat Closed Session and June 30, 2016, Special Meeting Closed Session.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had not report at this time.

Resource & Development.

Trustee Reynolds, committee chair, said the committee met recently to review items which will appear later in the agenda.

Finance.

Trustee Deters, committee chair, said the committee met recently to review items which will appear later in the agenda.

Lake Land College Board of Trustees
Minutes – December 11, 2017
Page 3 of 17

Buildings & Site.

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

Student Report.

Student Trustee Meaker highlighted recent events hosted by the Student Ambassadors and Student Government Association. He also highlighted the success of the Laker Visit Day held December 1, 2017.

President's Report.

Dr. Bullock said the College recently welcomed 121 prospective students to Laker Visit Day on December 1, 2017, along with 41 parents. He said this makes a grand total of 185 students participating in Laker Visit Days thus far in academic year 2017-2018. He congratulated all staff involved who helped make the day a success and said the next Laker Visit Days are scheduled for February 9, 2018 and March 23, 2018.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success.

Trustees heard a presentation from Mr. Dyke Barkley, Horticulture Instructor, on the Collegiate Farm Bureau at Lake Land College, a new student club approved by the Board in November 2017.

Proposed Revisions to 21 Board Policies in Sections 9, 10 and 11 from Policy Manual Annual Review.

Trustees reviewed details of proposed revisions to 21 policies in sections 9, 10, and 11, along with a brief synopsis of the need for revisions to each policy. Dr. Bullock said these revisions are part of the Cabinet's annual review of the Board Policy Manual in its entirety.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of the proposed revisions and the Committee's consensus was to recommend to the Board approval of all revisions as presented.

Recommended revisions were submitted as first reading and will be brought to the Board for action during the January 2018 regular Board meeting.

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 4 of 17

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Proposed Revisions to 77 Board Policies in Sections 5, 6 and 7 from Policy Manual Annual Review.

Trustees learned that proposed revisions of 77 policies in sections 5, 6 and 7 from the Policy Manual Annual Review process were presented to the Board during the November 2017 regular Board meeting as first reading for initial consideration and that the administration has received no requests for additional changes since that time.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee reviewed all recommended revisions in November 2017 and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Trustee Reynolds moved and Trustee Deters seconded to approve as presented proposed revisions to 77 policies in sections 5, 6 and 7 of the Board Policy Manual.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Proposed Revisions to Eight Board Policies Including:

- a. **11.09 - *First Amendment Guarantees.***
- b. **07.28.01 - *Student Code of Conduct and Disciplinary Procedures.***
- c. **07.32 – *Navigator.***
- d. **09.06 - *Outside Group Usage.***
- e. **09.08 - *Use of Facilities on a Non-Charge Basis.***
- f. **09.16 - *Temporary Indoor Signage and the Distribution of Materials.***
- g. **11.14 - *Solicitation by Non-College Personnel.***
- h. **11.16 - *Speakers, Performers and Presenters.***

Trustees learned that proposed revisions were submitted as first reading during the November 2017 regular Board meeting and the administration has received no additional requests for changes since that time.

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 5 of 17

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented proposed revisions to eight Board Policies including numbers 11.09, 07.28.01, 07.32, 09.06, 09.08, 09.16, 11.14, and 11.16.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Proposed Revisions to Board Policy 10.33 – Payroll Withholdings.

Dr. Bullock said proposed revisions were submitted as first reading during the November 2017 regular Board meeting and the administration has received no additional requests for changes since that time.

Trustee Sullivan moved and Trustee Deters seconded to approve as presented revisions to Board Policy 10.33 – *Payroll Withholdings*.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Reporting of October 2017 Financial Statements.

Trustees reviewed the October 2017 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary.

Trustee Deters said the Finance Committee met recently for an in-depth review of the October 2017 Financial Statements and that the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Deters moved and Trustee Steward seconded to approve the October 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution No. 1217-005 – Authorize Preparation of Tentative Budget.

Trustees heard a recommendation from Dr. Bullock to approve the above-referenced Resolution. Dr. Bullock noted that the Board annually approves a resolution to authorize administration to begin preparation of the annual budget for the forthcoming year.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented Resolution No. 1217-005 to authorize preparation of the tentative FY 2019 Budget. A full and complete copy of the Resolution is attached to these minutes.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Certificate of Tax Levy.

Trustees received a recommendation from Mr. Gleckler for approval of the 2017 tax levy and related certificate of compliance.

Trustee Deters said the Finance Committee met recently for an in-depth review of the proposed 2017 tax levy and the Committee's consensus was to recommend to the Board approval as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve the 2017 tax levy and related certificate of compliance. A full and complete copy of the 2017 Tax Levy and Certificate of Compliance is attached to these minutes.

The 2017 Certificate of Tax Levy is as follows:

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

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

We hereby certify that we require:

the sum of \$ 4,800,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 770,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 3,725,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 7 of 17

the sum of \$ 1,172,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 388,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 69,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,540,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

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

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution Number 1217-006 - Abating the Tax Heretofore Levied for the Year 2017 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Trustees heard a recommendation from Dr. Bullock to approve the above-referenced Resolution. Dr. Bullock said this action is necessary on an annual basis because the obligation bonds for the Fitness Center are paid through student fees.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented Resolution No. 1217-006 - Abating the Tax Heretofore Levied for the Year 2017 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. A full and complete copy of the Resolution is attached to these minutes.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Rejection of Bids for Basketball Backboards.

Trustees heard a recommendation from Mr. Gleckler to reject bids received from the administration's solicitation for the replacement of four basketball backboards in the Field House (Project No. 2017-014). Trustees learned that only one bid was submitted through the

Lake Land College Board of Trustees
Minutes – December 11, 2017
Page 8 of 17

College's required process and the only acceptable bid was well over the budget the College had allotted for this project.

Trustee Deters said the Finance Committee met earlier in the month for an in-depth review of the bid rejection recommendation and the Committee's consensus was to recommend to the Board rejection of the bids as presented.

Trustee Deters moved and Trustee Storm seconded to reject all bids received for Project No. 2017-014, with a bid date of November 20, 2017, for the replacement of four basketball backboards and authorize the administration to re-bid for this same project.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Contract with IDOC to Provide Educational Services at Joliet Treatment Center.

Trustees heard a recommendation from Dr. Bullock and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for the Board to approve a six-month contract with the Illinois Department of Corrections and provide for the initial offering of two programs, Commercial Custodial Maintenance and Horticulture, at Joliet Treatment Center.

Trustee Reynolds moved and Trustee Steward seconded to approve as presented the contract with the Illinois Department of Corrections for the College to provide educational services at Joliet Treatment Center for a six-month period commencing January 1, 2018.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Bid for Compact Cargo Van.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve the bid from K.C. Summers Nissan of Mattoon for the purchase of a 2017 Nissan NV200 cargo van from in the amount of \$20,667. Mr. Gleckler said that, although the bid from K.C. Summers is not the lowest bid, it is his belief the van proposed by K.C. Summers offers the best value to the College after consideration of different vehicle features, warranties, and gas mileage of the proposed van.

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 9 of 17

Trustee Deters said the Finance Committee met recently for an in-depth review of the bid recommendation and that the Committee's consensus was to recommend to the Board approval of the bid from K.C. Summers as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve the bid from K.C. Summers Nissan of Mattoon for purchase of a 2017 Nissan NV200 cargo van in the amount of \$20,667.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Letter of Agreement with Educational Advisory Board.

Trustees heard a recommendation from Dr. Bullock and Dr. Stovall for the Board to approve a three-year membership commitment for ongoing consultative services provided through the Educational Advisory Board (EAB) Community College Executive Forum at a total cost of \$78,813 over that period. Trustees learned that EAB is a best practices firm serving educational institutions by identifying the best new ideas and proven practices and customizing them for implementation at individual member organizations.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of the proposed letter of agreement and the Committee's consensus was to recommend to the Board approval of the agreement and three-year commitment with EAB.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the letter of agreement with the Education Advisory Board for a three-year, Community College Executive Forum membership commitment commencing December 12, 2017, and ending December 11, 2020, with a total cost of \$78,813.00 over that period.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Agreement with LaunchCode.

Trustees received a recommendation from Dr. Bullock and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, regarding a recommendation for the Board to approve an agreement with LaunchCode of St. Louis, Missouri, to provide an innovative computer coding workforce ready certificate program at Lake Land College. Dr. Bullock said that we will utilize Lake Land contracted instructors to teach LaunchCode's curriculum delivery systems and train cohorts of students twice annually at the Kluthe Center. He also said we are partnering with the Effingham Regional Growth Alliance to connect with local companies and

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page **10** of **17**

individuals who are interested in supporting students with scholarships, internship opportunities or full-time employment.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of the proposed agreement with LaunchCode and the Committee's consensus was to recommend to the Board approval of the agreement.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the Collaboration Agreement with LaunchCode of St. Louis, Missouri, effective January 1, 2018, for the creation of the LaunchCode Academy at Lake Land College to provide an 18-hour workforce ready certificate program in computer coding.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Closed Session.

6:41 p.m. – Trustee Sullivan moved and Student Trustee Meaker seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) [Illinois General Assembly 2017 et. Seq.], to discuss the appointment or employment of specific employees and to discuss minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Return to Open Session – Roll Call.

6:47 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice-Chair; Ms. Meg Steward, Mr. Dave Storm, Chair; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Storm seconded to approve the release of four sections of closed session minutes for the period June 6, 2017, through December 10, 2017, including section 2 of the June 12, 2017, meeting, sections 1 and 2 of the August 14, 2017, meeting, and section 1 of the November 13, 2017, meeting, and not release the remaining eight sections of closed session minutes in this review period as the need for confidentiality still exists. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the proposed Human Resources Report and Dr. Bullock highlighted specific recommendations for various positions. Dr. Bullock also highlighted a new section of the Human Resources Report titled "Position Recommendations: The following positions have been recommended by the Lake Land College President's cabinet." He said this new section was reviewed and approved recently by the Resource and Development Committee.

Following discussion on this item in closed session, Trustee Reynolds motioned and Trustee Cadwell seconded to approve the following Human Resources Report:

The following employee has a family medical eligible event

Birdwell, Jodi	FMLA	11/20/2017-12/3/2017
Ritchey, Eva	FMLA	12/7/2017-1/7/2018
Spurling, Carolyn	FMLA (intermittent)	11/7/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Van De List, Elizabeth	Kluthe Test Proctor Primary Position is Tutor - Associate-Lrng Asst	10/19/2017
Part-time - Grant Funded		
Miner, Linda	Adult Education Adjunct Faculty Primary Position is BNA Clinical Instr Adult Ed	11/16/2017
Van De List, Elizabeth	Perkins Test Proctor Primary Position is Tutor - Associate-Lrng Asst	10/23/2017

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Holsapple, Sheila	BNA Sub	11/21/2017
Hott, Stuart	Dual Credit Coordinator	11/28/2017
Kanizer, Tyler	Bookstore Rushworker	11/30/2017
Maillet-Gibson, Tiffany	Tutor	11/07/2017
Miller, Chris	Adm Records Data Entry Assistant	11/07/2017
Ruff, David	Dual Credit Instructor	11/28/2017
Siddens, Pamela	Dual Credit Instr/Coordinator	11/29/2017

Position Recommendations

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

Position	Effective
Police Chief – from Supervisory to Administrative (Class only)	01/01/2018
Police Sergeant – from Support Staff to Supervisory (Class only)	01/01/2018
Director of Physical Plant – from Spv to Administrative (Class only)	01/01/2018
Marketing Specialist – New Position to replace Marketing Publication & Design Coordinator (Level 13)	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Hurt, Betheny	Correctional Career Technology Instructor-Shawnee CC	11/20/2017
Steyer, Melissa	Correctional Office Assistant-Shawnee CC	11/20/2017
Part-time		
Buchenroth, Connie	Library Assistant	11/21/2017
Cheung, Ho Hon	International Student Ambassador	11/17/2017
Efe, Efehan	International Student Ambassador	11/20/2017
Goldstein, Jayne	Kluthe Test Proctor	11/20/2017
Hall, Cassandra	Custodian	11/20/2017
Hallett, Trevor	Athletic Trainer	11/01/2017
Hart, April	Dual Credit Coordinator	11/17/2017
Huang, Hsin Hui	International Student Ambassador	11/17/2017
Kwong, Kin Yuen	International Student Ambassador	11/17/2017
Nino Pardo, Wilson	International Student Ambassador	11/20/2017
Wheeler, Claire	Special Needs Note Taker	10/24/2017

Part-time - Grant Funded

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 13 of 17

Mounce, Kristina	Perkins Student Worker - SSE	11/01/2017
------------------	------------------------------	------------

College Work Study's

Defrates, Rachel	College Work Study - Early Childhood Edu	08/31/2017
Newkirk, Cindy	College Work Study - Early Childhood Edu	11/01/2017
Ruff, Tiffany	College Work Study - Early Childhood Edu	11/28/2017
Williams, BreeAna	College Work Study - Early Childhood Edu	11/27/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Akins, Leann	Dual Credit Instructor	11/28/2017
Bauman, Holly	Dual Credit Instructor	11/28/2017
Boberg, Jennifer	Dual Credit Instructor	11/28/2017
Bohnhoff, Tammie	Dual Credit Instructor	11/28/2017
Bone, Judith	Dual Credit Instructor	11/28/2017
Bonser, Harvey	Dual Credit Instructor	11/28/2017
Bright, Amanda	Dual Credit Instructor	11/28/2017
Carver, Charlie	Dual Credit Instructor	11/28/2017
Cowan, Britney	Dual Credit Instructor	11/28/2017
D'Arcy, Ryan	Dual Credit Instructor	11/29/2017
Fatheree, Joseph	Dual Credit Instructor	11/28/2017
Ehlers, Todd	Dual Credit Instructor	11/28/2017
Gard, Dara	Dual Credit Instructor	11/29/2017
Gard, Robert	Dual Credit Instructor	11/28/2017
Hankins, Diane	Dual Credit Instructor	11/28/2017
Hanner, Mandy	Dual Credit Instructor	11/29/2017
Hooten, Sally	Dual Credit Instructor	11/28/2017
Kannmacher, Mark	Dual Credit Instructor	11/28/2017
Koleson, David	Dual Credit Instructor	11/28/2017
Lidy, John	Dual Credit Instructor	11/29/2017
Lindvahl, Craig	Dual Credit Instructor	11/28/2017
Linker, Paula	Dual Credit Instructor	11/29/2017
Maxwell, Joshua	Dual Credit Instructor	11/28/2017
McDonald, Dustin	Dual Credit Instructor	11/28/2017
Miller, Daryl	Dual Credit Instructor	11/29/2017
Morrissey, Julia	Dual Credit Instructor	11/28/2017
Munch, Mark	Dual Credit Instructor	11/28/2017
Ochs, Janice	Dual Credit Instructor	11/28/2017
Perkins, Kevin	Dual Credit Instructor	11/28/2017
Pierson, Kenneth	Dual Credit Instructor	11/28/2017
Reeves, Karen	Dual Credit Instructor	11/28/2017
Richey, William	Dual Credit Instructor	11/28/2017
Romine, Amanda	Dual Credit Instructor	11/29/2017
Schmidt, Mary	Dual Credit Instructor	11/28/2017

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 14 of 17

Schulze, Gary	Dual Credit Instructor	11/28/2017
Small, Katie	Dual Credit Instructor	11/28/2017
Snealy, Jill	Dual Credit Instructor	11/28/2017
Sparks, James	Dual Credit Instructor	11/28/2017
Steele, Kristin	Dual Credit Instructor	11/29/2017
Thurnau, Douglas	Dual Credit Instructor	11/28/2017
Totten, Mandy	Dual Credit Instructor	11/28/2017
Uebinger, Stephanie	Dual Credit Instructor	11/29/2017
Van Dyke, Katrina	Dual Credit Instructor	11/29/2017
Van Pelt, Paul	Dual Credit Instructor	11/29/2017
Witmer, Jane	Dual Credit Instructor	11/28/2017
Witmer, Russell	Dual Credit Instructor	11/28/2017

Full-time

Banker, Christopher	Associate Dean – Kewanee	11/30/2017
Bartlett, Pamela	Admin Asst Allied Hlth Dental-Retiree	11/30/2017
Bradley, Heather	Corr Ofc Asst - Kewanee	10/23/2017
Chase, Michael	Associate Dean – Illinois River CC	12/29/2017
Garren, Steve	Director of Dual Credit - Retiree	12/31/2017
Rook, Frank	Corr Auto Tech Instr - Graham CC-Retiree	12/29/2017
Spurling, Carolyn	Corr Cosmetology Instr - Dixon CC-Retiree	12/29/2017

Part-time

Allen, Richard	Temporary Groundskeeper	11/21/2017
Anderson, Diane	Non-Credit Instructor	11/21/2017
Backhus, Stephen	Microcomputer Support Tech	10/13/2017
Beals, Kaylee	Special Needs Note Taker	11/28/2017
Blair, Margaret	Allied Health BNA CIn Instr	11/29/2017
Brimble, Patrick	Adj Doc College Funded Instr	10/20/2017
Brimner, Cathy	Dual Credit Coordinator	11/28/2017
Brockhouse, Billy	Adj Doc College Funded Instr	11/28/2017
Brown, Kenneth	Adj Doc College Funded Instr	11/14/2017
Browning, Christina	Non-Credit Instructor	11/21/2017
Bushue, Stephanie	Special Needs Note Taker	11/28/2017
Cullen, Torey	Special Needs Note Taker	11/28/2017
Cutright, Jeffrey	Adj Faculty Technology	10/23/2017
Dapron, Meta	Bookstore Rush Worker	11/30/2017
Endris, Kelle	Adj Faculty Allied Health	11/14/2017
Eskew, Nancy	Dual Credit Coordinator	11/28/2017
Fesser, Darrell	Dual Credit Coordinator	11/28/2017
Foss, Anita	Dual Credit Coordinator	11/28/2017
Frainey, James	Adj Doc College Funded Instr	12/01/2017
Gruis, Larry	Dual Credit Coordinator	11/29/2017
Hagy, Kari	Dual Credit Coordinator	11/28/2017
Hanson, Quentin	Non-Credit Instructor	11/21/2017
Henderson, Corinne	Marketing Communications Specialist	11/22/2017

Lake Land College Board of Trustees

Minutes – December 11, 2017

Page 15 of 17

Hickox, David	Dual Credit Coordinator	11/29/2017
Hinote, Nathan	Adj Faculty Humanities	11/13/2017
Howell, Jessica	Tutor Student TRIO SSS	11/21/2017
Ivemeyer, Sandi	Adj Doc College Funded Instr	11/21/2017
Johnson, Sherra	Dual Credit Coordinator	11/28/2017
Kean, Robert	Adj Doc College Funded Instr	11/28/2017
Keller, Tammela	Dual Credit Coordinator	11/28/2017
Kreke, Calvin	Special Needs Note Taker	11/28/2017
Lading, Carol	Dual Credit Coordinator	11/28/2017
Leach, Beth	Special Needs Note Taker	11/28/2017
Lowry, Alisha	Dual Credit Coordinator	11/28/2017
Martinez, Austin	Clinical Dentist	11/21/2017
Maxwell, Crystal	Adj Doc College Funded Instr	11/15/2017
Perzee, Haley	Adj Doc College Funded Instr	11/15/2017
Pruemer, Maci	Special Needs Note Taker	11/28/2017
Purvis, George	Bsktball Scorers/Timers	11/15/2017
Reynolds, Michael	Dual Credit Coordinator	11/28/2017
Roberts, Kevin	Non-Credit Instructor	11/21/2017
Ruholl, Sadie	Allied Health Mass Therapy Adj	08/31/2017
Saad, David	Adj Doc College Funded Instr	11/14/2017
Schuler, Jere	Dual Credit Coordinator	11/28/2017
Seibring, Danielle	Dual Credit Coordinator	11/28/2017
Smith, Krista	Dual Credit Coordinator	11/28/2017
Spittstoesser, Shirley	Non-Credit Instructor	11/21/2017
Ssenfuma, Joseph	Adj Doc College Funded Instr	11/14/2017
Stone, Kory	Non-Credit Instructor	11/21/2017
Sudkamp, Dustin	Graphic Designer Pre-Flight	11/29/2017
Thomas, Mark	Dual Credit Coordinator	11/28/2017
Tucker, Hannah	Library Assistant	11/22/2017
Vandermeer, Sharon	Adj Faculty Business	11/14/2017
Vinyard, Nigel	Adj Doc College Funded Instr	11/15/2017
Walk, Vince	Bsktball Scorers/Timers	11/15/2017
Wallace, Ty	Adj Doc College Funded Instr	11/14/2017
Welsh, Ann	Dual Credit Instructor	11/28/2017
Westbrooks, Lisa	Adj Doc College Funded Instr	12/01/2017
Westcott, Robert	Technical Writer	11/21/2017
Witmer, Chelsea	Special Needs Note Taker	11/28/2017
Yagow, Brianna	Special Needs Note Taker	11/28/2017

College Work Study

Pettigrew, Davion	CWS Men's Basketball	11/15/2017
-------------------	----------------------	------------

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		

Lake Land College Board of Trustees
 Minutes – December 11, 2017
 Page 16 of 17

Bear, Savannah Administrative Assistant to Humanities 12/12/2017
 Transferring from: Adm Asst to College Advancement

Rosine, Paula Director of Foundation Operations 12/12/2017
 Transferring from: Marketing Publication & Design Coordinator

Shumard-Shelton, Lisa Director of Dual Credit & Honors Experience 01/02/2018
 Transferring from: Director of New Student Admissions

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Other Business. (Non-action)

In follow up to discussions with Trustees during the October 26, 2017, Board Retreat, Dr. Bullock and Mr. Gleckler provided an update on the administration's efforts to increase the College's cyber liability insurance coverage. Mr. Gleckler said the administration has been working with consultant Dimond Bros. Insurance of Mattoon to review optimal options and that the administration has reviewed costs for purchasing cyber liability policy levels at \$1 million, \$2 million and \$3 million in coverage, a substantial increase from the College's current cyber liability coverage of \$50,000. Dr. Bullock and Mr. Gleckler said they are recommending the College purchase the option for a \$3 million liability policy effective January 1, 2018. Dr. Bullock said this total cost will be less \$25,000 or the amount required for Board approval to purchase the increased coverage per Policy 10.22 – *Purchasing and Bidding*.

Also in follow up to discussions with Trustees from the October 26, 2017 Board Retreat, Dr. Bullock and Mr. Gleckler provided an update on the administration's plans for conducting a cyber security audit of the College's systems in the near future. Mr. Gleckler said the estimated cost for such an audit is approximately \$18,000 and this too will not require Board approval by the threshold for total cost and the fact this is a professional service (per Board Policy 10.22).

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Cadwell seconded to adjourn the December 11, 2017, meeting of the Lake Land College Board of Trustees at 7:08 p.m.

Motion carried with unanimous voice vote approval.

Lake Land College Board of Trustees
Minutes – December 11, 2017
Page 17 of 17

Approved by:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

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



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: December 18, 2017

Re: Human Resource Section Policy Updates

In the annual review of Board Policies pertaining to Section 5, College Personnel, there were several policies that didn't get updated to reflect the fact that the College now also contracts with the Illinois Department of Juvenile Justice as well as the Department of Corrections. Multiple policies have language that allow the contract language to prevail when a conflict with Board Policy may arise.

Board Policies 05.04.08, 05.04.09, 05.04.13, 05.04.14, 05.04.15, 05.04.16, 05.04.18 and 05.04.21 all need the Department of Juvenile Justice language added. The language in each policy will resemble the following: For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

I recommend the Board of Trustees approve updates to Board Policies 05.04.08, 05.04.09, 05.04.13, 05.04.14, 05.04.15, 05.04.16, 05.04.18 and 05.04.21 to add the Department of Juvenile Justice to the policy language as appropriate.

05.04.08

Bereavement Leave

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

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

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. Bereavement leave for any circumstances beyond those specifically mentioned may be authorized by the employee's vice president.

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

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

Per the Child Bereavement Leave Act, employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child or stepchild. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of a child.

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

Adopted November 9, 1998
 Revised November 11, 2002
 Revised June 13, 2011
 Revised June 9, 2014
 Revised February 13, 2017
Revised

05.04.09

Leave for Jury Duty or Court Attendance

Employees who are summoned to court to perform jury duty shall be granted leave with pay. Employees who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or monetary interest shall be granted leave with pay. Any remuneration received for jury duty or for testifying before a court or a board shall be refunded to the college, excluding mileage. Employees who attend court as parties to lawsuits or who have a personal or monetary interest therein will be granted leave without pay. In any case, leave for jury duty shall not be charged to sick leave. Employees are expected to report to their work assignment during a normal work day when their presence is not required in the court.

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

Adopted November 9, 1998

Revised July 14, 2003

Revised

05.04.13

Military Leave

An employee who is drafted into military service or who volunteers for service in lieu of being drafted will be granted a leave of absence for the duration of the required military service.

A person on military leave shall declare in writing to their Supervisor and the President a minimum of thirty (30) days prior to the expiration of the leave his intentions to return to work. All provisions of Public Law 87-291, Reemployment Rights, paragraph 22, shall apply.

Upon expiration of the leave, the employee is eligible to apply to the State Universities Retirement System for experience credit in the pension system.

The College will follow the provisions set forth in the Military Leave of Absence Act.¹

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

¹ 5 ILCS 325/1
Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017

05.04.14

General Leave of Absence without Pay

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be approved by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the appropriate supervisor and administrator and the president of the College. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of his/her intention to:

1. Return to full-time employment at the College;
2. Terminate employment at the College; or
3. Request an extension of the leave.

The employee may elect to participate in the State Universities Retirement System during the period of the leave (subject to all provisions of the retirement system), and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee.

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

Adopted November 9, 1998

Revised December 11, 2017

Revised

05.04.15

Absence Due to Inclement Weather

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed.

If the College is officially closed because of the weather, employees shall designate the date on the timecard as an “Official Closing” and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the timecard, followed by “College Closed” and credit the remaining hours of the employee’s shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the employee’s timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

All Campus Police officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

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

Adopted November 9, 1998
Revised May 10, 1999
Revised April 10, 2017

Revised

05.04.16

Sabbatical Leave for Administrators

Sabbatical leave is a plan providing an opportunity for professional improvement with partial compensation following a designated number of years of consecutive service.

1. As a professional development activity, sabbatical leave is intended to provide an opportunity for activities of direct benefit to the College in the areas of advanced study and/or research.
2. An administrator who is employed full-time on an academic year or longer and who has served six (6) consecutive years at Lake Land College shall be eligible.
3. Such a leave may be awarded for one full academic year at one-half ($\frac{1}{2}$) pay or for full pay for a leave of one semester. Administrators on sabbatical leave shall retain all accrued benefits during the period of sabbatical leave. The College will continue its contribution to the fringe benefits plan.
4. The recipient must agree in writing to return to Lake Land College and render at least two (2) full years of service following completion of the leave. In the event the recipient is physically or mentally able to serve for two (2) full years but elects not to do so, the individual must repay the College for any amount received during such leave. The recipient of the sabbatical leave shall be required to sign a promissory note for the amount of the sabbatical leave salary prior to the leave. The note shall be declared void by the Board of Trustees if failure to meet its terms is the result of death or permanent disability as determined under the permanent disability provisions of the State Universities Retirement System.

5. Upon his/her return to the College and within ninety (90) days, a complete written report on the activities, results, and outcomes of the sabbatical leave must be presented to the President for deposit in the professional collection at the College.
6. Eligible administrators desiring to be considered for sabbatical leave will file an application letter with the President on or before November 15 of the academic year prior to that in which the leave is desired. This application letter must include a detailed description of the proposed use of the leave time.
7. Prior to March 31, the Board of Trustees shall render a decision concerning sabbatical leave for administrators who have applied. The Board of Trustees reserves the right to deny or to limit the number of sabbatical leaves in any one given year.

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

05.04.18

Discipline and Suspension, Demotion or Dismissal for Cause

The primary purpose for the establishment and enforcement of College rules and regulations is to ensure the efficient operation and safe working conditions for all employees and students. While on College premises and/or engaged in College business, employees are expected to observe College rules and Board policies. Employees who fail to do so are subject to disciplinary action up to and including demotion and dismissal.

A first offense for certain misconduct which is of a serious nature could result in immediate dismissal without prior warning. For other types of misconduct which are less serious, the employee's supervisor may, at his/her discretion, choose to utilize progressive disciplinary action to give the errant employee a chance to correct his/her behavior. A supervisor may skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.
2. Written warning, usually with counseling from the employee's immediate supervisor.
3. Suspension with or without pay.
4. Demotion or dismissal.

All disciplinary action resulting in suspension, demotion or dismissal must have the prior approval of the President of the College.

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

Suspension, demotion or dismissal shall result from any conduct or circumstance that is detrimental to the general welfare of the College, including but not limited to excessive tardiness or absence; falsification of any employee record; failure or refusal to perform job responsibilities; theft of property or services; unauthorized use of College equipment, facilities or supplies for personal benefit or for gainful employment outside the scope of College employment; willful destruction of College or personal property; disruption of College operations; possession and/or

use of an illegal substance on campus; unauthorized possession or illegal use of firearms on College property; gross insubordination; incompetence; cruelty; negligence; harassment or intimidation; or immorality. Before any non-probationary employee shall be suspended, demoted or dismissed, that employee shall be advised in writing of the suspension, demotion or dismissal and of the employee's right to request a hearing before the Board.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised

05.04.21

Vacations

Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees working eight (8) hours or more per day will be applied according to the following accrual schedule:

Anniversary Accrual	Vacation Hours Earned Per Month
Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.00
Six years	10.67
Seven years	11.33
Eight years	12.00
Nine years	12.67
Ten years	13.33

Vacations will be scheduled in advance, approved by the supervisor, and staggered to ensure a reasonable staffing level at all times.

College-funded employees may elect to carry-over into the next fiscal year a maximum of eighty (80) hours of earned vacation time. All other vacation time earned by each employee must be taken as time off from work. Vacation time cannot be accrued from year to year beyond the eighty (80) hour maximum accrual described above except in extenuating circumstances where the College may grant the employee an increase in the vacation carry-over balance in order to temporarily satisfy operational and staffing needs in a particular department of the College. All extensions of the eighty (80) hour maximum carry-over balance will be approved in writing by the immediate supervisor and the appropriate Vice President. Approved requests will be forwarded to the Director of Human Resources.

Requests for additional vacation without pay must be submitted in writing

and approved by the immediate supervisor and the appropriate Vice President. Approved requests are to be forwarded to the Director of Human Resources for subsequent Board action.

Administrative Personnel

Personnel employed as full-time administrators will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.33 hours per month. Vacation may be taken as earned at the rate of 13.33 hours per month.

Personnel employed as full-time administrators are covered by the following provisions:

1. A maximum total of 240 hours may be accumulated toward carry-over. The specific count of accumulated carry-over hours will be reviewed at the end of each fiscal year, and hours in excess of 240 will be removed from the record.
2. Administrators will schedule vacation in consultation with the President and/or respective Vice Presidents to avoid unnecessary disruption of the College.
3. Vacations will be scheduled, where possible, not to exceed two (2) weeks at any one period.

Support, Supervisory and Administrative Personnel

Full-time employees working less than a twelve-month schedule will earn a proportionate amount of vacation hours.

Vacation leave must be taken in not less than one-hour increments unless there is a balance remaining of less than one hour. All vacation must be approved by the immediate supervisor.

If an observed holiday or declared day off occurs during the vacation leave, employees will not be required to use vacation for that day.

New employees will be eligible to take vacation hours earned provided that the ninety (90) day probationary period has been satisfactorily completed.

Years of service for computing accrual of vacation earned will be based on the employee's position hire date.

If the College establishes a four-day summer work schedule, any vacation days taken during this period will be charged at the rate of one and one-quarter (1¼) vacation days, or ten (10) hours for each full work day taken. For every hour taken, 1.25 hours will be charged.

Except for employees in a totally grant-funded position, all earned vacation time will be paid upon termination of employment.

Employees in a totally grant-funded position who attempt to carry-over unused vacation hours at the end of a fiscal year do so at the risk of losing the vacation hours and pay for those hours if the grant funding is not renewed and employment with the College is terminated. An employee in a totally grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

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

Adopted November 9, 1998

Revised July 14, 2003

Revised January 14, 2008

Revised April 13, 2009

Revised October 10, 2011

Revised

Calendar of Events

Monday, January 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, February 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, February 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, February 22, 2018	6 p.m. - Ag Banquet – Field House
Thursday, March 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, March 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, April 5, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, April 9, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, April 12, 2018	4 – 5 p.m. Lake Land College Foundation Scholarship Reception at the Field House 5:30 p.m. Lake Land College Foundation Donor Recognition Reception at the Mattoon Golf & Country Club
Thursday, May 10, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Friday, May 11, 2018	51st Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House
Monday, May 14, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Friday, May 18, 2018	11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course

Thursday, June 7, 2018

Finance Committee Meeting

1 p.m. – Webb Hall 081

Resource and Development Committee Meeting

2 p.m. – Webb Hall 081

Monday, June 11, 2018

5 p.m. – Board Dinner – Webb 081

6 p.m. – Board Meeting – Webb 081

Dear Lake Land
College Board of
Trustees and
President Bullock,

Thank you so much
for the lovely
planter. Your
thoughtfulness is
very much
appreciated.

Sharon Upheff

During a time
like this
we realize how much
our friends and relatives
really mean
to us....

Your expression
of sympathy will always
be remembered

The Family of
Rais Smith



To the Lakeland Board,
Thank you so much
for the lovely flowers
you sent in honor of
our mother, Phyllis
McElheney. They were
beautiful and she would
have been pleased
you remembered her.

Sincerely,
The McElheney Family

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: January 3, 2018

RE: Revisions to Board Policies from Policy Manual Annual Review

The College's leadership team has conducted an annual review of the Board Policy Manual in its entirety. Due to the volume of policy changes, proposed revisions are being submitted as one agenda item for sections 9-11. Please see below a list of the proposed policy revisions in sections 9-11 that were submitted as first reading during the December 11, 2017, regular Board meeting, and have also been reviewed by the Resource and Development Committee in December 2017. Please also find attached details of the proposed revisions for each of these policies. We have received no additional requests for changes to these revisions since our initial presentations in December 2017. Thus, it is respectfully requested that the Board approved proposed revisions as presented during the January 2018 regular Board meeting.

Policy Number - Narrative for Revision(s)

- | | |
|-------|--|
| 09.04 | Change from including specific hours of operation for the Fitness Center to stating that hours will be announced and posted via the College's website. |
| 09.05 | For items 2 and 3, correct the language to reflect the appropriate area of responsibility as the Vice President for Workforce Solutions. In item 7, clarify the "conference room" space to be reserved instead of the term "office." |
| 09.11 | Clarify language to specify an employee's assumed liability when he/she uses college equipment for private or personal use in exceptional cases. |
| 09.13 | Delete Policy as this is no longer applicable given the advances in telephone technology. |
| 09.14 | Remove outdated reference to "main" and clarify who will be given master keys. |
| 09.15 | Add reference to Board Policy 09.12 in addition to Policy 10.26 as both Policies are relevant for disposal of surplus materials. |

- 10.21 Add in dollar threshold requirement for obtaining signature (approval) of Vice President of Business Services or President.
- 10.22 Correct title changes and change formal bid threshold.
- 10.23 Revise to reflect new bid thresholds.
- 10.26 Update capital asset level from \$5,000 to \$10,000.
- 10.28 In the last paragraph, eliminate "from time to time." This is redundant since the paragraph states the Board "may" employ an insurance consultant.
- 10.28.01 Add in compliance language provided by Dimond Bros.
- 10.34.03 Clarified responsibility for vehicle(s) assigned to specific division.
- 10.38 To strengthen oversight of petty cash funds, add a sentence that states, "The use of any petty cash funds should be reviewed and approved at the beginning of each fiscal year by the Vice President for Business Services."
- 11.02 Update groups to match language in Policy 11.01.
- 11.04 Update groups to match language in Policy 11.01 and change reference for students to appropriate policy governing student disciplinary process.
- 11.05 Revise to clarify work under guidance of the Illinois Department of Public Health (IDPH). Simplify policy and still address students, employees and community members.
- 11.06 Update to reflect that training documents are maintained in HR.
- 11.08.01 Add appropriate reference to AFSCME and provide consistent language between board policy and what is in the collective bargaining agreements.
- 11.13 Correct language to reflect that traffic and parking regulations are posted online instead of through the printing of a brochure.
- 11.17 Update to reflect the College no longer has its own food service/catering operation and update to cite the process of outside catering.

Attachments

Field House/Gymnasium Use

The priority for use of the gymnasium will be given to physical education classes, intercollegiate athletic practices and games, and intramurals. Intercollegiate team practice will be scheduled by the Athletic Department. Once a team's practice times and days are established, they can only be adjusted by the Athletic Director with the consent of the Head Coach for that sport. In case of inclement weather, every effort will be made among all parties involved to accommodate classes and athletic team practices. The gym is usually reserved for athletic games and intercollegiate team practices each weekend throughout the academic year. Intramurals are generally scheduled in the gymnasium on Wednesday from 11:00 a.m. to 1:00 p.m. during the academic year by the Director of Intramurals. Requests to use the gym during times scheduled for athletic or intramurals must receive approval of the respective director.

1. Gymnasium

- A. All physical education classes in the gym are scheduled by the Division Chair for Social Science and Education and approved by the Vice President for Academic Services.
- B. All home games and practices in the gym are scheduled by the coaches in consultation with the Athletic Director.
- C. All intramural activities in the gym are scheduled by the Director of Intramurals.
- D. The Earl Walden Meeting Room is scheduled by the Field House Operations/Divisional Administrative Assistant.
- E. The classrooms in the Field House are scheduled by Division Chairs and approved by the Vice President for Academic Services.

2. Outside Group Usage

Requests to use the Field House gymnasium, classrooms, and Earl Walden Conference Room should be directed to the Vice President for Business Services, who will coordinate the facility use with the Division Chair for Social Science and Education, the Athletic Director, or Director of Intramurals following the procedures set forth above.

3. Fitness Center

Use of the Fitness Center is limited to individuals with a current Lake Land College photo identification card. ~~The general hours of operation of the Fitness Center are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 6:00 p.m. on Friday will be posted on the College's website.~~ The Fitness Center will not be used beyond scheduled hours, except for actual class situations or team situations under the instructor's or coach's supervision.

4. Athletic Weight Room

The use of the Athletic Weight Room will be scheduled through the Athletic Director and coaches, and its use will be generally limited to intercollegiate athletic team members. Exceptions will be made by the Athletic Director. While students are participating in weight-lifting activities, there must be supervision by a coach, faculty member, or authorized personnel.

Adopted November 9, 1998
Revised September 13, 1999
Revised March 8, 2004
Revised November 9, 2009
Revised

Scheduling Facilities

1. All credit classes and upper division classes and graduate courses offered by outside educational institutions are scheduled through the office of the Vice President for Business Services.
2. All non-credit classes are scheduled by the office of the ~~Dean for Continuing Education~~ Vice President for Workforce Solutions and Community Education.
3. All classes on campus or at the Kluthe Center for Higher Education and Technology offered through the auspices of the Center for Business and Industry are scheduled through the office of the ~~Vice President for Business Services~~ Vice President for Workforce Solutions and Community Education.
4. All home games and practices in the Field House are scheduled by the office of the Athletic Director.
5. The Board Room is scheduled either through the President's Office, or the Vice Presidents' offices.
6. The conference rooms are scheduled by the building administrative assistants.
7. The conference room ~~office~~ in the Student Life wing is scheduled by the Administrative Assistant to Student Life.
8. Other activities, meetings, and events which are not listed separately in this policy are scheduled through the office of the Vice President for Business Services.
9. The community rooms, conference rooms and food court in the Student Center will be scheduled by the office of the Vice President for Business Services.

Board Policy 09.05

Adopted November 9, 1998
Revised March 8, 2004
Revised

09.11**Use of College Equipment**

College equipment is intended for the use of College-related purposes. Under exceptional circumstances, private or personal use of said equipment may be authorized by the appropriate administrator. The borrower assumes must be informed of the liability for the damages and/or loss assumed when equipment is borrowed~~loaned~~. Multi-media presentational equipment may be loaned as long as usage does not hinder the daily operations or distribution services for instructional purposes. Such loans will be on a short-term, contractual basis. If excessive use of equipment warrants a nominal charge covering maintenance, costs will be projected at the discretion of the appropriate administrator with the approval of the Vice President for Business Services.

09.13

Telephones

~~Each employee should be cognizant of the fact that he/she represents Lake Land College when using the telephone and, therefore, is responsible for acting in a courteous, professional manner. Telephones are to be used for College business, and personal calls are discouraged and should be held to a minimum. If a personal toll call is necessary, the College must be reimbursed.~~

~~The Office of the Vice President for Business Services will post a monthly telephone listing statement. The employee then is responsible for reimbursing the College for personal telephone calls indicated in the monthly statement.~~

~~Calling capability will be assigned by the Vice President for Business Services upon consultation with the appropriate Vice President. On an annual basis, the Vice President for Business Services will review the telephone capability with the President's Cabinet, and changes may be made in order to ensure cost effectiveness for the College.~~

~~This Policy was deleted on (date).~~

Adopted November 9, 1998

Revised March 8, 2004

Deleted

09.14

College Keys

Staff are provided keys appropriate to their responsibilities at the College. ~~In the main, s~~Staff will be provided keys to the building in which their office is located and to their primary teaching or support assignment space. The Vice President for Business Services will approve the distribution of all keys, and each employee must verify the receipt of his/her key(s). Upon leaving employment at the College, employees must verify the return of all keys as part of the check-out procedure.

The assignment of area and grand master keys for the campus, the Kluthe Center, and the Workforce Development Center will be limited. With the exception of the President, members of the President's Cabinet, ~~Vice Presidents, Administrators, Division Chairs~~, and the Director of the Physical Plant, all requests for master keys must be made in writing with supporting rationale for need to the Vice President for Business Services. He/she will maintain control and records for all master keys issued.

Employees are responsible for the keys issued to them. They are not to be loaned to family members or others which would enable non-staff access to College facilities. Appropriate disciplinary measures may be taken against employees for misuse of College keys.

Adopted November 9, 1998
Revised March 8, 2004

09.15

Storage

Utilization of storage space as well as designation and disposal of surplus materials is a College-wide concern. The Office of the Vice President for Business Services is responsible for designating storage areas on the main campus and at the Kluthe Center. When storage space is unavailable on campus, the Vice President for Business Services is authorized to rent other facilities in the community. The disposal of surplus materials will be in accordance with Board Policy 09.12 and 10.26.

Adopted November 9, 1998

Revised

10.21

Agreements Which Obligate the Institution

Except as stated in Board Policy, staff members of the College are not authorized to sign contracts in the name of the College or to make agreements which obligate the institution without prior approval by the appropriate Vice President. Contracts or agreements with a value of \$10,000 or more must be signed by the Vice President for Business Services or President. This includes ~~accepting gifts or services to the College and~~ making agreements with private organizations or profit-making and nonprofit-making organizations. ~~Grants and agreements which require the approval of the President or Chairperson must be handwritten, electronically sent, or stamped with the personal signature as authorized by them.~~

Adopted November 9, 1998

Revised June 14, 2004

Revised

Purchasing and Bidding

The Board of Trustees, with a view toward maintaining integrity in purchases and meeting the needs of the College as well as providing safeguards to the tax dollars, does hereby establish the following policies:

1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on a—duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request ~~form signed approved~~ by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of ~~\$25,000~~~~10,000~~ for goods, ~~and services,~~ and ~~\$15,000~~ for construction. When a bid is required, the ~~office of the Vice President for Business Services~~~~Director of Facilities Planning~~ will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Board Policy**10.22**

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to

payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

3. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- B. Contracts for the printing of Finance Committee reports and departmental reports.
- C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
- E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.

Board Policy**10.22**

- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.
- G. Contracts for duplicating machines and supplies.
- H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
- I. Purchases of equipment previously owned by some entity other than the District itself.
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$~~12~~25,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency.
- L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Adopted November 9, 1998
Revised July 12, 1999
Revised May 10, 2004
Revised November 14, 2005
Revised July 14, 2014
Revised May 9, 2016

10.23**Emergency Purchases**

The President may approve any emergency purchase necessary to restore or maintain vital College services. In the absence of the President from the campus, Board Policy No. 04.06 shall prevail. Such expenditures exceeding ten twenty five thousand dollars (~~\$1025~~,000) for goods, and services ~~or fifteen thousand dollars (\$15,000) and~~ for construction will also require the approval of the Chair and the Secretary of the Board of Trustees, or the Vice Chair in the absence of either the Chair or the Secretary, and must be reported to the Board and approved by three-fourths (3/4) of the members of the Board at the next regular scheduled meeting.¹

¹ 110 ILCS 805/3-27.1 Illinois Public Community College Act

10.26

Inventory Control

1. Receiving Materials on Campus

All materials ordered for the College will be delivered to Central Receiving, whenever feasible, and then delivered to the appropriate department. Central Receiving and/or the Kluthe Center Equipment Technician will match the packing slip to the items received and ensure that materials are destined for Lake Land College. Any materials to be returned must be handled through Central Receiving. When the materials are delivered in the respective cost centers, they will be received by the cost center supervisor and reviewed to determine:

- A. That the College is receiving the materials indicated on the purchase order with regard to quantity and discount.
- B. That the materials are in acceptable condition.
- C. That terms regarding installation and/or set-up of equipment are met.

2. Receiving Reports

Whenever goods are received either in Central Receiving or by College personnel directly, the person receiving the goods must document, using the administrative software, that all goods were received for each requisition before any payment can be made to the vendor. Any exceptions must be noted so that partial payments can be processed or defective goods can be returned. If a College procurement card is used to purchase goods, the

individual who approves the monthly credit card charges to be paid to the bank is, in effect, indicating that the goods have been received by the College and are in working order.

3. Return of Merchandise

When merchandise is received which is incomplete or defective, the cost center supervisor will:

- A. Return the materials to Central Receiving.
- B. Notify the office of the Comptroller.

The cost center supervisor then will make arrangements with the vendor for replacement or credit.

4. Freight/Damage Claims

When the dollar amount of damage warrants, a freight claim will be filed with the carrier by the Comptroller asking for the compensation of damages.

5. Inventory Tagging

Capital equipment items will be tagged with an inventory number by the office of the Comptroller. Equipment is defined as a movable or fixed unit of furniture or furnishings, an instrument, tool, machine, apparatus, or a set of articles which has the following characteristics:

- A. It retains its original shape and appearance with use.
- B. It is nonexpendable.
- C. It has a life expectancy of at least three (3) years.

- D. It does not lose its identity through incorporations into a different or more complex unit or substance.
- E. It is not a building or a permanent component of a building.
- F. The unit cost is ~~five-ten~~ thousand dollars (\$~~510~~,000) or more.

6. Deleting Equipment from Inventory

All capital equipment to be deleted from the inventory listing will be reported to the office of the Comptroller and processed after signatory approval by the cost center supervisor and the Vice President for Business Services. The Vice President for Business Services then will prepare a list of capital equipment to be declared surplus at appropriate intervals and request that the Board of Trustees declare that capital equipment to be no longer of value to the College. The Vice President for Business Services then will dispose of surplus equipment in a manner most beneficial to the College.

10.28

Insurance Coverage – Property, Casualty, Liability, and Employee Benefit Program

The College shall procure fire and extended coverage insurance on the buildings, furnishings, machinery, equipment and other personal property used for community college purposes.

The College will procure comprehensive liability coverage to protect employees, supervised student interns, volunteers and Board members against negligent or wrongful acts for all areas of activities, i.e., premises, transportation, business travel, professional errors and omissions, and workers' compensation exposures.

Employees shall be bonded on a personal basis where necessary; a blanket employee dishonesty bond shall be procured to encompass all employee exposures.

The College shall also procure and manage the employee benefits program, including but not limited to health, dental, life, vision, and accidental death and dismemberment policies.

All insurance will be purchased from a company or companies authorized to write such insurance in the state of Illinois.

The Board may, ~~from time to time~~, employ an insurance consultant to determine risk, recommend coverage, and assist in securing such coverage.

Adopted November 9, 1998

Revised December 12, 2016

Revised

10.28.01

Travel and Accident Insurance

The College will procure travel and accident insurance that will cover all Board members, employees, their guests, and students while traveling on official College business or classroom activity, and while in College-provided vehicles.

The College assumes no liability for students traveling in their personal vehicles to or from classroom instructional activities, regardless of the location of the “classroom.”

Board members, employees, their guests, and Sstudents traveling in their personal vehicles as a College representative on official College business (non-classroom travel), including athletic and agricultural livestock judging contests, will be required to sign a statement, in advance of the travel, verifying that their personal vehicles are appropriately insured.

Individuals using College-provided vehicles or their personal vehicle on official College business shall possess a valid Driver’s License, adhere to the rules of the road, and operate the vehicle in a safe manner.

Adopted November 9, 1998
Revised September 13, 1999
Revised

10.34.03**Use of College Vehicles**

College-owned and College-rented vehicles are available to provide authorized transportation for College personnel and students. Unless specifically assigned to a particular Division, ~~T~~the office of the Vice President for Business Services is responsible for the maintenance, upkeep, and scheduling of College-owned vehicles and also for the renting of vans and vehicles to supplement the use of College-owned vehicles.

Requests for vehicles, with the proper authorization, shall be made by the appropriate cost center supervisor.

If travel is within the state, cost center budgets will be charged the greater of the cost of renting the vehicle or the authorized mileage rate. For out-of-state travel, the cost center will be charged the authorized mileage rate.

Vehicle keys and the trip ticket must be picked up at the office of the Director of Physical Plant Operations. The driver of College-owned or College-rented vehicles must have in his/her possession a valid Illinois driver's license.

10.38**Petty Cash Funds**

The Vice President for Business Services is authorized to establish petty cash funds up to the limit allowed by law. The Vice President for Business Services is required to list expenditures made from these funds and make the listing available for review by the Board Finance Committee and the Board as a whole when requested to do so. The internal management control of these funds rests with the Vice President for Business Services. The use of any petty cash funds should be reviewed and approved at the beginning of each fiscal year by the Vice President for Business Services.

Adopted November 9, 1998
Revised

Grievance Procedure for Equal Employment Opportunity

Statement of Purpose

This policy provides for the prompt resolution of a complaint of discrimination arising from any student or employee of Lake Land College. The student or employee may seek restitution of the alleged discrimination from the procedures outlined herein.

The College will engage in affirmative steps to ensure that applicants and employees receive equal employment opportunity regardless of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation or any basis of discrimination precluded by applicable federal and state statutes ~~religion, sex, sexual orientation, national origin or physical handicap~~. Discrimination is prohibited in such employment practices as recruitment, rates of pay, upgrading, layoff, promotion, and selection for training.

Procedures for Resolution of Claims of Discrimination

The College's discrimination policy reflects a commitment to maintaining an environment that is free from discrimination of any complaints and expects that the use of these procedures will facilitate a prompt resolution of such complaints. An employee who believes that he or she has been discriminated against in violation of this section should report the alleged discrimination to the Director of Human Resources.

Initial Attempt to Resolve Complaint

The initial attempt to resolve a complaint of discrimination may be achieved by any of the steps outlined below.

1. The complainant may meet with the Director of Human Resources to clarify whether discriminating behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved.
2. The complainant may request that the Director of Human Resources meet with the respondent to discuss alleged

Board Policy 11.02

discrimination and to remind him or her of College policies against discrimination and to seek a commitment by the respondent to comply with these policies.

3. The complainant may request that the Director of Human Resources meet with the complainant and the respondent in the role of a mediator to reach resolution of the issue. During such mediation, both the discrimination and successful mediation will include a commitment by the respondent to comply with such policies.

The Director of Human Resources will maintain a record of the complaint in order to document that the claim of discrimination was made and to document the outcome of the initial attempt to resolve the complaint.

Initiating a Formal Complaint

An individual may file a formal complaint of discrimination if the initial attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of discrimination if he or she chooses to bypass the initial attempt(s) of complaint resolution for any reason. All formal complaints of discrimination should be submitted in writing directly to the Director of Human Resources as soon after the offending conduct as possible but in no event more than three months after the most recent conduct alleged to constitute discrimination. If a complainant demonstrates sound reasons for failing to come forward within the three-month period, the Director of Human Resources may decide, in his/her sole discretion, to process a formal complaint pursuant to this provision. If the Director of Human Resources decides a complaint will not be pursued under the formal complaint procedure, there may still be options for responding to such a complaint through counseling or informal resolution. If sufficient evidence is still available, an investigation may be undertaken by appropriate authorities.

The process for resolution of formal discrimination complaints consists of two stages: (1) investigation and (2) report and recommendation. Prior to investigation, a formal complaint, signed by the complainant, must be submitted in writing to the Director of Human Resources. The written

Board Policy**11.02**

complaint shall include the Name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be discrimination. Within seven calendar days of receiving the written complaint, the Director of Human Resources will designate a team to investigate the complaint.

Creation of Investigative Team

The Director of Human Resources will convene an investigative team consisting of two individuals, one male and one female, who do not have a conflict of interest with the complainant(s) or respondent(s). The investigative team may include the Director of Human Resources as long as the above criteria are met.

The investigative team shall interview the individual(s) filing a complaint(s), the respondent(s), and other individuals named by the complainant(s) and the respondent(s) who are identified as having information relevant to the allegations. The investigative team may interview other individuals it identifies as having information potentially relevant to the complaint. All interviews should be completed within ten College business days, if possible.

Report and Recommendations

Using the information gathered by the investigative team and in consultation with the investigative team, the Director of Human Resources will prepare a formal report consisting of the complaint, the response of the respondent, the investigative team's findings, and a recommendation of the appropriate action(s) to be taken. The report will be retained by the Director of Human Resources.

Determinations

The President will designate the appropriate Cabinet-level member to review the report. The Cabinet-level designee may (1) accept the report and recommendations as presented, or (2) request additional information/clarification from the investigative team and consider a modified report as appropriate.

Board Policy 11.02

After consideration of the final report, the Cabinet-level designee will make a determination regarding the report. In consultation with the Cabinet-level designee, the Director of Human Resources will prepare formal responses to the complainant and respondent which shall include a summary of the investigation findings and communication of any action to be taken. Such action will depend on the nature of the offense and may include but is not limited to oral or written reprimand, suspension, reassignment, or termination.

The complainant(s) and/or the respondent(s) may submit a written statement to the President concerning the findings and resulting actions within ten (10) business days of having received the College's formal response. The President may uphold prior findings and recommendations or may determine a different response.

Special Circumstances

A student or employee who wishes to bring a claim of discrimination against the Director of Human Resources must file the complaint with the President, who will appoint the members of the investigative team. A student or employee who wishes to bring a claim of discrimination against the President must file the complaint with the Director of Human Resources, who will refer the complaint to the Chair of the Board of Trustees for investigation.

Retaliation

No individual making a complaint, whether formal or informal, will be retaliated against even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of discrimination will also be protected from retaliation.

Retaliation Charge

A student or employee who believes they may have been subjected to any form of retaliation after filing a complaint under this policy may file an additional complaint regarding the perceived retaliation.

Board Policy 11.02

Employee Rights

Anyone has the right to file a complaint with the Office of Federal Contract Compliance Programs (OFCCP) if he or she believes that a federal contractor or subcontractor has discriminated on the basis of race, color, sex or national origin. In most cases, complaints must be filed within 180 days of the discriminatory action. Anyone may call OFCCP with a question about interpreting the regulations, filing a complaint, or any other related matter.

The main telephone numbers for OFCCP national offices are (202) 693-0101 and (202) 693-1308 (TTY).

Adopted November 9, 1998
Revised June 14, 2004
Revised April 14, 2014

Anti-Harassment

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. The College is committed to providing a safe and respectful environment and will not tolerate harassment or acts or threats of violence including but not limited to aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation from students, employees or third parties including visitors and vendors.

Definitions

Workplace and academic environment harassment is a form of discrimination. Unlawful harassment includes unwelcome verbal, written or physical conduct by any one person toward another person based on that person's race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes ~~sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability~~. Any such conduct which harasses, disregards, interferes with work or academic performance or creates an intimidating, offensive or hostile environment is prohibited by this policy.

Examples of behavior that would be considered to be unlawful, workplace or academic harassment include but are not limited to the following:

1. Racial, ethnic, or sexual slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises or gestures.
4. Display of vulgar, offensive, explicit or obscene pictures, photographs, cartoons, materials or web sites.

Board Policy 11.04

5. Verbal or physical acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation.
6. Actions of sexual harassment, sexual misconduct or sexual violence as addressed in Board Policy 11.04.01 Prohibition of Sexual Discrimination, Harassment and Misconduct.

Employees and students are encouraged to report all incidents of harassment. Anyone who believes that he or she is being harassed by a student, employee or third party at the College, or believes that his or her employment or academic career is being adversely affected by such conduct should immediately report such concerns. Employees should report concerns to their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to one of the three harassment information centers (Counseling Services, the College Nurse, or the Director of Human Resources).

Retaliation

No individual making a complaint, whether formal or informal, will be retaliated against, even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of harassment will also be protected from retaliation.

Retaliation Charge

A student or employee who believes he or she have been subjected to any form of retaliation after filing a complaint under this policy may file an additional complaint regarding the perceived retaliation.

False or Malicious Complaints

It is a form of harassment to file a knowingly false or malicious complaint of harassment or to knowingly provide false information in the course of an investigation of such complaint. Such conduct is considered a violation of this Anti-Harassment policy and will subject an employee or student to

disciplinary action.

Supervisory Responsibility

Supervisors will strive to maintain a harassment-free college environment by promoting professionalism and by dealing with harassment promptly.

Supervisors will address any observed or reported incident or complaint of harassment with seriousness and will take prompt action while observing strict confidentiality, whether or not a formal written complaint has been filed. Employees must also ensure that no retaliation will result against the person making a harassment complaint. Supervisors should consult the Director of Human Resources regarding any harassment complaint reported to them.

Prompt Investigation and Confidentiality

Complaints of unlawful harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College has an obligation to promptly investigate the matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment. All investigations into claims of unlawful harassment will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable. However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.

Procedures for Resolution of Claims of Harassment

The College harassment policy reflects a commitment to maintaining an environment that is free from harassment of any complaints and expects that the use of these procedures will facilitate a prompt resolution of such complaints. An employee or student who believes that he or she has been harassed in violation of this section should take action in any of the following ways:

1. Inform the individual, verbally or in writing, that the behavior is

Board Policy**11.04**

unwelcome and that the behavior should stop immediately. If the unwelcome behavior does not stop, the harassed employee must report such behavior to his or her supervisor, and/or the Director of Human Resources immediately. Students must report such behavior to one of the three harassment information centers (the Counseling Services, the College Nurse, or the Director of Human Resources).

2. An employee should report the unwelcome behavior to his/her supervisor and request assistance to stop the behavior. If the employee's supervisor is the individual involved in the unwelcome behavior, report the unwelcome behavior to the appropriate Vice President or the Director of Human Resources. Students should report the unwelcome behavior to one of the three harassment information centers (the Counseling Services, the College Nurse, or the Director of Human Resources).
3. Report the unwelcome behavior to the Director of Human Resources.

Informal Complaint Resolution

Informal harassment complaint resolution may be achieved by any of the steps outlined below.

1. An employee complainant may meet with his or her supervisor or the Director of Human Resources to clarify whether harassing behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved. A student complainant may meet with the Counseling Services, the College Nurse, or the Director of Human Resources.
2. An employee complainant may request that his or her supervisor or the Director of Human Resources meet with the alleged harasser ("respondent") to discuss the alleged conduct and to remind him or her of College policies against harassment and to obtain agreement by the respondent to comply with these policies. A complainant may request that, when possible, such a conversation

Board Policy**11.04**

be held without the identity of the complainant being revealed to the respondent. A student complainant request will be handled in a similar manner by one of the three harassment information centers (the Counseling Services, the College Nurse, or the Director of Human Resources).

3. An employee complainant may request that his or her supervisor or the Director of Human Resources meet with the complainant and the respondent in the role of a mediator to reach resolution of the issue. A student complainant may make a similar request of the Counseling Services, the College Nurse, or the Director of Human Resources. Any resolution reached by mediation will include an agreement by the respondent to comply with and be bound by such policies.

After the informal complaint resolution has concluded, the complainant's supervisor or harassment information center personnel, if involved, will forward all documentation concerning the complaint to the Director of Human Resources. The Director of Human Resources will maintain a record of the complaint in order to document that the claim of harassment was made and to document the outcome of the informal resolution.

Initiating a Formal Complaint

An individual may file a formal complaint of harassment if the informal attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of harassment if he or she chooses to bypass the informal process. All formal complaints of harassment should be submitted in writing directly to the Director of Human Resources as soon after the offending conduct as possible but in no event more than three months after the most recent conduct alleged to constitute harassment. The three-month limitation on the filing of claims of harassment is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. If a complainant demonstrates sound reasons for failing to come forward within the three-month period, the Director of Human Resources has discretion whether to investigate the complaint. If the Director of Human

Board Policy**11.04**

Resources decides a complaint will not be formally investigated, informal resolution or counseling may be recommended.

The process for resolution of formal harassment complaints consists of two stages: 1) investigation; and 2) report and recommendation. Prior to investigation, a formal complaint, signed by the complainant, must be submitted in writing to the Director of Human Resources. The written complaint shall include the name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be harassment. The Director of Human Resources will promptly designate a team to investigate the complaint.

Creation of Investigative Team

The Director of Human Resources will convene an investigative team consisting of two individuals, one male and one female, who are not immediate supervisors of the complainant(s) or respondent(s) and who do not have a conflict of interest with the complainant(s) or respondent(s). The investigative team may consist of the Director of Human Resources as long as the above criteria are met.

The investigative team shall interview the individual(s) filing a complaint(s), the respondent(s), and other individuals named by the complainant(s) and the respondent(s) who are identified as having information relevant to the allegations. The investigative team may interview other individuals it identifies as having information potentially relevant to the complaint. All interviews should be completed as soon as practicable.

Report and Recommendations

Using the information gathered by the investigative team and in consultation with the investigative team, the Director of Human Resources will prepare a formal report consisting of the complaint, the response of the respondent, the investigative team's findings, and a recommendation of the appropriate action(s) to be taken. The report will be retained by the Director of Human Resources.

Board Policy**11.04**Determinations

The President will designate the appropriate cabinet-level member to review the report. The cabinet-level designee may: 1) accept the report and recommendations as presented; or 2) request additional information/clarification from the investigative team and consider a modified report as appropriate.

After consideration of the final report, the cabinet-level designee will make a determination regarding the report. In consultation with the cabinet-level designee, the Director of Human Resources will prepare formal responses to the complainant and respondent, which shall include a summary of the investigation findings and communication of any action to be taken. Such action will depend on the nature of the offense and may include but is not limited to oral or written reprimand, suspension, reassignment, or termination. ~~For students, action would include regular college disciplinary procedures as found in Policy 07.28.~~

The complainant(s) and/or the respondent(s) may submit a written statement to the President concerning the findings and resulting actions within ten (10) business days of having received the College's formal response. The President may uphold the prior findings and recommendation or may determine a different response. For students, action would include regular college disciplinary procedures as found in Policy 07.28.01.

Special Circumstances

A student or employee who wishes to bring a claim of harassment against the Director of Human Resources must file the complaint with the President, who will appoint the members of the investigative team. A student or employee who wishes to bring a claim of sexual harassment against the President must file the complaint with the Director of Human Resources, who will refer the complaint to the Chair of the Board of Trustees for investigation.

Board Policy 11.04

Adopted November 9, 1998
Revised May 10, 2004

Board Policy 11.04

Revised May 9, 2005
Revised May 9, 2011
Revised September 12, 2016

Chronic Communicable Disease

The Illinois Department of Public Health (IDPH) implements guidelines and routine measures for definition and control of reportable communicable diseases. This policy is to ensure that the College is in compliance with those and other state and federal rules, regulations and laws. In implementing the policy, the College will consider the welfare of the campus community while respecting the confidentiality and privacy needs of the individuals involved.

The College does not intend to exclude students, employees or community members who have, or who are a carrier of, a reportable communicable disease if there is no significant risk of transmission to others or danger to the individual. Individuals who have, or who are a carrier of, a reportable disease as defined by IDPH must notify the College Nurse.

~~A student~~ An employee, student or community member who has a ~~chronic~~ communicable disease, or ~~who~~ is a carrier of a ~~chronic~~ communicable disease may attend Lake Land College and/or participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others, as supported by medical documentation.

College decisions made in reference to a student or employee's health-related circumstances will depend on each unique instance. When necessary, an evaluation team under the direction of the Vice President for Student Services, regarding students, or the Director of Human Resources, regarding employees, will be convened to gather relevant information and submit a report and recommendations to the appropriate Vice President or President for action. The evaluation will be conducted in conjunction with IDPH guidelines and direction.

A student who is temporarily excluded from classes during an evaluation shall be provided the opportunity to make up any work missed during the absence.

A student who has a ~~chronic~~ communicable disease or who is a carrier of a ~~chronic~~ communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such

Board Policy**11.05**

~~chronic~~ communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study. A student dismissed from attendance at the College or participation in a particular program, activity or course of study shall be permitted to withdraw and receive a tuition refund.

An employee who has a communicable disease or is a carrier, or is suspected of having a communicable disease or being a carrier, may be required to undergo an examination at the College's expense. The employee shall be allowed to select the physician, as approved by the College. In the event the employee unreasonably delays selection of the physician or making an appointment, the College may select the physician and/or make the appointment on behalf of the employee.

An employee who is temporarily excluded from working during an evaluation shall be entitled to utilize sick leave and other related benefits. In the event it is determined that the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.

An employee who cannot retain his or her position shall remain subject to the Board's employment policies including, but not limited to sick leave, physical examinations, temporary and permanent disability and termination.

Students and employees may be periodically re-evaluated to determine their current status.

The College shall respect the right to privacy of any individual who has or is a carrier of a communicable disease. Such medical conditions shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The College will utilize IDPH guidelines to determine who will be notified to assure the individual is properly cared for and to minimize health risks to others.

Procedures detailing systematic approaches to prevent and control the risks associated with reportable communicable diseases will be promulgated consistent with this Policy.

Adopted November 9, 1998

Revised

1. Students with Chronic Communicable Diseases

Rules and Regulations

A. Temporary Exclusion

Whenever there is a question concerning admittance, suspension or dismissal of a student because the student has a chronic communicable disease or is the carrier of a chronic communicable disease or is reasonably suspected of having a chronic communicable disease or of being a carrier, such student may be temporarily excluded from the College by the Vice President for Student Services, pending a final determination. A student who has been temporarily excluded from the College shall be provided the opportunity to make-up work missed during the absence.

B. Evaluation

Whenever necessary, a student who has a chronic communicable disease or who is a carrier of a chronic communicable disease or is

reasonably suspected of having a chronic communicable disease or of being a carrier shall be evaluated by a team that may consist of the Vice President for Student Services, other appropriate College personnel, a physician, the student's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.

C. Admission Decision

Board Policy**11.05**

~~The President shall make the decision on admitting, suspension or dismissal after reviewing the report and recommendations of the evaluation team. The President's decision may be appealed to the Board of Trustees.~~

~~D. Subsequent Evaluations~~

~~The student shall be periodically re-evaluated by the evaluation team to determine whether the student's status continues to be appropriate. The frequency of the re-evaluations shall be determined by the team.~~

~~E. Withdrawal~~

~~If such student cannot attend the College or participate in a particular program, activity or course of study, the student shall be permitted to withdraw and receive a tuition refund.~~

~~F. Confidentiality~~

~~Such student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.~~

~~2. Employees with Chronic Communicable Diseases~~

~~An employee with a chronic communicable disease or who is a carrier of a chronic communicable disease shall be permitted to retain his/her position whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. An employee who cannot retain his/her position shall remain subject to the Board's employment policies, including, but not limited to, sick leave, physical examinations, temporary and permanent disability, and termination.~~

~~Rules and Regulations~~

~~A. Temporary Exclusion~~

~~In the event there is a dispute as to the right of an employee to remain in his/her position, such employee may be temporarily excluded from work or transferred to another position by the President or his/her designee pending determination of the employee's continued employment status. During any period of temporary exclusion, the employee shall be entitled to utilize sick leave and other related benefits. In the event it is determined that the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.~~

~~B. Medical Examinations~~

~~An employee who has a chronic communicable disease or who is a carrier or is suspected of having a chronic communicable disease or of being a carrier may be required to undergo an examination at the College's expense by a physician licensed to practice medicine and surgery in all its branches.~~

~~The employee shall be allowed to select the physician from a list supplied by the College. In the event the employee unreasonably delays in selecting the physician or making an appointment for an examination, the President or his/her designee will select the physician and/or make the appointment on behalf of the employee.~~

~~C. Evaluation~~

~~An employee with a chronic communicable disease shall be evaluated by a team that may consist of appropriate College personnel, the appropriate Vice President, a physician, the employee's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations, including any dissenting opinions, shall be forwarded to the President or his/her designee. Every effort shall be made to complete the~~

Board Policy**11.05**

~~evaluation in a timely and prompt manner. The President shall take appropriate action.~~

~~D. Subsequent Evaluations~~

~~The employee shall be periodically re-evaluated by the evaluation team to determine whether the employee's placement continues to be appropriate. The frequency of the re-evaluations shall be determined by the team.~~

~~E. Confidentiality~~

~~The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others.~~

~~3. Community Members with Chronic Communicable Diseases~~

~~No person, including minors, who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.~~

~~Rules and Regulations~~

~~A. Temporary Exclusion~~

~~Whenever there is a question concerning the use of College facilities or services because a community member or minor has a chronic communicable disease or is a carrier or is reasonably suspected of having a chronic communicable disease or of being a carrier, such person may be temporarily excluded from the College by the President or his/her designee pending a final determination.~~

~~B. Initial Evaluation~~

~~Whenever necessary, a person who has a chronic communicable disease or who is a carrier of a chronic communicable disease or is reasonably suspected of having a chronic communicable disease or of being a carrier shall be evaluated by a team that may consist of appropriate College personnel, a physician, the person's physician, public health personnel, and other consultants selected by the President or his/her designee. In the case of a minor, the minor's parent or guardian will be consulted as well as the minor's physician. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for a decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.~~

~~C. Subsequent Evaluations~~

~~The person shall be periodically re-evaluated by the evaluation team to determine whether the person's status continues to be appropriate. The frequency of the re-evaluation shall be determined by the team.~~

~~If such person cannot use the College facilities or services, he or she shall receive a refund for fees.~~

~~D. Confidentiality~~

~~Such person's medical condition shall be disclosed only to the extent necessary to minimize the health risks to students, employees and others.~~

11.06**Bloodborne Pathogens**

It is the policy of Lake Land College to comply with the federal Occupational Safety and Health Act (OSHA), Bloodborne Pathogens Standard, 29 CFR 1910.1030, as mandated by the Illinois Department of Labor, Safety Inspections, and Education Division and as endorsed by the Illinois Community College Board. Procedures in compliance with the standard are detailed in the College's Bloodborne Pathogens Exposure Control Plan. It is the responsibility of the College's Health Services to monitor and review the plan as mandated by the standard and to bring revisions to the attention of appropriate College officials as needed. The plan is kept on file and is available for review in the College's Health Services office.

Training shall be required within 90 days of hire for all staff. In high exposure areas such as ~~the cafeteria,~~ the physical plant, police department, health services, athletic training, coaching, physical education, and allied health employees shall be required to attend an annual refresher thereafter. Documentation of procedures for and records of such training will be kept on file in Human Resources~~Health Services~~.

Employees' Records

The negotiated agreements with the Lake Land College Faculty Association, Lake Land College Paraprofessional Union, ~~and the Lake Land College Custodial Association,~~ and the American Federation of State, County, and Municipal Employees specifically state the conditions for the maintenance of employee personnel files. These documents are legally binding upon the College and the Board of Trustees for the period of their duration.

For all other employees of the institution not covered by these agreements, personnel records shall be maintained under the following conditions:

1. A copy of all personnel records relating to any employee will be maintained in an official personnel file which is located in the Human Resources Office.
2. All personnel records shall be in writing and kept in paper format or electronically. Written material relative to an employee's conduct or service shall be placed in the personnel file. An employee has the right to review such material. The employee shall acknowledge that he/she has read such material by affixing his/her signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that he/she has read the material in question. Such signature indicates neither agreement nor disagreement with its content. If the employee refuses to sign the copy to be filed, then the administrator shall, with a third party as witness, state in the file the above refusal.
3. The employee shall have the right to answer in writing any material filed in his/her personnel file, and his/her answer shall be attached to the file copy.
4. Upon request by an employee, he/she shall be given access to the non-confidential documents in his/her file ~~without delay~~. Confidential documents are those materials used to evaluate a person's qualification prior to employment, to which the individual waived the right to access (placement credentials, letters of

Board Policy**11.08.01**

reference, etc.). At his/her written request, each employee shall be furnished, without cost, a copy of any material in his/her file. No items may be removed from the employee's file, except for brief inspection or copying.

5. ~~Any access to the file by any party other than the employee or the employee's supervisors shall be authorized only with the advance approval of the employee and the Vice President for Business Services.~~ No material will be duplicated or released to any external party without a subpoena, court order, or written authorization from the employee and the Vice President for Business Services.
6. It is the employee's responsibility to see that grade transcripts or certificates for job related training courses are given to the Human Resources Office for inclusion in the employee's file. The Human Resources Office will provide written acknowledgment to the employee of receipt and filing of such documents in the employee's file if requested.

Board Policy 11.08.01

Adopted November 9, 1998

Revised May 10, 2004

Revised April 14, 2014

11.13

Traffic Regulations and Parking

The President will recommend to the Board of Trustees parking and traffic regulations on lots and roadways which are owned and maintained by the College.¹ The regulations will include the enforcement measures to be taken to uphold the rules and regulations, including fines and penalties.

After the regulations are approved by the Board of Trustees, they shall be published online via by the College Police Department website. ~~in student publications made generally available to students and staff (Lake Land College Motor Vehicle Parking Regulations brochure).~~ Fines and penalties established by the Board of Trustees for violations of the regulations may include, but not be limited to, the withholding of transcripts and the towing of vehicles, if necessary, at the owner's expense. Individuals with unpaid traffic tickets may be denied registration until financial obligations to the College are met.

Individuals charged with a violation of vehicle regulations/parking may request a review of the said violation and the fine or penalty imposed by written request/notice to the Police Chief. The Police Chief, then, will hold an informal hearing with the complainant and the patrol officer. The decision concerning each case by the Police Chief will be final.

¹ 103-42.2 ILCS

Adopted November 9, 1998

Revised April 14, 2014

Revised

11.17

Food Service and Catering

~~The College's food service and catering operations are primarily for the benefit of students and College personnel. The student union is managed by Lake Land College under the direction of the Vice President for Business Services.~~

~~The principal thrust of the program is to provide food service to students and employees at a reasonable price, within the constraints of the food costs, labor costs, and the College budget.~~

~~Special groups not comprised primarily of students or employees may be served from time to time. Such groups will normally be connected, directly or indirectly, to one or more identified missions of the College.~~

~~Food and other offerings available through the student union will be within the limitations of the facilities and personnel of the program.~~

~~The College contracts with outside vendors to provide food service and vending services on campus as well as off campus sites. These contracts are managed by the Director of Auxiliary Services.~~

All on-campus catering, including both College and non-College functions, whether on-campus or at the Kluthe Center, will be arranged through the Office of the Director of Auxiliary Services. Outside vendors used to facilitate the College's catering needs shall be approved by the Board of Trustees.

~~Caterers shall provide a current food service permit and proof of public liability insurance.~~ ~~Such outside vendors~~ must have a certified catering kitchen facility, must have a certified food handler in charge of the facility, and will be required to comply with all state and local food handling rules and regulations.

~~Price lists for goods and services available through the student union will be clearly posted in the serving area and may also be provided through~~

Board Policy**11.17**

~~promotional materials, advertisements, and notices posted in classroom buildings. A copy of these posted prices as well as a copy of the guide to catering and prices and services will be available in the Office of the Director of Auxiliary Services.~~

Board Policy

11.17

Adopted November 9, 1998

Revised June 14, 2004

Revised December 10, 2007

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: January 3, 2018

RE: Board Policy Revision- Sexual Harassment and Sex Discrimination Policy 11.04.01

Last November, Governor Rauner signed Public Act 100-0554 into law, which requires local governmental entities to adopt a sexual harassment policy by ordinance or resolution on or before January 15, 2018. While the College currently has a sexual harassment policy (11.04.01), per counsel with Robbins Schwartz we do need to adopt by resolution changes to this Policy. Additionally, staff with Robbins Schwartz reviewed Board Policy 11.04 - Anti-Harassment, and reported no additional changes are needed. Thus, to comply with this new law, please conduct the first and second reading of Board Policy 11.04.01 - Sexual Harassment and Sex Discrimination and approve proposed changes as presented in order to meet the January 15, 2018 deadline. Please find attached the proposed resolution and details of recommended changes.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0118-007

DATE: January 8, 2018

RESOLUTION TO ADOPT CHANGES TO BOARD POLICY 11.04.01 – SEXUAL HARASSMENT AND SEX DISCRIMINATION.

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") maintains the College's official Board Policy Manual; and

WHEREAS, Public Act 100-0554, signed into law by Illinois Governor Bruce Rauner in November 2017, requires local governmental entities to adopt a sexual harassment policy by ordinance or resolution on or before January 15, 2018; and

WHEREAS, the College's Board Policy 11.04.01 - *Prohibition of Sexual Discrimination, Harassment, and Misconduct* was initially adopted by the Board of Trustees on August 8, 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board shall approve the College administration's recommended revisions to Board Policy 11.04.01 – Sexual Harassment and Sex Discrimination in accordance with Public Act 100-0554 and as detailed on Attachment A to this Resolution.

ADOPTED this 8TH day of January, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution No. 0118-007, for adoption of changes to Board Policy 11.04.01 – Sexual Harassment and Sex Discrimination, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 8th day of January, 2018.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8th day of February, 2016.

Secretary, Board of Trustees

Attachment A**11.04.01****Prohibition of Sexual Discrimination, Harassment and Misconduct**

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, and sexual harassment ~~and misconduct on the basis of sex~~, which includes discrimination based on sexual orientation or gender-related identity.

Sex discrimination ~~includes~~ sexual harassment, sexual misconduct and sexual violence are prohibited. It is the policy of the College that no staff member, student or other members of the College community shall be subject to sexual ~~discrimination~~, harassment or ~~misconduct~~ sex discrimination in any form.

~~Individuals found to have violated this policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or collective bargaining agreement~~

Sexual Harassment Defined

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or academic advancement, evaluation or grades;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working and academic environment.

Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of employment and/or academic environment and creates an environment

Board Policy No. 11.04.01

that a reasonable person would find intimidating, hostile, uncomfortable, or inappropriate.

Examples of Sexual Harassment

Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

Board Policy No. 11.04.01

1. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion;
2. Suggesting sexual involvement to or demanding sexual involvement of a another employee where such person has made it clear that such a suggestion or demand is unwelcome;
3. Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance, or activities; jokes about sex or gender-specific traits; public conversations about sexual activities or exploits; suggestive sounds such as howling, catcalls, and whistles;
4. Unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
5. Unwelcome leers, stares, gestures or slang that are sexually suggestive, sexually degrading or imply sexual motives or intentions;
6. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, following, stalking, kissing, hugging, pinching, etc.;
7. Any coerced sexual act or physical assault;
8. Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
- 4-9. Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning or that is based on sexual stereotypes and attitudes.

Jurisdiction

This policy applies to students, faculty, staff, employees, appointees, ~~or and third parties~~ visitors, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. ~~On-on~~ College property; or
- B. ~~Off-off~~ College property if:

Board Policy No. 11.04.01

1. The conduct was in connection with a College or College-recognized program or activity; or
2. The conduct may have the effect of creating a hostile environment for a member of the College community.

Title IX Coordinator

The College has designated the Director of Human Resources as the Title IX Coordinator and the Senior Human Resources Generalist and College Compliance Coordinator as the Deputy Title IX Coordinator.

Reporting

Any employee or visitor to the College who believes he/she has been subjected to sexual harassment or discrimination in violation of this Policy should report this to the Director of Human Resources. Any student who believes she/he has been subjected to sexual harassment or discrimination should report this to the Title IX or Deputy Title IX Coordinators. Students may also contact one of the College's confidential advisors for guidance regarding reporting options. Employees are encouraged to resolve any complaints internally but have the option of contacting the Illinois Department of Human Rights or Equal Employment Opportunity Commission (within 180 or 300 days, respectively) to file a complaint. Students may pursue claims of sexual harassment with the United States Office for Civil Rights.

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Individuals may also pursue retaliation claims under the State Officials and Employee Ethics Act, the Whistleblower Act and Illinois Human Rights Act. Anyone found to have engaged in unlawful retaliation will

be subject to discipline up to and including termination, criminal penalties and fines may also be assessed for engaging in retaliation in violation of the Ethics and Whistleblower Acts.

False Complaints

Allegations of sexual harassment are extremely serious. Therefore, all claims of harassment must be made in good faith. Any claims that are brought while knowingly false, with malicious intent, or out of retaliation are a violation of this Policy. Individuals who violate this Policy by filing a knowingly false complaint shall be subject to discipline, up to and including termination. Additionally, a false complaint brought under the Ethics Act could result in criminal penalties and/or fines.

Consequences

Individuals found to have violated this Policy shall be subject to disciplinary action up to and including termination from employment, expulsion and banned from the College. Additionally, an individual who engages in retaliation under the Ethics and Whistleblower Acts may also be subject to fines and/or penalties.

Implementing Procedures

The College will maintain and publish procedures implementing this policy which set forth:

1. Definitions of prohibited conduct;
2. Responsibilities of and contact information for the College's Title IX Coordinator and Director of Human Resources;
3. Options for assistance following an incident of sexual discrimination, harassment and/or misconductretaliation;
4. Procedures for reporting and confidentially disclosing sexual discrimination, harassment and/or misconduct or retaliation;
5. Complaint investigation and appeal procedures;
- ~~5-6.~~ Consequences of a violation of the prohibition on sexual harassment, retaliation for knowingly making a false report;
- ~~6-7.~~ Prevention and education programming provided to College students and employees; and
- ~~7-8.~~ Training and education provided to College employees involved in

Board Policy No. 11.04.01

responding to, investigating or adjudicating sexual discrimination, harassment, ~~and misconduct incidents~~ incidents of retaliation, or in the referral or provision of services to survivors.

~~The procedures~~ This Policy will also be published in the Student Guide to Addressing Sexual Harassment and Sexual Misconduct section of the online Student Handbook available on the College's website. Printed copies will be available from the offices of Counseling Services, Health Services, Human Resources and Vice President for Student Services.

Adopted August 8, 2016

Revised May 8, 2017

Revised

MEMO

TO: Dr. Jonathan Bullock, President
Tina Stovall, Vice President for Student Services
FROM: Jon Althaus, Vice President for Academic Services
DATE: December 13, 2017
RE: Faculty Seniority List

Chapter twenty-two (22) of the Illinois Revised Statutes, paragraph 103B-5, requires each community college to establish a faculty seniority list by February 1 of each year.

A faculty seniority list has been established for the college utilizing information from the Human Resources Office, Academic Divisions, and Board Policy. Division chairs and administrators have reviewed the seniority list and feel it is in compliance with the act.

During the most recent contract negotiations, the faculty and administration agreed to add the assignments that each faculty member is qualified to provide. As such, the last two columns (5 and 6) of the attached spreadsheet are being added to the Faculty Seniority list.

We respectfully request approval of the list with the understanding that the specific assignments noted in columns 5 and 6 will continue to be updated throughout the year as faculty qualifications are reviewed based on additional education.

Attachment

FACULTY SENIORITY LIST

January 8, 2018

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
1	BUNTON, CATHY	1989 08 23		Social Science & Education	EDU-100 HED-178, 179, 185, 200 All PED- courses	
2	MERRY-NIEBRUGGE, MARGARET	1990 08 22		Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	
3	DRONE-SILVERS, SCOTT	1991 08 21	1991 07 08	Academic Support	Academic Support – Library	
4	DRAKE, ALLEN	1992 09 08		Agriculture	All JDA- courses	
5	HORTENSTINE-OLMSTED, SALISA	1993 01 08		Humanities & Communication	All SPE- courses All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All RTV- courses All HUM- courses	All INS- courses All RDG- courses STA-
6	BURRELL, BRYAN	1994 02 28		Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services All PSY- courses
7	HORTON, LUCINDA	1994 08 19	1994 05 09 (2)	Math & Science	All BIO- courses	
8	FOREMAN, KAY	1994 08 19	1994 07 11 (1)	Allied Health	AHE-041, 042, 045, 050, 051, 086 All PTA- courses	
9	BACINO-ALTHAUS, LARA	1995 06 14		Social Science & Education	All PSY- courses	All SFS- courses
10	PHIPPS, CYNTHIA	1995 08 18		Business	BUS-085, 086, 087, 089, 094, 095, 096, 097, 098, 099, 120, 141, 142, 151, 152, 200, 281 CIS-040, 054, 055, 093, 094, 160	
11	RUDIBAUGH, MIKE	1995 09 15		Math & Science	All ESC- courses All GIS- courses	All GEO- courses
12	BUZZARD, DION	1996 01 16		Technology	CAD-056, 057, 058, 059 IND-044, 054, 056 MET-045, 076, 084 TEC-040—056, 060, 070, 071, 080, 103	
13	MIOUX, MARTHA	1996 04 08		Allied Health	AHE-041, 042, 045, 050, 051, 086 All MAS- courses All PTA- courses	
14	MCHENRY, WALTER	1996 08 22	1996 07 08	Math & Science	All MAT- courses	
15	KESSLER, TYNIA	1997 01 31		Business	BUS-085, 086, 087, 089, 094, 095, 096, 097, 098, 099, 120, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS- 040, 054, 055, 093, 094, 160	

16	CALDWELL, THOMAS	1997 08 22	1997 04 14 (1)	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- courses All PHI- courses	Board Book Page 107 All INS- courses All RDG- courses ALL SPE- courses All SFS- courses STA-
17	LANDRUS, MATT	1997 08 22	1997 04 14 (2)	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- courses	All INS- courses All RDG- courses STA-
18	BLACK, KATHY	1997 08 22	1997 04 14 (3)	Business	BUS-060, 061, 062, 065, 079, 080, 081, 085, 086, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 054, 055, 058, 068, 093, 094, 101, 156, 160	
19	MILLER, KEVIN	1997 08 22	1997 04 14 (4)	Technology	All AUT- courses IND-042, 043, 058, 060, 062 TEC-043, 048, 050, 052, 054, 056 WEL-057	
20	WHITE, JEFF	1997 08 22	1997 04 14 (6)	Math & Science	All BIO- courses	
21	CALDWELL, NANCY	1997 08 22	1997 04 14 (7)	Humanities & Communication	All MUS- courses HUM-150	ALL INS- courses ALL RDG- courses STA-
22	ALI, IFFAT	1997 08 22	1997 04 14 (8)	Math & Science	All CHM- courses	
23	KERSEY, KRIS	1997 08 22	1997 04 14 (9)	Technology	All EET- courses All IND- courses All HVC- courses MET-040—084 MMP I-V MTT-050 TEC-039—056, 059, 070—090 All TEL- courses	
24	BEAVERS, MICHAEL	1997 08 22	1997 07 14 (1)	Technology	CIS-040, 094, 156, 160 CIM-044 All EET- courses IND-044, 046, 052, 054, 056 MET-040, 043, 044, 050, 080 All PLC- courses TEC-043—058, 062, 064, 070, 090 WEL-057	
25	SATTERWHITE, MARCY	1997 08 22	1997 07 14 (2)	Business	BUS-060, 061, 062, 079, 080, 081, 085, 086, 094, 095, 113, 114, 115, 120, 123, 034, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 047, 054, 055, 056, 058, 068, 088, 090, 092, 093, 094, 101, 160	EDU-103

26	RHINE, SCOTT	1997 08 22	1997 07 14 (3)	Business	BUS-085, 086, 094, 095, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 049, 053, 054, 055, 056, 060, 062, 063, 065, 066, 067, 068, 069, 070, 071, 073, 074, 079, 081, 084, 085, 087, 089, 093, 094, 095, 101, 160 ITT-042, 043, 048, 049, 050, 063, 064, 066, 068	Board Book Page 108
27	STRANGE, PEGGY	1997 08 22	1997 08 18 (2)	Business	All COS- courses All EST- courses	
28	WALK, LORI	1997 12 01		Technology	CAD-056, 057 All CET- courses TEC-040, 043, 045, 048, 050, 052, 054, 055, 056	
29	DOWNS, DANIELLE	1998 07 01		Academic Support	Academic Support – Financial Aid	
30	TURNBULL, DAVID	1998 08 24	1998 06 08	Math & Science	All BIO- courses	ADN-061 MAT-005, 006
31	STALEY, CHERYL	1998 08 24	1998 07 13	Business	BUS-085, 086, 089, 094, 095, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 052, 054, 055, 056, 068, 071, 074, 093, 094, 095, 101, 156, 160, 162, 164, 170 ITT-040, 041, 044, 045, 054	
32	NIEMERG, MARK	1999 01 08		Agriculture	All SOE sections in AG AGR-050, 052, 054, 205, 053, 051, 152, 204, 205	AGR-040, 046, 049, 095, 096, 098, 112, 111, 120, 131, 132, 133, 151, 121, 122, 123, 124, 134
33	HARTKE, EMILY	1999 07 13		Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
34	BIRDWELL, JODI	1999 08 20	1999 04 12 (1)	Humanities & Communication	All ART- courses HUM-150	All INS- courses All RDG- courses STA-
35	ROGERS, SHANE	1999 08 20	1999 04 12 (5)	Social Science & Education	All POS- courses	All INS- courses All RDG- courses All SFS- courses All SOS- courses
36	GREIDER, MATT	1999 08 20	1999 06 14	Social Science & Education	All HIS- courses All SOS- courses	All RDG- courses All SFS- courses
37	LYNCH, BRIAN	1999 08 20	1999 07 12 (1)	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
38	NEWELL, ROBERT	1999 08 20	1999 07 12 (2)	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses All LIT- courses	All INS- courses All RDG- courses STA-

39	DAVISON, ANGELA	1999 08 20	1999 08 09	Business	BUS-085, 086, 094, 095, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 049, 052, 054, 055, 056, 060, 062, 063, 065, 068, 071, 074, 083, 093, 094, 095, 099, 101, 156, 160, 162, 164, 170 ITT-040, 041, 044, 045, 054	Board Book Page 109
40	LEBOLD, JON	1999 09 22		Business	BUS-094, 095, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 054, 055, 056, 068, 071, 093, 094, 101, 160	
41	BLASER, TARA	2000 01 07		Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses All LIT- courses All PHI- courses	All INS- courses All RDG- courses STA-
42	JARRELL, CHARLES	2000 03 15		Social Science & Education	All EDU- courses SOS-050	All SFS- courses
43	DOTY, SUZETT	2000 08 23	2000 05 08 (1)	Math & Science	All BIO- courses	
44	SEILER, DAVID	2000 08 23	2000 05 08 (3)	Social Science & Education	All HIS- courses SOS-050, 099, 208	RDG-007, 009, 013, 050, 051 SFS-101, 102, 103
45	LINDLEY, GARY	2000 08 23	2000 07 10	Technology	CIS-040, 051, 053, 071, 079, 081, 084, 087, 089 All EET- courses IND-052, 054, 062 MET-040, 042, 043, 044, 080 TEC- 043, 048, 050, 051, 052, 054, 055, 056, 057, 058	
46	HAARMAN, NEAL	2000 10 19	2000 08 14 (1)	Technology	All BCT- courses CAD-052,056 All CET- courses TEC-040, 043, 045, 048, 050, 052, 054, 055, 056, 057, 059, 060, 080	
47	WATSON, RICK	2000 10 19	2000 08 14 (2)	Technology	CAD-056 CET-020—039, 051, 054, 060, 075, 077, 082 HVC-060 TEC-040, 043, 045, 048, 050—056	
48	MOORE, TINA	2001 01 16		Academic Support	Academic Support – Career Services INS-099, 200	All Academic Support in Student Services SFS-101
49	HUNZINGER, BRENDA	2001 08 22	2001 03 12 (1)	Math & Science	All BIO- courses	
50	JOHNSON, DAVID	2001 08 22	2001 03 12 (2)	Social Science & Education	HED- 178, 179, 185, 200 All PED- courses	ECE-102 All INS- courses All SFS- courses
51	BEAM, CHERYL	2001 08 22	2001 08 13	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
52	MADLEM, BRIAN	2002 08 22	2002 04 08 (1)	Technology	All AUT- courses TEC-048, 048, 055 WEL-057	

53	JONES, BAMBI	2002 08 22	2002 04 08 (2)	Math & Science	All MAT- courses	Board Book Page 110 All MAT- courses
54	DALPONTE, MARC	2002 08 22	2002 04 08 (4)	Math & Science	All BIO- courses	TEC-050, 052, 054, 056 ADN-061
55	HARTZEL, SHELE	2002 08 22	2002 04 08 (5)	Math & Science	All MAT- courses	
56	CAPITOSTI, GREGORY	2002 08 22	2002 04 08 (6)	Math & Science	All CHM- courses	
57	CARPENTER, JOHN	2002 08 22	2002 08 12 (1)	Business	BUS-056, 057, 074, 076, 078, 085, 086, 089, 090, 091, 092, 094, 095, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 093, 094, 160	
58	RITCHEY, EVA	2002 08 22	2002 08 12 (3)	Humanities & Communication	All SPE- courses All RTV courses	All INS- courses All RDG- courses STA-
59	BURRELL, KRISTA	2003 01 10		Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services All PSY All SOS
60	EARP, LISA	2003 07 15		Business	BUS-060, 061, 062, 063, 065, 079, 080, 081, 084, 085, 086, 089, 094, 095, 099, 113, 114, 115, 120, 123, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 047, 054, 055, 056, 058, 068, 071, 088, 090, 092, 093, 094, 101, 156, 160	SFS-101
61	ZELLER, NICOLE	2004 08 20	2004 07 12 (2)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
62	FIELDS, TERRI	2005 10 01		Social Science & Education	All PSY- courses	All SFS- courses
63	PORTER, CASSANDRA	2006 01 09		Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	HED-102
64	GOAD, TISHA	2006 04 24		Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
65	NWOSU, IKEMEFUNA	2006 08 21	2006 01 09	Math & Science	All BIO- courses	ADN-061
66	NOHREN, HEATHER	2006 08 21	2006 04 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
67	POWERS, GREGORY	2006 08 21	2006 06 12	Humanities & Communication	All SPE- courses All RTV courses	All INS- courses All RDG- courses STA-
68	BARKLEY, DYKE	2006 08 21	2006 07 17 (1)	Agriculture	All AGR- courses All HRT- courses	AGR-041, 042, 043, 046, 049, 050, 051, 053, 095, 096, 098, 054, 111, 112, 121, 122, 124, 132, 133, 134, 141, 143, 145, 152, 053, 174, 208 STA-200


69	WAYMOTH, JANET	2007 08 20	2007 05 14	Allied Health	All ADN- courses except ADN-061 AHE-040, 041, 042, 043, 044, 045, 051, 052, 054, 055, 057, 086 All PNC- courses	Board Book Page 111
70	HENDREN, HELEN	2007 08 20	2007 07 09 (1)	Social Science & Education	All HSP- courses except HSP-101 PSY-278	All SFS- courses All INS- courses
71	THOMAS, EDWARD	2007 08 20	2007 07 09 (3)	Humanities & Communication	All SPE- courses All RTV courses	BUS-089, 090, 091, 092, 094 CIS-066, 067 All INS- courses All RDG- courses STA-
72	SWINGLER, ERIN	2008 01 11	2007 12 10	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	HED-290
73	THOMASON, DEBORAH	2008 08 22	2008 02 11	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	
74	HARDIEK, KARLA	2008 08 22	2008 05 12 (1)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
75	JONES, NICHOLE	2008 08 22	2008 05 12 (2)	Allied Health	All ADN- courses except ADN-061 AHE-040—045, 051, 052, 054, 055, 057, 086 All PNC- courses	
76	DAVIS, KIMBERLY	2008 08 22	2008 05 12 (3)	Social Science & Education	EDU-100, 190, 200, 210	SFS-101
77	DUCKETT, AMY	2009 01 09		Business	All COS- courses All EST- courses	
78	DAUGHERTY, KATHLEEN	2009 08 24	2009 05 11 (1)	Business	BUS-059, 060, 061, 062, 063, 065, 079, 080, 081, 082, 083, 084, 085, 086, 094, 095, 113, 114, 115, 120, 123, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 054, 055, 058, 068, 093, 094, 101, 156, 160 All MCS- courses	
79	GARNER, JUDY	2009 08 24	2009 05 11 (2)	Humanities & Communication	ENG-005, 007, 050, 095 All RDG- courses	All ENG- courses (excluding ENG-110, 111, & 112) All IEL- courses STA-
80	LOTZ, KATIE	2009 08 24	2009 07 13	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
81	GENTRY, JOHN	2009 08 24	2009 08 10	Technology	CAD-056 TEC-040, 043, 045, 048, 050, 052, 055 All WEL- courses	
82	HEUERMAN, DUSTIN	2010 08 20	2010 05 10	Social Science & Education	ALL CJS- courses	All SFS- courses

83	HARTRICH, ELIZABETH	2010 08 20	2010 06 14	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	Board Book Page 112 SFS-101
84	NEU, RUSSELL	2010 08 20	2010 07 12 (2)	Agriculture	All JDA- courses	
85	MILLER, NATHAN	2011 01 03	2011 01 10	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
86	LYNCH, VALERIE	2011 07 18	2011 07 11	Academic Support	Academic Support – Student Life	All Academic Support in Student Services SFS-101
87	ORRICK, RYAN	2011 08 19	2011 03 14 (1)	Agriculture	All SOE sections in AGR- AGR-060, 206, 095, 096, 098, 063, 065, 067, 071	AGR-040, 046, 049, 064, 070, 095, 096, 098, 111, 112, 120, 131, 132, 133, 151
88	HOLSAPPLE, KRISTEN	2011 08 19	2011 03 14 (2)	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	
89	COHAN, MICHAEL BEN	2011 08 19	2011 05 09 (1)	Humanities & Communication	All ART- courses HUM-150	All INS- courses All RDG- courses STA-
90	NOHREN, MARIA	2011 08 19	2011 06 13 (1)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
91	TILLMAN, JOE	2011 08 19	2011 06 13 (2)	Technology	CAD-056 All EET- courses All TEC- courses IND-046, 052, 054 MET-040, 042, 043, 044 WND-040, 041, 042 BCT-070	
92	REYNOLDS, CASEY	2011 08 19	2011 08 15	Humanities & Communication	FLG-140, 141, 240, 241 All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses	All INS- courses All HUM- courses All RDG- courses STA-
93	DETERS, LAURA	2012 01 09	2012 01 09	Allied Health	AHE-040, 043, 045, 051, 052, 054, 086 PNC- clinicals	
94	VEACH-WATSON, TARA	2012 08 21	2012 05 14 (1)	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112)	All INS- courses All HUM- courses All LIT- courses All RDG- courses STA
95	KITTEN, LEO	2012 08 21	2012 05 14 (2)	Technology	All CAD- courses All CIM- courses EET-049 TEC-040, 043, 045, 046, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 060, 080	

96	KNEBEL, TY	2012 12 17	2012 12 10	Vandalia Correctional Center	TEC-040, 043, 048, 070 WEL-047, 048, 056, 057, 058, 059, 061	
97	HOOD, SHANNON	2013 08 22	2013 08 12 (1)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
98	HILL, SARAH	2013 08 22	2013 08 12 (2)	Academic Support	Academic Support – Library	All EDU- courses All RDG- courses SFS-101
99	BROWN, DEWAYNE	2013 11 27	2013 10 09	Vandalia Correctional Center	ATO-040 CSM-065, 066, 067, 068	
100	BRIGHT, ANDREA	2014 03 01	2013 10 13 (1)	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services RDG-007, 009, 050
101	MELTON, JENNIFER	2014 03 01	2013 10 13 (2)	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services SOS-050
102	REINHART, ANTHONY (WOODY)	2014 06 09	2014 05 12	Agriculture	AGR-080, 083, 087, 088, 091, 086, 094, 082, 089, 092, 097	
103	MUNGER, JAMES	2014 08 22	2014 06 09	Business	All CIS- courses All ITT- courses	
104	MILLER, CLAIRE	2014 08 22	2014 08 11 (1)	Math & Science	All CHM- courses	
105	GAINES, ANDREW	2014 08 22	2014 08 11 (3)	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services INS-200, 299 All PSY- courses All SOS- courses
106	WILDMAN, RYAN	2015 08 24	2015 04 13 (1)	Agriculture	All SOE sections in AGR AGR-040, 122, 131, 134, 207, 120, 121, 123, 124, 201	AGR-014, 046, 049, 095, 096, 098, 111, 112, 132, 133, 151
107	KOESTER, CASSIE	2015 08 24	2015 05 11 (1)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
108	SMITHENRY, KIMBERLY	2015 08 24	2015 05 11 (2)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
109	PARRISH, KATIE	2015 08 24	2015 05 11 (3)	Social Science & Education	All SOC- courses All SOS- courses	All INS- courses SFS-101
110	ALLEN, DANIEL	2015 08 24	2015 06 08 (1)	Math & Science	All PHY- courses	All ESC- courses
111	NASSERIPOUR, RAKHSHA	2015 08 24	2015 06 08 (2)	Math & Science	All PHY- courses	
112	FULK, JOSHUA	2015 08 24	2015 08 10	Technology	BCT-064 CAD-052, 056 All CET- courses TEC-040, 043, 045, 048, 050—056, 060, 080	

113	MILLER, ROBERT	2016 01 08	2015 12 14	Agriculture	All JDA- courses	TEC-048
114	RAUCH, JORDAN	2016 08 19	2016 08 08	Agriculture	All SOE sections in AGR AGR-046, 060, 061, 062, 206, 049, 063, 064, 066, 111	AGR-040, 046, 049, 095, 096, 098, 111, 112, 120, 131, 132, 133, 151
115	BRANDT, HAYLEE	2016 08 19	2016 09 12	Allied Health	ADN-040, 042, 076, 078 clinical only AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
116	PARULESKI, LAURA	2017 01 09	2016 10 10	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
117	ULM, TANILLE	2017 08 18	2017 07 10	Social Science & Education	All ECE- courses All EDU- courses	SFS-101
118	DUNN, JARRETT	2017 08 18	2017 08 14 (1)	Math & Science	All MAT- courses	
119	YESKE, MOLLY	2017 08 18	2017 08 14 (2)	Allied Health	All MAP- courses	
120	UPHOFF, BEULAH	2018 01 05	2017 11 13	Allied Health	AHE-040, 041, 042, 043, 045, 051, 052, 054, 055, 086	

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: December 18, 2017

RE: November 2017 Financial Statement Summary

Outlined below are the budgetary variances of note in November for Fiscal Year 2018.

Area(s) of Concern:

- Tuition revenue – The unfavorable variance in tuition increased significantly during the month of November (as we start recording Spring semester enrollments). The November unfavorable variance alone was \$615,548 bringing the year to date unfavorable variance to \$1,050,754. In FY2017, we had recorded 92.6% of the tuition received for all of FY2017. Through the same timeframe in FY2018, we have recorded 82.0% of tuition budgeted for FY2018.
- Fees – The unfavorable variance in fees also jumped in the month of November. The November variance was unfavorable by \$178,261 increasing the total year to date unfavorable variance to \$259,718. Some of this variance may be attributed to timing as when comparing fees collected this year versus last year, we are up approximately \$96,000 through the same timeframe. However, given the fee adjustments that were implemented this year, actual collections have not kept pace with the budgeted projections to this point.

Given that these variances have continued for several months and now total approximately \$1.3 million, it is important to evaluate the expenditure side in order to offset what appears to be lower than anticipated revenue for these areas. In evaluating expenditures year to date, if this unfavorable variance in revenue continues, I am projecting it to be made up by the following favorable variances in expenditures for this year:

- Salaries and wages – Projected year end favorable variance of \$394,708
- Employee benefits - Projected year end favorable variance of \$94,571
- General Materials and Supplies - Projected year end favorable variance of \$514,191
- Contractual Services - Projected year end favorable variance of \$80,000
- Scholarships, Grants, Waivers - Projected year end favorable variance of \$200,000

- **Fixed Charges** – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

Total projected favorable expenditure variances - \$1,383,470

Overall Variances:

- **Revenue** – Total November revenue was \$6,401,932 resulting in an overall unfavorable variance of \$1,136,442 compared to the budgeted level. This unfavorable variance is primarily driven by lower the anticipating recording of tuition and fees and not yet receiving the CPPRT payment from the State of Illinois as of this date. Year to date, revenue has an unfavorable variance of \$324,739.
- **Expenditures** – Total November expenditures were \$2,086,387 resulting in an overall favorable variance of \$121,269. Year to date, spending has a favorable variance of \$2,448,382.

Revenue Variances:

- **Local Sources** – Unfavorable November variance of \$212,200 due to not yet receiving the CPPRT payment from the State of Illinois. Through November, this line is unfavorable by \$134,419 but this is related to timing and should finish in line with budgeted revenues.
- **ICCB Credit Hour Grant** – Unfavorable variance for the month of November by \$74,553 due to the timing of receipt of state payments for credit hour reimbursement. Year to date, this line has a favorable variance of \$1,120,424 but this is solely due to the timing of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.
- **ICCB Equalization Grant** – No variance for the month of November or year to date. With a total receipt of \$1,949,717 in equalization payments, we are right in line with our budgeted assumptions for Fiscal Year 2018.
- **Tuition & Fees** – Already discussed at length above. November unfavorable variance for tuition of \$615,548 and \$178,261 for fees. Year to date, tuition has an unfavorable variance of \$1,050,754 and fees are unfavorable by \$259,718.
- **Other State Sources** – Unfavorable variance for November in the amount of \$23,877 and year to date in the amount of \$170,274. This is primarily due to not yet receiving the Career and Technical Education payment for Fiscal Year 2018. Once that is received from the State of Illinois we should be more in line with the budgeted projections.
- **Other Revenue** – November had an unfavorable variance of \$43,853. Year to date this line now has an unfavorable variance totaling \$17,973. This is primarily attributed to CBI revenues being slightly lower than budgeted. These may bounce back as we are entering the time of year when CBI revenues are generally at their highest.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in November of \$80,702. Year to date these lines are favorable by \$425,001 and we are projecting a year end favorable variance of \$362,081 at this point in time.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in November in the amount of \$26,042. Year to date these lines are unfavorable by \$88,205; however, we are projecting a year end favorable variance of \$94,399 at this point in time.
- *Instructional* – Had an unfavorable variance in November of \$29,370 which was due to an unfavorable variance in salaries of \$120,438. However, year to date, salaries are favorable by \$174,894. Overall, this area is favorable by \$573,185 year to date.
- *Academic Support* – Had an unfavorable variance in November of \$1,579 which is due to an unfavorable variance in materials and supplies of \$3,276 (timing related). Year to date, this area has an overall favorable variance of \$13,909.
- *Student Services* – Had a favorable variance in November of \$11,320. This was primarily due to a favorable variance in salaries of \$7,063. Year to date, this area has an overall favorable variance of \$66,225.
- *Public Service/Continuing Education* – This area had an unfavorable November variance of \$2,636 that was due to the recording of a Gift in Kind of GE equipment donated for CBI in the amount of \$11,850. Year to date this area is favorable by \$21,425.
- *Operations & Maintenance* – This area had a favorable November variance of \$33,047. Year to date the favorable variance is \$365,534 with \$115,000 being in Capital Outlay due to not expending \$5,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers for the Luther Student Center.
- *Institutional Support* – Had a favorable November variance of \$12,396. Year to date this area has a favorable variance totaling \$1,188,349. The bulk of this favorable variance is from the following lines: \$407,998 is due to adding in the Strategic Initiatives that were outlined in the August 10th memo from Dr. Bullock to the Board of Trustees, \$416,778 is in general materials and supplies, and \$112,965 is in contractual services.
- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$91,076 for the month of November. Year to date this line is favorable by \$219,755.

As we have discussed, despite a more complete level of state funding for FY2018, long term state funding uncertainty still exist. Therefore, we still intend to enforce spending limitations to ensure that we remain prudent and responsible with our expenditures.

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

Current Month				Current YTD	Current YTD	Current YTD	% Current		FY17 Final	
Current Month	Budget	Variance		Actual	Budget	Budget	YTD Budget	Previous	Audited	FY18 Annual
						Variance	Variance	YTD	Numbers	Budget
Revenues:										
1,333,949	1,546,149	(212,200)	Local Sources	8,147,926	8,282,345	(134,419)	-1.62%	7,733,911	7,910,562	8,922,204
81,667	156,220	(74,553)	ICCB Credit Hour Grant	1,901,522	781,098	1,120,424	143.44%	1,887,282	5,262,447	4,058,469
389,943	389,943	0	ICCB Equalization Grant	1,949,717	1,949,716	1	0.00%	2,843,905	5,113,746	4,679,320
-	23,877	(23,877)	Other State Sources	128,895	299,169	(170,274)	-56.92%	747,576	2,039,866	1,050,557
3,327,981	3,943,529	(615,548)	Tuition	9,047,753	10,098,507	(1,050,754)	-10.41%	10,473,088	11,305,896	11,027,972
1,200,084	1,378,325	(178,261)	Fees	3,284,113	3,543,831	(259,718)	-7.33%	3,188,114	4,085,240	4,534,505
56,478	100,331	(43,853)	Other Revenue	517,125	535,098	(17,973)	-3.36%	1,730,451	2,409,866	1,119,843
11,850	-	11,850	Gift in Kind	187,973	-	187,973	-	-	115,578	-
6,401,932	7,538,374	(1,136,442)	Total Revenues	25,165,025	25,489,764	(324,739)	1	28,604,327	38,243,002	35,392,870
Expenditures:										
Instructional										
970,600	850,162	(120,438)	Salary and Wages	4,871,449	5,046,343	174,894	3.47%	4,823,738	10,352,825	10,593,886
153,389	159,354	5,965	Employee Benefits	813,384	796,771	(16,613)	-2.09%	817,722	1,948,994	1,973,963
2,142	61,050	58,908	Contractual Services	14,042	129,930	115,888	89.19%	43,155	472,541	556,890
60,312	77,676	17,364	General Materials and Supplies	33,312	402,156	368,844	91.72%	180,759	456,549	732,461
3,445	8,975	5,530	Travel and Meeting Expenses	8,779	63,802	55,023	86.24%	7,533	35,246	146,460
-	200	200	Fixed Charges	-	1,075	1,075	0.00%	1,707	48,278	72,225
-	3,100	3,100	Capital Outlay	-	31,950	31,950	100.00%	7,375	7,375	36,554
-	-	-	Other Expenditures	-	-	-	0.00%	-	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	0.00%	-	-	-
1,189,888	1,160,518	(29,370)	Total Instructional	5,898,842	6,472,027	573,185	8.86%	5,891,989	13,322,729	14,112,239
Academic Support										
26,294	27,067	773	Salary and Wages	152,954	154,123	1,169	0.76%	207,236	433,397	351,255
7,550	6,749	(801)	Employee Benefits	40,426	33,744	(6,682)	-19.80%	55,086	114,371	83,404
-	200	200	Contractual Services	271	700	429	0.00%	258	1,682	3,000
42,914	39,638	(3,276)	General Materials and Supplies	117,418	134,903	17,485	12.96%	94,103	173,870	205,214
125	1,550	1,426	Travel and Meeting Expenses	4,510	3,935	(575)	-14.61%	4,183	7,678	9,310
-	100	100	Fixed Charges	4,597	6,680	2,083	31.18%	4,278	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
76,882	75,303	(1,579)	Total Academic Support	320,176	334,085	13,909	4.16%	365,143	735,316	659,683
Student Services										
114,170	121,233	7,063	Salary and Wages	629,675	661,407	31,732	4.80%	594,958	1,377,954	1,550,363
32,682	33,953	1,270	Employee Benefits	167,655	169,765	2,110	1.24%	161,766	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	11,209	9,322
3,932	4,343	411	General Materials and Supplies	39,093	54,956	15,863	28.87%	32,236	67,705	95,914
5,170	3,995	(1,175)	Travel and Meeting Expenses	6,369	19,139	12,770	66.72%	4,204	10,759	38,038
-	3,750	3,750	Other Expenditures	-	3,750	3,750	0.00%	-	7,000	7,500
166,964	167,274	11,320	Total Student Services	852,114	918,339	66,225	7.21%	802,486	1,872,731	2,122,477
Public Service/Cont Ed										
24,853	27,329	2,476	Salary and Wages	145,203	160,130	14,927	9.32%	207,213	356,447	372,432
4,157	3,710	(446)	Employee Benefits	23,260	22,551	(709)	-3.15%	35,634	59,098	53,853
1,838	2,895	1,057	Contractual Services	14,930	15,520	590	3.80%	17,900	42,315	34,620
7,766	13,602	5,836	General Materials and Supplies	50,720	68,991	18,271	26.48%	36,137	107,233	127,528
164	375	212	Travel and Meeting Expenses	1,501	1,738	237	13.61%	7,323	4,126	3,807
12,478	12,558	80	Fixed Charges	63,038	62,998	(40)	-0.06%	63,181	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
11,850	-	(11,850)	Gift In Kind	11,850	-	-	-	-	-	-
63,105	60,469	(2,636)	Total Public Service/ Cont Ed	310,503	331,928	21,425	6.45%	367,388	721,417	744,950
Operations & Maintenance										
76,644	90,042	13,398	Salary and Wages	380,593	473,932	93,339	19.69%	401,507	1,026,001	1,174,469
24,390	24,229	(161)	Employee Benefits	123,302	121,145	(2,157)	-1.78%	136,307	318,114	301,434
14,912	9,391	(5,521)	Contractual Services	71,932	127,673	55,741	43.66%	174,125	344,505	215,435
14,296	15,954	1,658	General Materials and Supplies	49,016	120,380	71,364	59.28%	46,810	125,184	271,195
-	25	25	Travel and Meeting Expenses	-	75	75	100.00%	-	-	150
9,930	11,180	1,250	Fixed Charges	98,622	55,900	(42,722)	-76.42%	10,793	227,294	134,160
76,551	98,949	22,398	Utilities	421,655	496,549	74,894	15.08%	392,082	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	45,900	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
216,723	249,770	33,047	Total Operation and Maint	1,145,120	1,510,654	365,534	24.20%	1,207,523	3,207,652	3,436,489
Institutional Support										
233,587	249,612	16,025	Salary and Wages	1,193,486	1,302,428	108,942	8.36%	1,095,662	3,028,892	3,089,526
89,071	57,202	(31,868)	Employee Benefits	350,153	286,001	(64,152)	-22.43%	327,528	750,399	930,711
28,349	41,336	12,987	Contractual Services	124,456	237,421	112,965	47.58%	191,669	610,853	616,253
13,232	35,171	21,938	General Materials and Supplies	335,671	752,449	416,778	55.39%	347,472	611,916	1,388,391
2,884	8,156	5,271	Travel and Meeting Expenses	13,754	45,385	31,631	69.69%	10,142	51,843	121,330
2,755	575	(2,180)	Fixed Charges	206,212	216,475	10,263	4.74%	236,695	242,519	228,300
-	1,785	1,785	Capital Outlay	-	20,032	20,032	0.00%	-	9,089	43,634
4,496	550	(3,946)	Contingency Funds	6,524	168,666	162,142	0.00%	402,768	26,960	487,221
-	-	-	Other	-	-	-	0.00%	3,150	987,604	4,417,729
7,616	-	(7,616)	Strategic Initiatives	37,002	445,000	407,998	0.00%	-	-	445,000
-	-	-	Gifts In Kind	18,248	-	(18,248)	0.00%	-	-	-
381,090	394,386	12,396	Total Institutional Support	2,285,508	3,473,857	1,188,349	2	2,615,086	6,320,074	11,768,095
1,845	92,921	91,076	Scholarships, grants, waivers	345,838	565,593	219,755	38.85%	453,555	2,506,810	1,170,066
2,086,387	2,200,640	114,254	Total Expenditures	11,158,101	13,606,483	2,448,382	17.99%	11,703,171	28,686,729	34,013,999
(4,364)	116,905	121,269	Transfers Out:	263,700	560,537	296,837	52.96%	287,778	1,271,915	1,378,871
Excess of Revenues over										
4,319,909	5,220,829	(900,919)	Expenditures & Transfers	13,743,224	11,322,744	2,420,480	21.38%	16,613,378	8,284,358	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,446,147.74	1,365,445.19	(80,702.55)	Salary and Wages	7,373,361.40	7,798,363.00	425,001.60
311,239.05	285,197.23	(26,041.82)	Employee Benefits	1,518,181.28	1,429,977.00	(88,204.28)
47,241.57	114,872.88	67,631.31	Contractual Services	234,952.84	520,566.00	285,613.16
142,451.49	186,382.59	43,931.10	General Materials and Supplies	625,230.60	1,533,835.00	908,604.40
11,786.64	23,075.75	11,289.11	Travel and Meeting Expenses	34,913.29	134,074.00	99,160.71
25,162.31	24,612.51	(549.80)	Fixed Charges	372,468.96	343,128.00	(29,340.96)
76,551.11	98,948.74	22,397.63	Utilities	421,655.27	496,549.00	74,893.73
-	4,884.83	4,884.83	Capital Outlay	-	166,982.00	166,982.00
4,495.85	550.00	(3,945.85)	Contingency Funds	6,523.99	168,666.00	162,142.01
-	3,750.00	3,750.00	Other Expenditures	-	3,750.00	3,750.00
2,065,075.76	2,107,719.72	42,643.96	Total	10,587,287.63	12,595,890.00	2,008,602.37

Lake Land College
FY2018 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$4,871,449	\$5,046,343	\$174,894	\$10,593,886	\$10,566,410	\$10,593,886	\$27,476
Salary and Wages - Acad. Support	\$152,954	\$154,123	\$1,169	\$351,255	\$249,945	\$351,255	\$101,310
Salary and Wages - Stud. Svcs	\$629,675	\$661,407	\$31,732	\$1,550,363	\$1,451,819	\$1,550,363	\$98,544
Salary and Wages - Public Svc.	\$145,203	\$160,130	\$14,927	\$372,432	\$373,065	\$372,432	(\$633)
Salary and Wages - Maintenance	\$380,593	\$473,932	\$93,339	\$1,174,469	\$1,030,067	\$1,174,469	\$144,402
Salary and Wages - Inst. Support	\$1,193,486	\$1,302,428	\$108,942	\$3,089,526	\$3,098,545	\$3,089,526	(\$9,019)
<i>Total Salary and Wages</i>	<i>\$7,373,361</i>	<i>\$7,798,363</i>	<i>\$425,002</i>	<i>\$17,131,931</i>	<i>\$16,769,851</i>	<i>\$17,131,931</i>	<i>\$362,080</i>


<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$813,384	\$796,771	(\$16,613)	\$1,973,963	\$1,982,975	\$1,973,963	(\$9,012)
Employee Benefits - Acad. Support	\$40,426	\$33,744	(\$6,682)	\$83,404	\$101,693	\$83,404	(\$18,289)
Employee Benefits - Stud. Svcs	\$167,655	\$169,765	\$2,110	\$421,340	\$412,116	\$421,340	\$9,224
Employee Benefits - Public Svc.	\$23,260	\$22,551	(\$709)	\$53,853	\$56,033	\$53,853	(\$2,180)
Employee Benefits - Maintenance	\$123,302	\$121,145	(\$2,157)	\$301,434	\$317,540	\$301,434	(\$16,106)
Employee Benefits - Inst. Support	\$350,153	\$286,001	(\$64,152)	\$930,711	\$799,950	\$930,711	\$130,761
<i>Total Employee Benefits</i>	<i>\$1,518,181</i>	<i>\$1,429,977</i>	<i>(\$88,204)</i>	<i>\$3,764,705</i>	<i>\$3,670,307</i>	<i>\$3,764,705</i>	<i>\$94,398</i>

**Lake Land College Board of Trustees
Schedule of Meetings
2018**

January 8, 2018	6:00 p.m.	Webb Hall 081
February 12, 2018	6:00 p.m.	Webb Hall 081
March 12, 2018	6:00 p.m.	Webb Hall 081
April 9, 2018	6:00 p.m.	Webb Hall 081
May 14, 2018	6:00 p.m.	Webb Hall 081
June 11, 2018	6:00 p.m.	Webb Hall 081
July 16, 2018	6:00 p.m.	Webb Hall 081
August 13, 2018	6:00 p.m.	Kluthe Center Rm. 220
September 10, 2018	6:00 p.m.	Webb Hall 081
October 8, 2018	6:00 p.m.	Webb Hall 081
November 12, 2018	6:00 p.m.	Webb Hall 081
December 10, 2018	6:00 p.m.	Webb Hall 081

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 
From: Bryan Gleckler, Vice President for Business Services
Date: December 18, 2017
Re: MOU with Paraprofessionals Association on Position Changes

In reviewing the current vacant Administrative Assistant position to College Advancement, the duties are similar to other Administrative Assistant position duties that are included in the Paraprofessionals union. Additionally, the Payroll Specialist position is currently included in the Paraprofessionals union and due to the nature of this position and the confidential information that it maintains, this position should be excluded from the union and be considered a Support position.

The attached MOU with the Paraprofessionals union amends the current contract language regarding Article I, Section 2 and Appendix A, Wage Schedule. This will allow for the Administrative Assistant to College Advancement to become a level two position as part of Local 6028. Additionally, the Payroll Specialist position will be excluded from the bargaining unit upon the retirement of the current incumbent, Barbara Arthur.

I recommend the Board of Trustees approve this Memorandum of Understanding with the Paraprofessionals Association adding the Administrative Assistant to College Advancement position to Local 6028 and excluding the Payroll Specialist position from Local 6028 upon the retirement of the current incumbent.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE LAKE LAND COLLEGE
BOARD OF TRUSTEES**

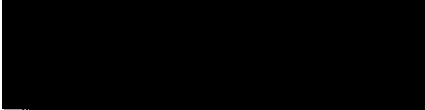
and

THE LAKE LAND COLLEGE PARAPROFESSIONAL UNION, LOCAL 6028

This is an agreement between both parties, mentioned above; to amend the current contract language regarding Article I, Section 2 and Appendix A, Wage Schedule. This will allow for the Administrative Assistant to College Advancement become a level two position as part of Local 6028. Additionally, the Payroll Specialist position will be excluded from the bargaining unit, upon the retirement of Barbara Arthur.

This agreement does not set a precedent for either party.

The agreement is made on the 8th day of January, 2018.



For the Paraprofessional Union
Lisa Leisch, President
Lake Land College Paraprofessional Union
Local 6028

12/18/17

Date

For the Lake Land College Board of Trustees
Dave Storm, Chair

Date

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: December 18, 2017

Re: MOU with Paraprofessionals Association on Testing

Administration and the Paraprofessionals Association have a mutual interest in clarifying Article VI Job Bidding and Posting, Section 7 Position Qualifying Testing, B. Qualifying Testing Validity. The current language states that the typing test requirement is waived for all current Union members and the intent was that this requirement was waived for all Union members employed at Lake Land College as of June 30, 2017. The revised language will read as follows:

Paraprofessionals in the union as of June 30, 2017 will not be required to take a typing test to stay in their current positions or to move into a different position within the union. The typing test will be required for Paraprofessionals hired after June 30, 2017 when applying for a union position that requires the typing test.

I recommend the Board of Trustees approve this Memorandum of Understanding with the Paraprofessionals Association clarifying Article VI Job Bidding and Posting, Section 7 Position Qualifying Testing, B. Qualifying Testing Validity in the collective bargaining agreement.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE LAKE LAND COLLEGE
BOARD OF TRUSTEES**

and

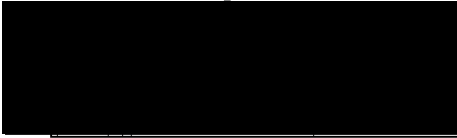
THE LAKE LAND COLLEGE PARAPROFESSIONAL UNION, LOCAL 6028

This is an agreement between both parties, mentioned above; to amend the current contract language regarding Article VI Job Bidding and Posting, Section 7 Position Qualifying Testing, B. Qualifying Testing Validity. The current language states that the typing requirement is waived for all current Union members and should instead read the following:

Paraprofessionals in the union as of June 30, 2017 will not be required to take a typing test to stay in their current positions or to move into a different position within the union. The typing test will be required for Paraprofessionals hired after June 30, 2017 when applying for a union position that requires the typing test.

This agreement does not set a precedent for either party.

The agreement is made on the 8th day of January, 2018.



For the Paraprofessional Union
Lisa Leisch, President
Lake Land College Paraprofessional Union
Local 6028

12/18/17

Date

For the Lake Land College Board of Trustees
Dave Storm, Chair

Date

LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: December 14, 2017

RE: Acceptance of FY18 Illinois Cooperative Work Study Grant

I am pleased to inform you that the Illinois Board of Higher Education has selected Lake Land College to receive a Fiscal Year 2018 Illinois Cooperative Work Study (ICWS) grant in the amount of \$34,446.84. Lake Land was one of 18 other colleges to receive the largest amount of the 38 awards to Illinois colleges and universities. The Cooperative Work Study grant program was suspended in FY2016 and FY2017 due to the state budget impasse.

A participation level of approximately 20 students is anticipated, as funds allow, and financially needy students will fill at least 90 percent of the available positions. Eleven employers have committed their participation for 2018. All employers will pay 50 percent of students' wages, and students will be required to complete three learning objectives and to research Illinois job opportunities in their career field. The program is designed to create new employer/college partnerships and to encourage many employers to join Lake Land's existing co-op employment program. Employers in that program pay 100 percent of student wages.

Please join me in commending Tina Moore, Director of Career Services, and John Mahlmeister, Career Services Representative, for their excellent work with successful grant project.

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BOARD OF TRUSTEES OF LAKE LAND COLLEGE DISTRICT NO. 517
AND
BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO.
529**

This Agreement is made and entered into this Xth day of XX, 2017, by and between the Board of Trustees of Lake Land College No. 517, Mattoon, Illinois ("Lake Land") and the Board of Trustees of Illinois Eastern Community Colleges District No. 529, Olney, Illinois, ("Illinois Eastern") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the Public Community College Act.

WHEREAS, Lake Land and Illinois Eastern are Illinois Community Colleges organized and existing pursuant to the Illinois Public Community College Act (110 ILCS 805/1-1 *et seq.*) and further governed by the Administrative Rules of the Illinois Community College Board (23 Ill. Admin. Code Part 1501); and

WHEREAS, Part 1501.307(g) of the Administrative Rules of the Illinois Community College Board provides that an Illinois Community College District may extend curricula/credit courses into another Illinois Community College District with the approval of that District; and

WHEREAS, Lake Land wishes to extend curricula/credit courses pursuant to an agreement with the Illinois Department of Corrections in correctional facilities located outside Lake Land's district boundaries; and

WHEREAS, Illinois Eastern desires to allow Lake Land to provide courses in Illinois Department of Corrections facilities located within Illinois Eastern's district; and

WHEREAS, Lake Land and Illinois Eastern's desire to enter into this Intergovernmental Agreement to allow Lake Land to provide such courses in Illinois Department of Corrections facilities located in Illinois Eastern's district in accordance with the terms and conditions contained herein.

NOW, THEREFORE, IT IS AGREED between the Parties, in consideration of their mutual promises and undertakings as set forth herein and for other good and valuable consideration, as follows:

Section 1 Incorporation of the Preamble Recitals

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

Section 2 Authorization to Offer Programs

Illinois Eastern hereby authorizes Lake Land to provide the Programs as described herein in the identified Illinois Department of Corrections facilities in accordance with the terms of this Agreement.

Section 3 Description of Programs to be Offered

The Parties agree that Lake Land shall provide the following educational programs ("Programs") at the identified Illinois Department of Corrections facilities located within Illinois Eastern's district:

Lawrence Correctional Center:

- Construction Occupations
- Culinary Arts
- Custodial Maintenance
- Career Tech
- Any other such program requested by IDOC during the term of this agreement.

Robinson Correctional Center:

- Culinary Arts
- Custodial Maintenance
- Horticulture
- Restaurant Management
- Career Tech
- Any other such program requested by IDOC during the term of this agreement.

Section 4 Term of Agreement

The term of this Agreement shall be for five (5) years commencing on July 1, 2017 and terminating on June 30, 2022. Thereafter, this Agreement shall automatically renew unless either Party sends the other Party a written notice of nonrenewal at least 180 days prior to the termination date.

Section 5 Early Termination

Illinois Eastern shall have the right to terminate this Agreement prior to the expiration of the initial term or any renewal term should Illinois Eastern determine that it wishes to provide the Programs in the identified Illinois Department of Corrections facilities and Illinois Eastern has been approved by the Illinois Department of Corrections to offer such programs under the terms and conditions set forth by IDOC. In such event, Illinois Eastern shall provide Lake Land with a 180-day written notice of early termination.

In the event of such early termination, Illinois Eastern shall allow Lake Land to complete the Contract for Services it has in effect with the Illinois Department of Corrections as of the effective termination date. Lake Land subsequently agrees not to enter into an initial contract, or contract extension with a duration of more than three years to provide educational services to any Illinois Department of Corrections facility covered under this agreement, without the express written consent of Illinois Eastern.

Section 6 Required Filings

Illinois Eastern and Lake Land agree to cooperate with each other with regard to any and all filings and paperwork which may be required by the Illinois Community College Board, the Illinois Department of Corrections, as well as any other body having jurisdiction over the Programs. The Parties further agree to execute a letter to the Illinois Community College Board in substantially the same form as attached to this Agreement as Exhibit A.

Section 7 Miscellaneous Provisions

- A. **Notices.** All notices required to be sent pursuant to this Agreement shall be sent in writing by means capable of providing confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) an acknowledged overnight carrier such as Federal Express or UPS with accompanying proof of delivery, or (c) personal service. In addition, notice shall also be sent via email to the Parties as listed below:

LAKE LAND COLLEGE:
Dr. Josh Bullock
President
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938
jbullock@lakelandcollege.edu

ILLINOIS EASTERN COMMUNITY COLLEGES:
Mr. Terry Bruce
Chief Executive Officer
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450-2298
brucet@iecc.edu

with a copy to counsel:
Howard A. Metz
Robbins-Schwartz
55 West Monroe Street, Suite 800
Chicago, IL 60603-5144
Email: hmetz@robbins-schwartz.com

- B. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless in writing and approved by the Parties' respective governing boards.
- C. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.
- D. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

WHEREFORE, The Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Trustees
Lake Land College
District No. 517
Mattoon, Illinois**

Dave Storm, Chairperson

Ann Deters, Secretary

**Board of Trustees
Illinois Eastern Community Colleges
District No. 529
Olney, Illinois**



Dr. G. Andrew Fischer, Chairperson



Renée Smith, Secretary

In accordance with *Section 1501.307 g) 3)* of the System Rules of the Illinois Community College Board (ICCB), Lake Land College is requesting permission to offer and operate programs and services in a community college district other than its own, in this case the district of Illinois Eastern Community Colleges and is seeking approval from the ICCB for this request.

Since it is the desire of the parties to this agreement to expand educational programs and services to Illinois Department of Corrections (IDOC) correctional institutions in Illinois Eastern Community Colleges' district, but said institution has decided to forego offering of these services per the IDOC terms and specifications, Lake Land College has secured agreement with Illinois Eastern Community Colleges to offer these services.

The educational programs to be offered by Lake Land College as part of this agreement are approved by the ICCB and the Illinois Board of Higher Education (as appropriate). Below are the details of the agreement:

1. PROGRAM(S) BEING OFFERED
 - a. Construction Occupations
 - b. Culinary Arts
 - c. Custodial Maintenance
 - d. Horticulture
 - e. Restaurant Management
 - f. Career Tech
2. LOCATION OF PROGRAM OFFERING(S)
 - a. Lawrence Correctional Center (a, b, c and f above)
 - b. Robinson Correctional Center (b, c, d, e and f above)
3. PROGRAM CONTACT(S)
 - a. Dr. Jim Hull
 - b. Brandon Young
4. PROVISIONS OF AMENDMENT OR TERMINATION
 - a. See separate intergovernmental agreement

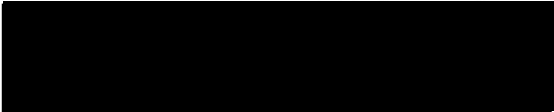
In addition, the parties understand that:

- An annual updated list of programs being provided at the IDOC must be provided to the ICCB by August 31st of each year, beginning after the completion of the first year, during the terms of the agreement.
- Lake Land College understands that a signed copy of this letter must be accompanied by the intergovernmental agreement / cooperative agreement / contract that is being executed / considered with The Illinois Department of Corrections, in order to be approved.
- This agreement must be reaffirmed by the Colleges and considered again by the ICCB every five years from the date of execution.

THIS AGREEMENT is entered into by and among the parties for the expressed purpose of providing programs and services at Illinois correctional institutions which exist outside of the Lake Land College district.

Lake Land College

Illinois Eastern Community Colleges



President

Date

Chief Executive Officer

Date

12/12/17

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: December 21, 2017

RE: Marketing and Branding Consultant

As part of the College's FY2018 budget, the Board of Trustees approved funding to contract with a consultant to conduct Phase II of the College's branding and marketing initiative. Phase I began in 2014 with a professional audit and recommendations for the College's branding and marketing strategies. Based on the results of Phase I, and the leadership of the staff in Marketing & Public Relations, the College has successfully established a strong brand identity that is consistently articulated and readily recognized throughout the college community. In Phase II, we are seeking a professional audit and strategy recommendations specifically focused on using our strong brand identity in future marketing initiatives, including the development of a comprehensive five-year marketing plan.

A detailed Request for Proposal (RFP) was advertised and provided to vendors known to provide such services. We received several inquiries and three complete proposals:

Dartlet and Carnegie Communication joint proposal	\$95,000
NeulMC	\$19,500
Sanger & Eby	\$35,000

Each proposal was evaluated according to the scope of work presented in the RFP and Sanger & Eby was determined to be a great fit for our project. We believe that their previous consultative experience in both higher education and business marketing provides a great foundation for their work with us.

Kelly Allee, Director of Marketing & Public Relations, and I held a follow-up conference call with Sanger & Eby representatives which confirmed our interest in working with them. We also spoke with former clients at Clark State Community College and St. Charles Community College who spoke very highly of their experiences with Sanger & Eby and the outcomes achieved.

I would like to request approval from the Board of Trustees at their January 8 meeting to contract with Sanger & Eby for Phase II of our marketing and branding initiative to be conducted between January 15 and March 15, 2018. I am happy to provide additional information or answer any questions. Thank you.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
January 08, 2018**

The following employees are recommended for leave

Laumbattus, Doug	FMLA	11/09/17-12/05/17
Overstreet, Desiree	FMLA (intermittent)	11/10/17-02/18/18
Shoot, James	FMLA	11/12/17-05/12/18

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Homann, Mary	CNA Evaluator	10/30/2017
	Primary Position is Allied Health BNA Adj Faculty	
Huang, Hsin Hui	Tutor-Disability Services - Student	01/08/2018
	Primary Position is International Stu Ambassador	
Huang, Hsin Hui	Tutor-Student Community Education	01/08/2018
	Primary Position is International Stu Ambassador	
Huang, Hsin Hui	Tutor - Student Learning Assistance Center	01/08/2018
	Primary Position is International Stu Ambassador	
Jobe, Bryan	Tutor-Associates-Disability Services	12/18/2018
	Primary Position is Tutor - Associate-Lrng Asst	
Jobe, Bryan	Tutor - Associate Community Education	12/18/2017
	Primary Position is Tutor - Associate-Lrng Asst	
Kimball, Linda	CNA Evaluator	10/30/2017
	Primary Position is Allied Health BNA Cln Instr	
Lytle, Brianna	Adjunct Faculty Math and Science	01/08/2018
	Primary Position is Tutor-Bachelor's-LRC	
Moluba Ebali, Geonel	Bookstore Rush Worker	12/19/2017
	Primary Position is International Stu Ambassador	
Schuring, Tyler	Basketball Scorers/Timers	12/06/2017
	Primary Position is Fitness Center Specialist	
Smithenry, Stacey	Tutor-Disability Services - Student	10/15/2017
	Primary Position is Tutor - Student Lrng Asst Ctr	
Smithenry, Stacey	Tutor-Student Community Education	10/15/2017
	Primary Position is Tutor - Student Lrng Asst Ctr	

Part-time - Grant Funded

Shuff, Kara	Pathways Substitute Instructor	12/15/2017
	Primary Position is Pathways Classroom Assistant	
Smithenry, Stacey	Tutor-Student Carl Perkins	10/15/2017
	Primary Position is Tutor - Student Lrng Asst Ctr	

End Additional Appointments**The following employees are ending their additional appointment**

	Position	Effective Date
Full-time		
Uphoff, Beulah	BNA clinical instructor (PT)	12/17/2017

Position Recommendations**The following positions have been recommended by the Lake Land College President's cabinet****Position**

Administrative Assistant to College Advancement	01/01/2018
Support staff to Paraprofessional class	

Athletic Trainer – 12 month to 10 month position	
--	--

01/01/2018

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

	Position	Effective Date
Unpaid Volunteer		
Cloe, Melvin	Dual Credit Instructor	12/12/2017

Full-time

Donaldson, Lynne	Student Services Specialist III	01/09/2018
Houser, Sydney	Administrative Asst to Allied Health-Dental	02/01/2018

Full-time - Grant Funded

Corda, Jamie	Perkins Specialist	01/09/2018
Collins, Kevin	Correctional Custodian Instr-Shawnee CC	01/02/2018
Flowers, Timothy	Horticulture Instructor-Vandalia CC	01/02/2018
Herendeen, Sierra	Administrative Assistant to Juvenile Justice Programs-WDC	01/02/2018
Parish, Wesley	Correctional Custodian Instr-IYC Harrisburg	01/02/2018
Shales, Louis	Correctional Custodian Instructor-Vienna CC	01/02/2018
Spence, Latrina	Correctional Cosmetology Instr-Vienna CC	01/02/2018
Copher, Julie	Correctional Office Assistant – Vienna CC	01/02/2018

Part-time

Ames, Lilly	Newspaper Editor - Student Newspaper	11/06/2017
Duncan, Carah	Marketing and Public Relations Intern	01/08/2018
Hale, Aaron	Dual Credit Coordinator	12/13/2017
Kilzer, Barbara	Adjunct Faculty Allied Health	01/08/2018
Longcor, Elizabeth	Bookstore Rush Worker	12/11/2017
Pals, Justin	Adjunct Faculty Math and Science	01/08/2018
Peoples, Tyrese	Newspaper Editor - Student Newspaper	10/17/2017
Smithenry, Stacey	Tutor - Student Learning Assistance Ctr	10/15/2017
Swann, Jodi	Adjunct Faculty Social Science	01/08/2018

Part-time - Grant Funded

Huston, Ruby	Adult Education Instructor	12/06/2017
--------------	----------------------------	------------

College Work Study

McWhorter, Destiny	College Work Study - Early Childhood Edu	11/01/2017
--------------------	--	------------

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

	Position	Effective Date
Part-time		
Aitken, James	Adj Faculty Technology	12/05/2017
Bingham, Thomas	Adj Faculty Technology	12/05/2017
Bolin, Marletta	Allied Health BNA Cln Instr	12/17/2017
Brown, Charles	Adj Faculty Technology	12/05/2017
Darimont, Lynn	Adj Reading Instructor	12/17/2017
Frainey, James	Adj Doc College Funded Instr	12/01/2017
Lambert, Harry	IDOC CPR Instructor	12/07/2017
Miller, Danelle	Adj Faculty Math/Science	12/17/2017
Patel, Palak	Tutor - Student Lrng Asst Ctr	12/08/2017
Ray, Zoe	Tutor - Student Lrng Asst Ctr	12/13/2017
Sudkamp, Dustin	Graphic Designer Pre-Flight	11/29/2017
Tucker, Hannah	Library Assistant	11/22/2017
Westbrooks, Lisa	Adj Doc College Funded Instr	12/01/2017

Transfers/Promotions**The following employee is recommended for a change in position**

	Position	Effective Date
Full-time		
Mueller, Rebecca	Library Circulation Assistant	01/09/2018
	Transferring from: Library Circulation Assistant - PT	