

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
January 10, 2022
Regular Meeting No. 661

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

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



Regular Meeting No. 661
Monday, January 10, 2022, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

In alignment with the College's Pandemic Response Safety Protocols, masks covering the nose and mouth will be required for all individuals attending the meeting.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of December 13, 2021, Regular Meeting.
2. Approval of Minutes of December 13, 2021 Closed Session.
3. Approval of Agenda of January 10, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recording of July 13, 2020 Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Gary Cadwell
B. Resource & Development	Mr. Gary Cadwell
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Katherine Greuel
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Strategic Plan Bi-Annual Report.	
3. Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI.	19
4. Strategic Planning Survey Results.	20-34
5. Calendar of Events.	35-36

B. Action Items.

	Board Book Page Number(s)
1. Approval of Faculty Seniority Listing.	37-44
2. Approval of 2022 Schedule of Board of Trustees Meetings.	45
3. Acceptance of November 2021 Financial Statements.	46-51
4. Approval of Adding Additional Proximity Card Readers to Campus Buildings.	52-58
5. Approval of Bid for Water Cooler Replacement Project.	59-60
6. Approval of Proposed Revisions to Board Policy 07.24 – <i>Graduation Requirements</i> .	61-67
7. Approval of Contract with Landscape Architect.	68
8. Approval of Human Resources Report.	69-70

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V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 660
Board and Administration Center, Room 011
Mattoon, IL
December 13, 2021

Minutes

Call to Order.

Chair Sullivan called the December 13, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: Student Trustee Katie Greuel.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Mr. Greg Nuxoll, Vice President for Business Services; Ms. Seirra Laughunn, Executive Assistant to the President's Office; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of November 8, 2021, Regular Meeting.
2. Approval of Minutes of November 8, 2021, Closed Session.
3. Approval of Agenda of December 13, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

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The following is a summary by funds:

Education Fund	\$	323,899.90
Building Fund	\$	35,853.39
Site & Construction Fund	\$	38,485.75
Bond & Interest Fund	\$	6,487,025.37
Auxiliary Services Fund	\$	51,108.67
Restricted Purposes Fund	\$	608,110.91
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	39,685.04
Student Accts Receivables	\$	86,937.78
Total	\$	7,743,106.81

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Cadwell reported that he had attended the ICCTA meeting in November. He said based on the roundtable discussions that most community colleges are facing similar enrollment issues and have approached the Covid-19 issues in the same way as Lake Land College. He also highlighted the importance of partnering with local businesses and districts on ways to prepare and meet the future needs of the community and our students.

Resource & Development.

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

Finance.

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

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee had not met recently; however, he spoke to the Mattoon Fire Chief regarding use of the farm house on campus for training exercises for our students and local fire districts. He said it is expected that the farm house will be completely burned by early spring 2022, following approximately 8-10 controlled practice burns.

Foundation.

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

- The Foundation was excited to successfully host the first ever donor drive thru reception on November 18th in front of the student center. For those not able to attend, a box of Foundation branded thank you items were mailed following the event.
- Last month, the Foundation received the largest cash donation to date from the Marjorie Davis Estate and this donation will have a wonderful impact on students. More details to come soon!
- The Foundation also collaborated with the Student Life office for a Student Activity Board event twice in November to help spread the word on applying for student scholarships. Over 275 students were reached at the on campus and Kluthe events! The scholarship application cycle will remain open through January 31st.

Student Report.

Student Trustee Katie Greuel was absent from the meeting.

President's Report.

- Lake Land received a payment of \$141,274 in November from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance.
- No November payments were received from the Illinois Department of Corrections (IDOC) for FY 2022 invoices. A total of \$2.1 million remains outstanding for IDOC and \$118,305 for IDJJ.
- In November, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. A balance of \$3.5 million remains outstanding for credit hour reimbursement and \$4.0 million for equalization.

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- The College received property tax payments totaling just under \$2.9 million in November.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success – Mental Health Initiatives.

Ms. Amber Niebrugge, Counselor for Student Accommodations & Mental Health Initiatives, highlighted various initiatives at the College to provide mental health support and awareness for our students.

Annual Assessment Report.

Ms. Lisa Madlem, Director of Assessment & Program Review, highlighted the 2021 Annual Assessment Report that was provided to the trustees.

Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI – First Generation Students.

Ms. Lisa Cole, Director of Data Analytics, highlighted data related to Lake Land College students considered as “first generation students.” Trustees received a copy of her summary report.

Post Issuance Tax Compliance Report.

Mr. Greg Nuxoll, Vice President for Business Services and as compliance officer for the College’s bond record-keeping policy, reported the College is in compliance with all applicable federal tax requirements related to tax advantage obligation bond record-keeping requirements and no further action by the College is needed at this time.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Action Items.

Presentation of Audit and Board Acceptance.

Trustees heard a presentation from Ms. Tammy Knight, CPA with Kemper CPA of Mattoon, on the FY 2021 Audit Report which was provided to each Trustee. She also gave an overview of a trend analysis for the College’s assets, debt, and income statements. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

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The Audit Report was posted on the Board of Trustees web page for public viewing.

Trustee Storm moved and Trustee Walk seconded to approve the FY 2021 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Amended Contract with Illinois Department of Corrections for Educational Services at 23 Correctional Facilities.

Trustees heard a recommendation from Dr. Bullock that the Board approve an amended contract with the Illinois Department of Corrections. The amended contract, pricing amendments and supplemental terms of the agreement were provided to the trustees and was posted on the Board of Trustees web page for public viewing. Dr. Bullock reported that standard amendments were also made on the contract to update ICCB Reimbursement rates for FY22 and salary/fringe costs were updated as needed. Trustees learned the total price of the new contract for the period FY 2022-2024 is \$37,591,044.19 and that Lake Land will receive an indirect of 8% for FY 22, 8.5% for FY 23 and 9% for FY 24, for a potential total not to exceed \$1,695,000.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the amended contract with the Illinois Department of Corrections for the College to continue providing educational services for inmates at 23 correctional facilities throughout the state for a term through June 30, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Resolution No. 1221-004 - Abating the Tax Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

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Mr. Nuxoll presented to the Board of Trustees and reported that the alternate bond levy needs to be abated in its entirety prior to the County Clerks' deadline in March. He said abatement is necessary because the obligation bonds are paid through student fees.

Trustee Curtis moved and Trustee Storm seconded to approve as presented Resolution No. 1221-004, a resolution abating the tax heretofore levied for the year 2021 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 and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Resolution No. 1221-005 – Authorize Preparation of Tentative Budget.

Trustees heard a recommendation from Mr. Nuxoll to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented Resolution No. 1221-005 to authorize preparation of the tentative FY 2023 Budget. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

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

Trustees heard a recommendation from Dr. Bullock regarding proposed revisions to Board Policy 10.33 – *Payroll Withholdings*. The proposed Policy revisions were provided to each trustee. Dr. Bullock reported the revisions are needed to include five new voluntary insurance policies being offered by the College related to the recent health insurance renewal approved by the board.

Dr. Bullock said this request was submitted as first reading during the November 2021 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

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Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 10.33 – *Payroll Withholdings*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Acceptance of Reporting of October 2021 Financial Statements.

Trustees reviewed the October 2021 Financial Statements and heard from Trustee Storm regarding an update for the October 2021 Financial Statements.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the October 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Declaration of Surplus Equipment – Van, Electric Golf Cart and Bucket Truck.

Trustees heard a recommendation from Mr. Nuxoll for the Board to declare as surplus a 2002 Chevy Express G2500 Passenger Van, a 2008 Ruff & Tuff Electric Golf Cart, and a 1992 Ford F700 Bucket Truck. He said these items have become obsolete and have little value to the College. He said if these items are approved by the Board as surplus, then the administration will dispose of these items in a manner most beneficial to the College.

Trustee Reynolds moved and Trustee Walk seconded to declare as surplus the 2002 Chevy Express G2500 Passenger Van, a 2008 Ruff & Tuff Electric Golf Cart, and a 1992 Ford F700 Bucket Truck so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

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Absent: Student Trustee Katie Greuel.
 Motion carried.

Approval of Proposed Pricing for Commercial Driver License (CDL) programs.

Trustees heard a recommendation from Dr. Bullock that the Board approve updated pricing for the Commercial Driver License (CDL) programs effective with the spring 2022 semester. The proposed tuition and fees were provided to the Board, based upon the CDL course type.

Dr. Bullock reported the restructured pricing schedule reflects the updated course length as well as additional courses that the College will be offering in response to compliance with a new law passed in 2012, the Moving Ahead for Progress in the 21st Century (MAP-21). This includes an Entry Level Driver Training (ELDT) Rule, which takes effect February 7, 2022, and will require all new entry level drivers to attend a training program that has been certified by the Federal Motor Carrier Safety Administration (FMCSA). Trustees learned Lake Land College is a federally certified training provider. Chair Sullivan suggested the administration should continue to look for possible scholarship assistance made through WIOA or the Foundation and potential partnering with local trucking companies for apprenticeship opportunities.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented an updated pricing schedule for the Commercial Driver License (CDL) programs effective with the spring 2022 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Acceptance of Governor's Emergency Education Relief (GEER) II Grant Award.

Trustees heard a recommendation from Mr. Nuxoll that the Board accept the Governor's Emergency Education Relief (GEER) II Grant award in the amount of \$224,734 through ICCB. He said this grant will help the College mitigate the barriers, due to the COVID-19 crises, with 53.80% allocated for Academic Support and 46.20% for activities involved with social, emotional, and economic support. Mr. Nuxoll said that we will utilize these funds for the following initiatives:

- \$96,510 – payment of laptops that can be rented by students from the College.
- \$45,332 – help offset the expenses incurred in the COVID testing of our employees and students.
- \$44,392 - provide mental health counseling services for students who are struggling with many aspects of life in these uncertain times.
- \$34,650 – provide a variety of mental health training for our employees along with programs that will aid in the mental health of our students.

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- \$3,850 – provide direct emergency aid to our students in need.

Trustee Walk moved and Trustee Cadwell seconded to accept the Governor's Emergency Education Relief (GEER) II Grant award, in the amount of \$224,734, through ICCB.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Closed Session

7:05 p.m. – Trustee Storm moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

Return to Open Session - Roll Call

7:10 p.m.

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

Trustees Absent: Student Trustee Katie Greuel.

Approval of Release or Non-Release of Closed Session Minutes.

Trustee Cadwell moved and Trustee Walk seconded to approve the release of closed session minutes for sections 2, 3 and 4 of the July 12, 2021 meeting; section 1 of the August 9, 2021 meeting; sections 1 and 3 of the October 11, 2021 meeting; and section 1 of the November 8, 2021 meeting; and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists. Ms. Jean Anne Grunloh, Chief of Staff, said this recommendation was for the six-month review period since June 14, 2021, and that she had notified all Trustees via email on December 6th that her recommendations for all sections were posted in their respective electronic folders for their individual review and that she had received no requests to further discuss her recommendations in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: None.
 Absent: Student Trustee Katie Greuel.
 Motion carried.

Appointment of Director for Adult and Alternative Education as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Reynolds seconded to appoint Ms. Shannon McGregor to the position of Director of Adult and Alternative Education effective January 4, 2022. Chair Sullivan said this action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Trustee Cadwell motioned and Trustee Reynolds seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on this topic held in closed session that related only to appointment of the Director of Adult and Alternative Education.

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

Hamilton, Eric	10/29/21-1/30/21
Leisch, Lisa	10/29/21-Intermittent
Harris, Mark	12/3/21-Intermittent

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

Director of Effingham Education and Regional Extension Centers	Level 14
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ferrar, Spencer	Tutor-Disability Services - Student Primary Position- Tutor - Student Lrng Asst	11/3/21

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Mason, Ronald	Tutor-Student Community Education	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Carl Perkins	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Disability Services - Student	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
Puckett, Logan	Tutor-Student Carl Perkins	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Community Education	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
	College Work Study - Student Life	11/8/21
	Primary Position- Tutor - Student Lrng Asst	
Sims, Tiffany	Covid Test Collection Assistant	10/11/21
	Primary Position- Adm Asst Pana Ext Center	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Seiler, David	Director of Student Life	10/25/21
	Primary Position- History Instructor	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Brough, Gayle	Correctional Commercial Cooking Instructor	11/29/21
Coop, Tylana	Associate Dean of Correctional Programs	11/29/21
Daniels, Denver	Coordinator of International Studies Program	1/3/22
McGregor, Shannon	Director of Adult and Alternative Education	1/4/22
Rauschek, Travis	Director of Information Security	12/14/21

Part-time

Edwards, Kelby	Allied Health EMS Adjunct Faculty	10/1/21
Mason, Ronald	Tutor - Student Learning Assistance Center	11/17/21
Mayes, Kristina	Allied Health EMS Adjunct Faculty	11/23/21
Rachar, Kara	IDOT QMTP Lab Assistant	11/15/21

Part-time Grant Funded

Lovelace, Kelly	Talent Search Tutor - Bachelors	11/9/21
Webb, Camden	TRIO Destination College Student Specialist	11/16/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		

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Dormire, Marcia	Correctional Office Assistant	12/15/21
Hooker, Andrea	Temporary College Nurse	12/2/21
Knollenberg, Dustin	Associate Dean of Correctional Programs	12/10/21
Parish, Wesley	Correctional Custodian Instructor	11/30/21
Smith, Miranda	Correctional Horticulture Instructor	11/22/21
Strange, Peggy	Cosmetology Instr/Director of Cosmetology	12/17/21
White, Casey	Correctional Career Technology Instructor	12/10/21

Part-time

Anderson, Kimberly	Adjunct Faculty Math and Science Division	12/13/20
Clark, Macy	Bookstore Rush Worker	7/25/21
Connelly, Travis	Covid Site Collection Driver	10/12/21
Daniels, Kristin	Cosmetology Clinical Instr (hourly)	12/10/21
Due, Adam	Adjunct Faculty Math and Science Division	5/17/20
Fields, Terri	Retiree Incentive Program	11/4/21
Flight, Donna	Adjunct Faculty Social Science Division	12/15/19
Gass, Cody	Clinical Dentist	11/1/20
Gordon, Melissa	Adjunct Faculty Business Division	12/13/20
Hardwick, Don	Retiree Incentive Program	11/4/21
Heuerman, Dustin	Adjunct Faculty Social Science Division	12/13/20
Loy, John	Police Officer	11/26/21
Martin, Megan	Adjunct Faculty Humanities Division	12/13/20
Merryman, Reilly	Pathways Classroom Assistant	5/16/21
Morley, Carl	Commercial Driver Training Instr - Marshall	11/24/21
Orr, Robert	Adjunct Faculty Social Science Division	5/17/20
Phillips, Derek	Adjunct Faculty Social Science Division	12/15/19
Rotert, Haley	Trio Destination College Intern	8/8/21
Salem, Terry	Adjunct Faculty Social Science Division	5/17/20
Small, Kevin	Adjunct for CBI	11/29/20
Steber, Joyce	Non-Credit Instructor	5/10/20
Thies, Dawn	Allied Health EMS Adjunct Faculty	11/18/21
Tingley, Denise	Adult Education Adjunct Faculty	5/17/20
Wakefield, Rita	Adjunct Faculty Math and Science Division	12/15/19
Weis, Beth	Allied Health Den Clinical Instructor (hourly)	12/13/20
Wright, Kathleen	Adjunct Faculty Social Science Division	12/15/19

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Niemerg, Kellie	Foundation Awards Corporate Relations Coor	12/27/21
	Transferring from- Director Effingham Edu Centers	
Wiles, Tessa	Director of Dual Credit and Honors Experience	12/27/21
	Transferring from- Academic Services Specialist	

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Full-time - Grant Funded

Spiller, Kevin	Associate Dean of Correct Pro Murphysboro 12/13/21 Transferring from- Correctional Career Tech Instructor
Scott, Garry	Associate Dean of Correctional Programs 11/29/21 Transferring from-Correctional Career Technology

Part-time

Altman, Galen	IDOT Quality Management Training Pro Spc 11/15/21 Transferring from-Adjunct Fac Technology
Logan, Susan	Dual Credit Instructor 11/18/21 Transferring from- Allied Health BNA CIn Instructor

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Chair Sullivan declared the meeting adjourned at 7:16 p.m.

Approved by:

 Board Chair

 Board Secretary

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

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

Diversity • Equity • Inclusion

Lake Land College Data Point Discussion – Accommodations

DISABILITY STATUS	2015FA	2016FA	2017FA	2018FA	2019FA	2020FA
One Disability and Used Services	190	159	149	149	138	110
One Disability and NO Services	13	10	9	8	17	12
Multiple Disabilities and Used Services	9	4	2	4	10	8
Multiple Disabilities and NO Services	1			1	1	
Grand Total	213	173	160	162	166	130

Students with Accommodation

Students Identify with the Counselor for Student Accommodations & Health Initiatives reporting any documented disability. These could be students who had an IEP in High School or any type of documented disability.

Who Is Eligible?

- Persons who have a learning disability.
- Persons who have a physical impairment.
- Persons who have a mobility impairment.
- Persons who have mental/emotional or psychological disorders.
- Persons who are blind or visually impaired.
- Persons who are deaf or hearing impaired.
- Persons with a serious contagious or non-contagious medical condition.
- Persons recovering from drug addiction or alcoholism.

Services can range from providing note takers, extended testing or having the test read to them, tutoring, electronic aide, etc.

Gender

	2020FA
Female	82
Male	48
Grand Total	130

Ethnicity

	2020FA
Minority Non-White	22
Unknown	108
Grand Total	130

By Program Type

Associate in Applied Science	41
Associate in Arts	33
Associate in Liberal Studies	13
Associate in Science	8
Certificate	16
Course Enrollee	7
Other	5
Technical Training Skills	7
Grand Total	130

Key Thoughts:

- Encourage students to seek the assistance of the Counselor for Student Accommodations & Health Initiatives. In talking with parents multiple have said their student had an IEP in K-12 but wanted to be like everyone else at College and not ask for assistance.
- Illinois passed HB-39-50 in which they require schools to invite an Accommodations Representative from the district's community college to all IEP transition meetings and strongly encourage that Accommodations Representative to attend. This could potentially help strengthen that student's connection to the college.

Strategic Plan Survey

During FY21, Lake Land College charged the Research Review Board (RRB) with developing a strategic plan survey. The goal of the survey was to obtain input from various stakeholders in order to identify and develop goals and objectives for the new strategic planning cycle beginning in FY23. The RRB developed a short 12 question electronic survey. The survey contained questions related to the respondents experience with Lake Land and its mission, essential skills for students, areas for which Lake Land excels, areas the College needs to address, and workforce challenges. The full survey can be found in Appendix A.

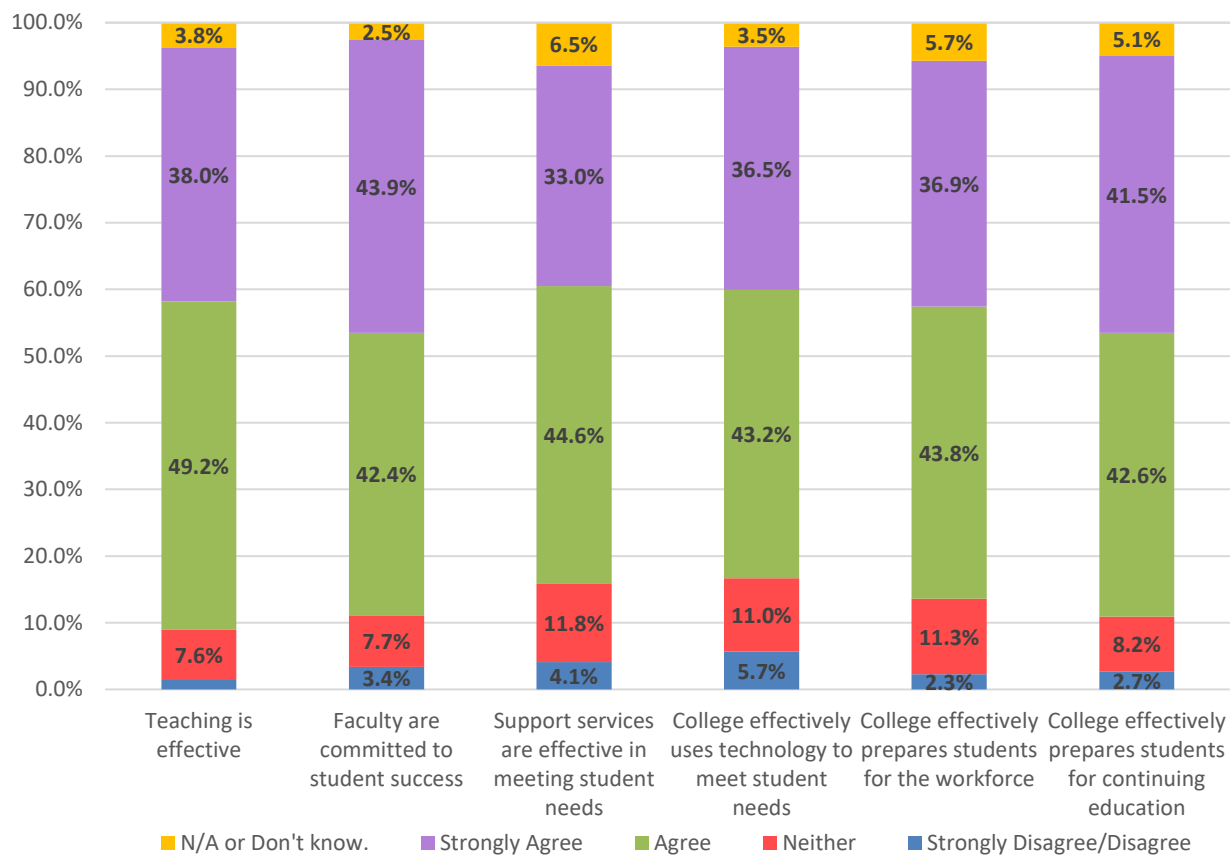
During the fall of 2021, a link to the electronic survey was disseminated to all staff and students via email and students received notifications in Canvas as well. Alumni, Board of Trustees, and other board members also received email requests. For the larger community, press releases were disseminated, and a notice and link was placed on the College's website. The College requested that college administrators send the link to their community contacts (i.e., chambers of commerce, industry contacts, etc.) throughout the district, and encouraged all staff to share the link.

This report provides an overview of the survey results that are presented in two ways. First, a general overview of the responses from all survey participants is presented followed by an overview of survey responses broken down by three separate groups 1) current Lake Land College students, 2) full- and part-time faculty and staff, and 3) community members.

Over 800 people opened the survey; however, 715 people answered questions in the survey. These 715 people represented the following groups. Current students (338; 47.3%), parent of a current or past student (17; 2.4%), Lake Land alumni (58; 8.1%), full or part time staff (110; 15.4%), full or part time faculty (86; 12%), Lake Land College Trustee or Foundation/Alumni Board members (12; 1.7%), community employers (28; 4%), K-12 educator or administrator (26; 3.6%), and community members (40; 5.6%). Results for the three groups are based on responses from 338 current students, 196 full and part time faculty and staff, and 181 community members.

The survey asked respondents to rate the extent to which they agreed with a number of statements (i.e., teaching is effective, faculty are committed to student success, etc.) about their experience at Lake Land College. An "I don't know or not applicable" response option was provided for this question. Figure 1 provides a summary of participant responses. For the most part, the vast majority of all respondents (77% to 87%) agreed or strongly agreed with all of the statements.

Figure 1: All Respondents: The Extent to Which You Agree

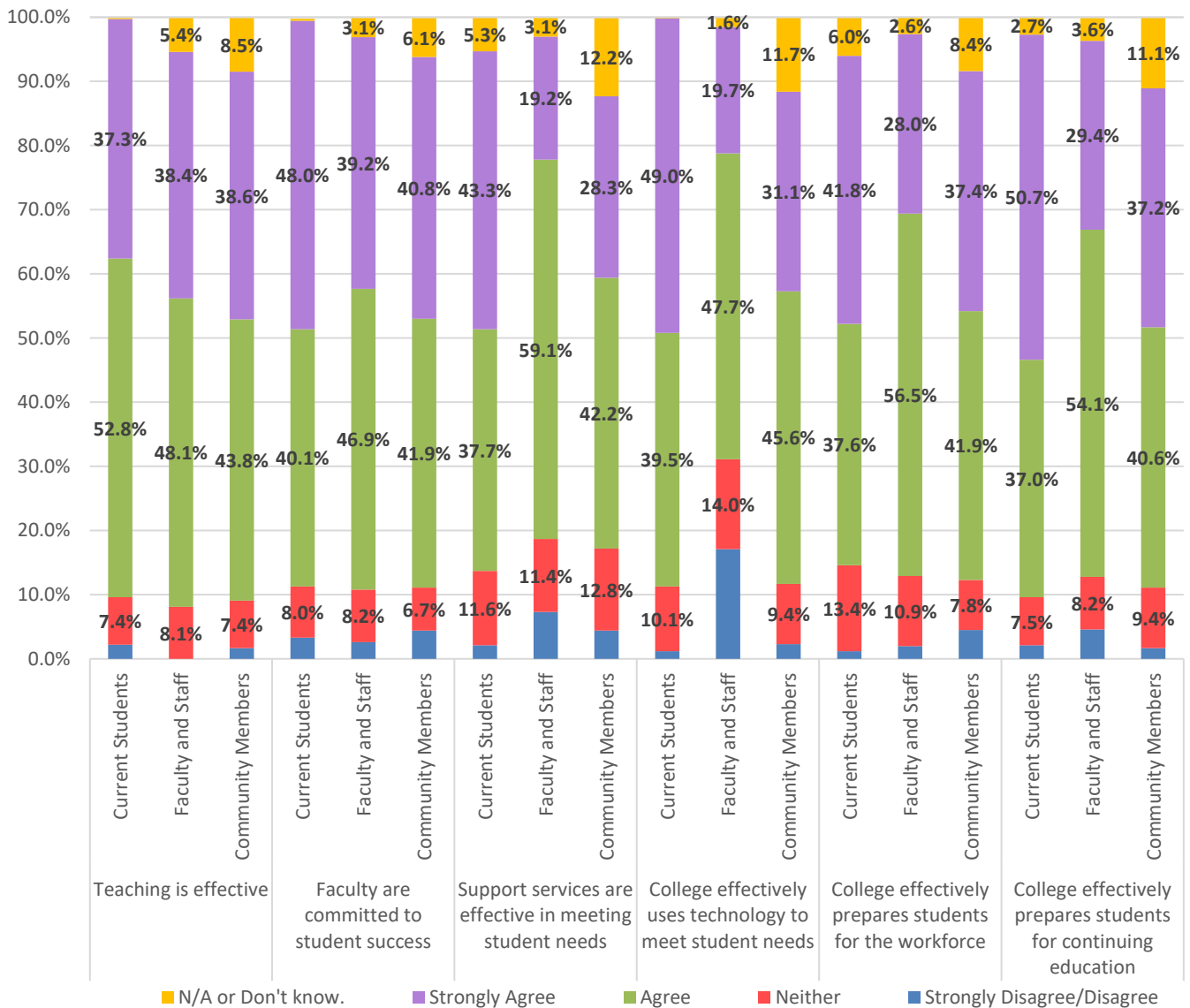


When breaking the responses to this question down by the three groups, it is interesting to see slight differences emerge. In general, the percent of community members who agree/strongly agree ranges between five to ten percent lower than current students and faculty and staff across all questions except for using technology to meet student needs. The College effectively using technology to meet student needs produced the greatest differences in responses across the three groups. Only 67.4% of faculty and staff agreed/strongly agreed to this statement compared to 76.7% of community members and 88.5% of current students. Another area of concern across all three groups is in relation to support services. The percent of agreement for support services are effective in meeting student needs has the lowest percent of agreement for community members, and the second lowest percent of agreement for both students and faculty and staff.

The results indicate students agree/strongly agree that teaching is effective (90.1%), faculty are committed to student success (88.1%), the college uses technology to meet student needs (88.5%), and the college prepares students for continuing education (87.7%). For current students, agreement with support

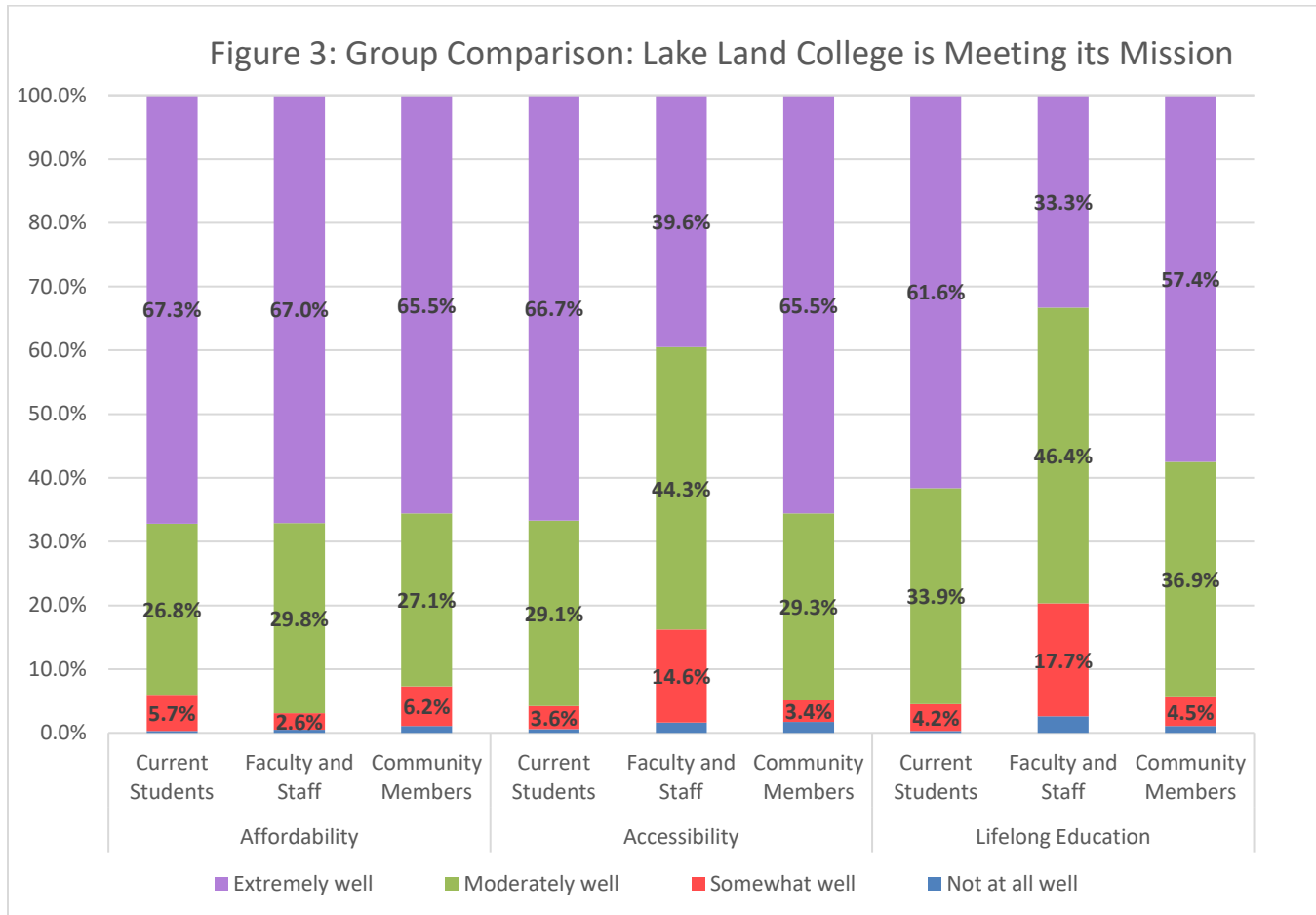
services meeting student needs (81%) and college preparing students for the workforce (79.4%) drops slightly compared to the other questions. See Figure 2 for more details.

Figure 2: Group Comparison: The Extent to which You Agree

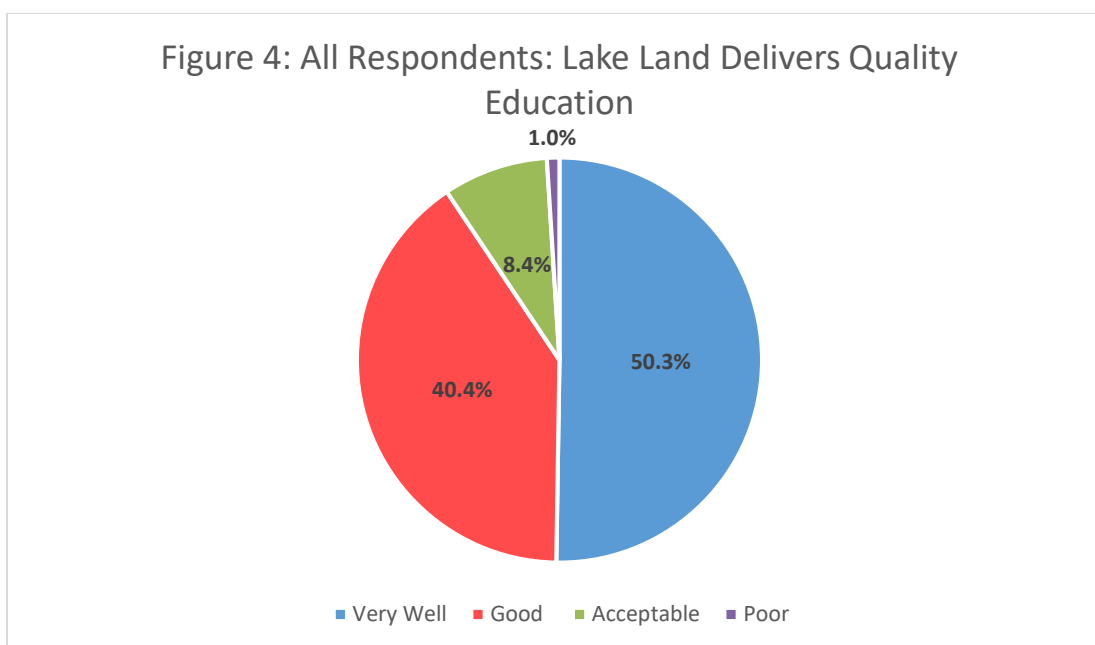


Over 50% of respondents indicated they believe the College is meeting the key components of its mission statement extremely well. In fact, 66.8% of respondents indicated that the College is meeting its mission in relation to affordability extremely well, and 58.9% believe it is providing accessibility to students extremely well. Over half (52.8%) the respondents indicated that Lake Land provides an effective learning environment for lifelong educational needs of the diverse community it serves extremely well. When analyzing the data by group, results indicate that all three groups feel Lake Land is meeting its affordability

mission extremely well (e.g., 65% to 67.3%). While around 66% of students and community members feel Lake Land is meeting its accessibility mission extremely well, only 39% of faculty and staff responded the same way. Similar results were revealed related to meeting the lifelong educational needs of Lake Land's diverse community. For this question, both current students (61.6%) and community members (57.4%) indicated the college was doing extremely well compared to only 33.3% of faculty and staff. See Figure 3 for details.



Around 90% of respondents believe that Lake Land is doing a good job delivering a quality education, see Figure 2. In fact, the top three areas identified where Lake Land College is excelling today include: 1) preparing students for associate degrees, bachelor degrees, and beyond, 2) ensuring educational access to all students and workers, and 3) supporting students in attaining degrees and certificates, see Figure 4. Little difference exists among the three groups related to Lake Land's delivery of quality education. Almost 87% of faculty and staff believe Lake Land is doing "good to very well" at delivering a quality education compared to 91.5% of community members and 92.6% of current students.



When asked to identify the three top areas in which Lake Land is excelling today, the most common responses included preparing students for continuing education (62.2%), ensuring educational access to all (52.6%), supporting students in attaining degrees and certificates (51%), and preparing students for the workforce (46.6%). Several individuals indicated other areas in which the College excels including affordability, providing quality education that prepares students for the workforce or continuing education, and the use of technology to enhance professional and academic experiences. See Figure 5 for more detailed results.

When examining this question by group, current students responded very similarly to all of the respondents. However, faculty and staff identified preparing students for continuing education (64.8%), preparing students for the workforce (58.7%), supporting students in attaining degrees and certificates (57.1%), and ensuring educational access to all (46.6%) as areas where Lake Land excels. The community identified preparing students for continuing education (58.6%), preparing students for the workforce (56.9%), ensuring educational access to all (46.4%), and being flexible in adapting educational programs to meet changing industry needs (39.2%) as areas where Lake Land excels. See Figure 6 for detailed results.

Figure 5: All Respondents: Areas Where Lake Land Excels

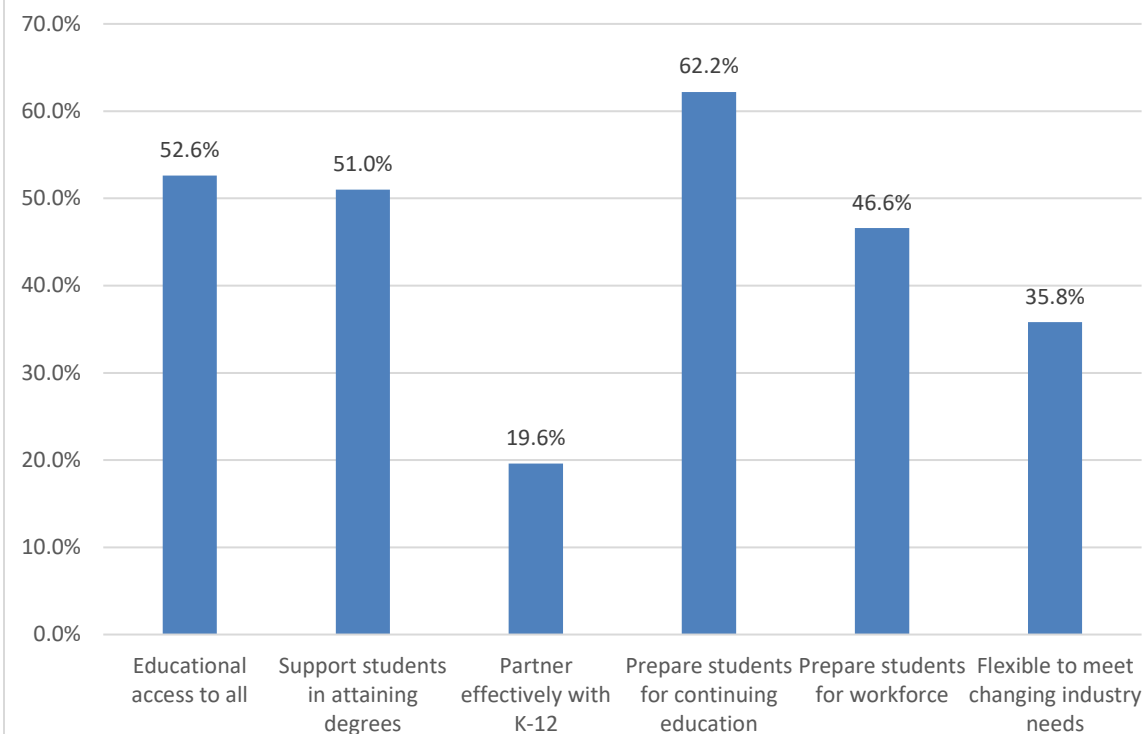
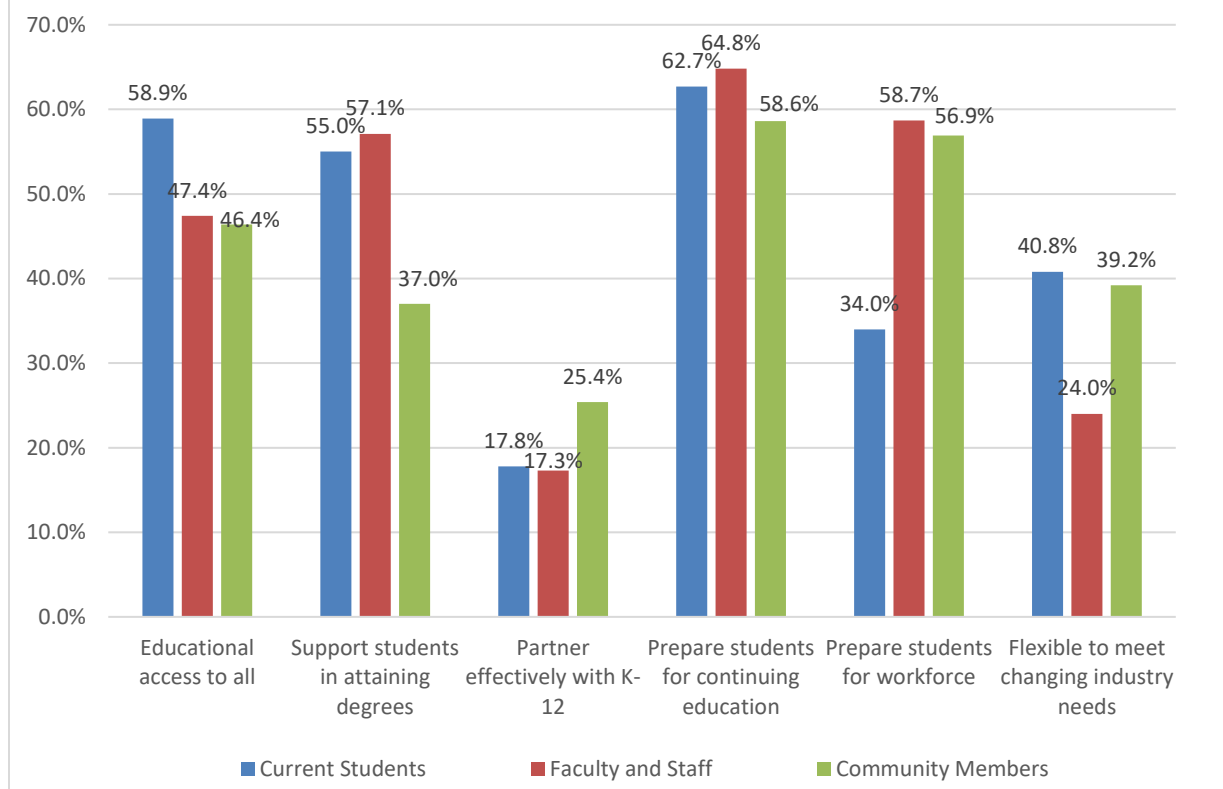
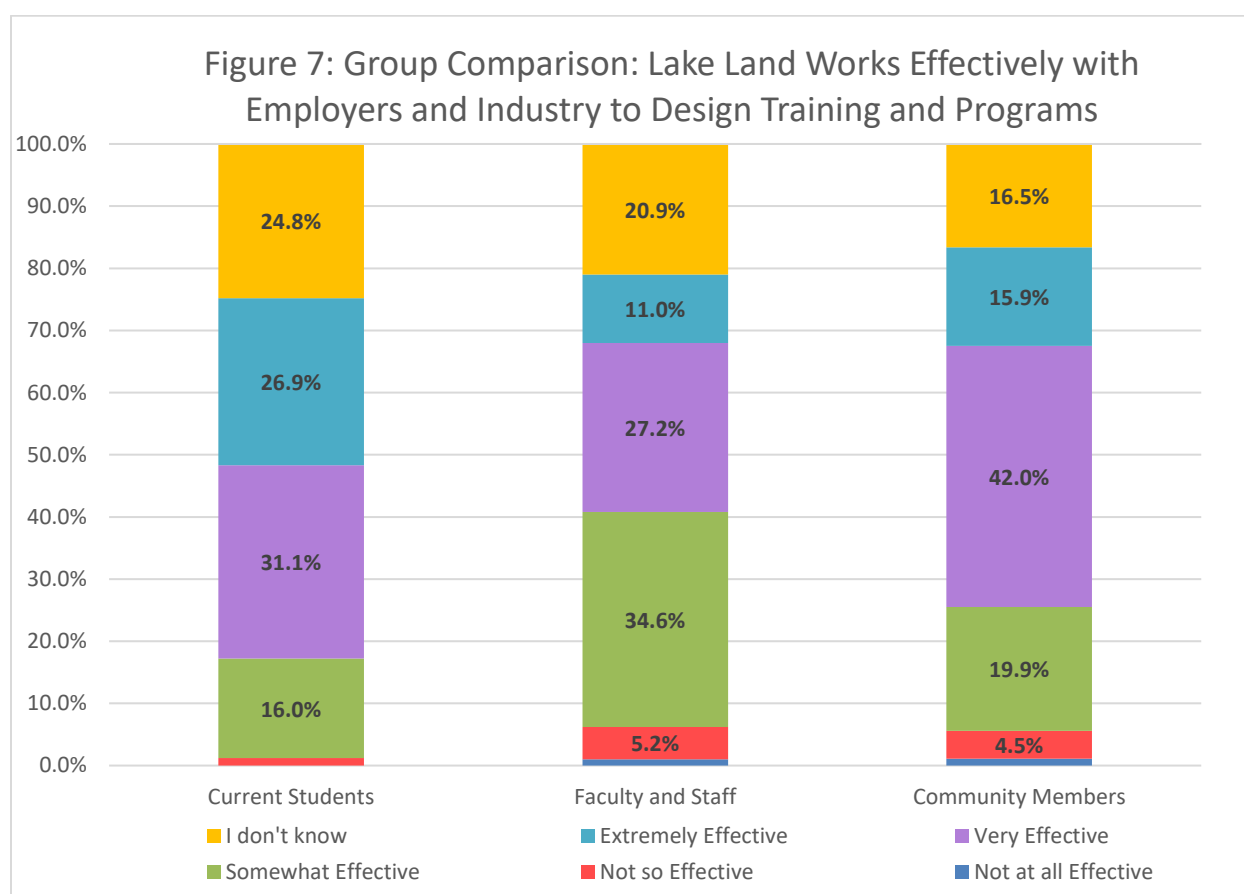


Figure 6: Group Comparison: Areas Where Lake Land Excels



Several survey questions focused on workforce issues for the district. The first of these questions addressed how effectively Lake Land works with area employers and industry to design education and training programs. Around 53% of all respondents indicated that Lake Land is working very to extremely effectively with area employers and industry to develop training and programs. Almost four percent of respondents indicated that Lake Land was not effective in this area, while almost 22% of all participants responded “I don’t know” to this question. When examining this question by group, almost 25% of students, 21% of faculty and staff, and 16.5% of community members responded “I don’t know” to this question. Almost 58% of students and community members indicated that Lake Land is doing very to extremely well in this area compared to only 38% of faculty and staff. See Figure 7 for more detailed information.



The survey also asked respondents to identify from a list of skills the three most essential skills that students should have. Based on the responses from all participants the most essential skills students should have include problem solving skills (54.3%), basic English, math and reading skills (53%), critical thinking skills (52%), and soft skills (49.4%). Soft skills include things like communication, team work, reliability, dependability, etc. Figure 8 provides the results for the question. When examining this question by the three

comparison groups, results are very similar to the overall responses with some very slight variations. See Figure 9 for the detailed data.

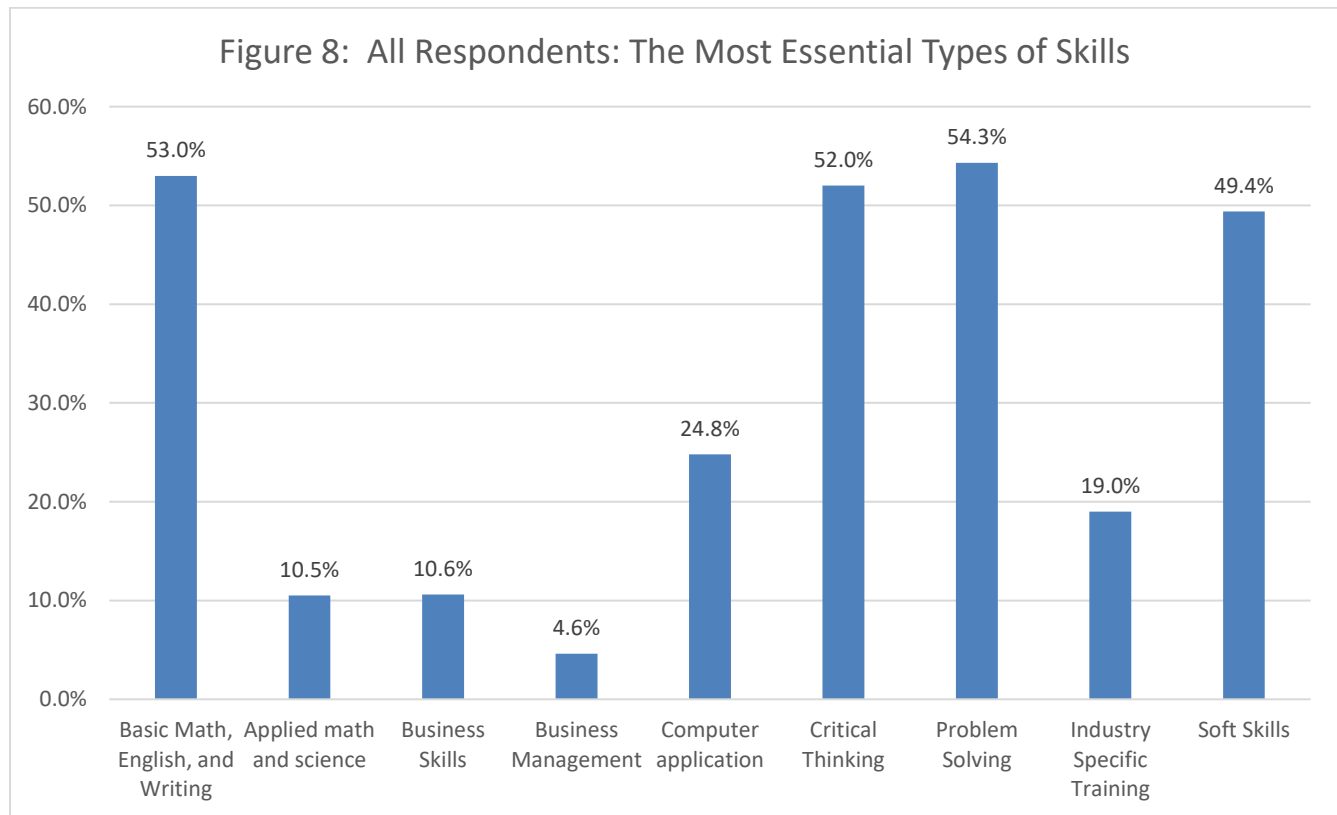
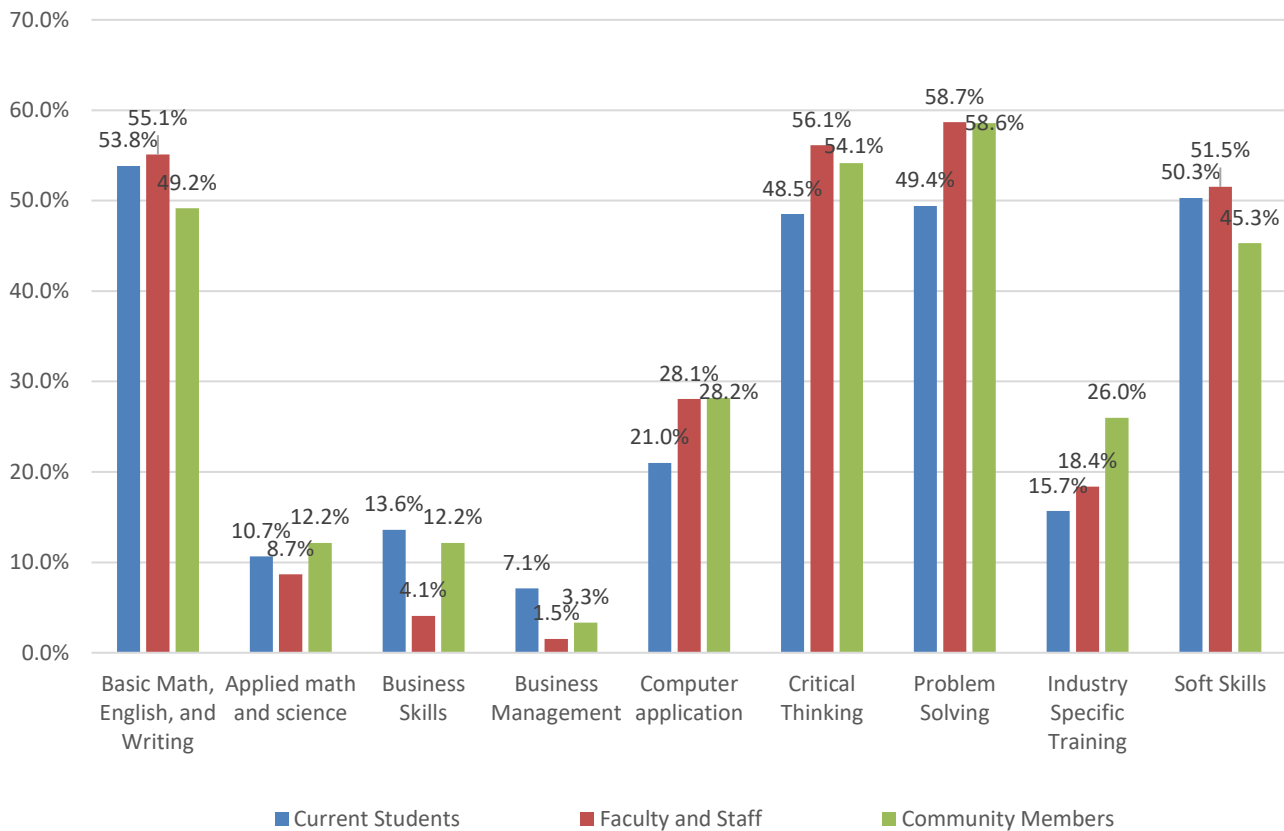


Figure 9: Group Comparison: The Most Essential Types of Skills



Survey respondents ranked five workforce challenges from one to five with one representing the greatest workforce challenge facing employers over the next five years. The workforce challenges included recruiting entry level workers, recruiting skilled workers, retaining workers, upgrading the skills of existing workers and the declining workforce population. It seems that based upon the responses from all respondents, the greatest workforce challenges include recruiting skilled workers (80% ranked this in the top three), retaining workers (75% ranked this in the top three), and recruiting entry level workers (60.3% ranked this in the top three). While 22.8% ranked the declining workforce population as the number one challenge, 41.1% ranked it as the fifth most important challenge. See Figure 10 for detailed information.

When examining this question by group, all three groups ranked recruiting skilled workers as one of the top three workforce challenges today (82.4% community, 79% students, and 78.8% faculty and staff). Retaining workers was also identified as a top three workforce challenge across groups (71.3% community, 76% students, and 76.2% faculty and staff). While all three groups agreed that recruiting entry level workers was the other top three workforce challenge (67.6% community, 55.2% students, and 62.4% faculty and

staff), the percent of students identifying this as a top three challenge fell below the other two groups. See Figure 11 for detailed group comparison information.

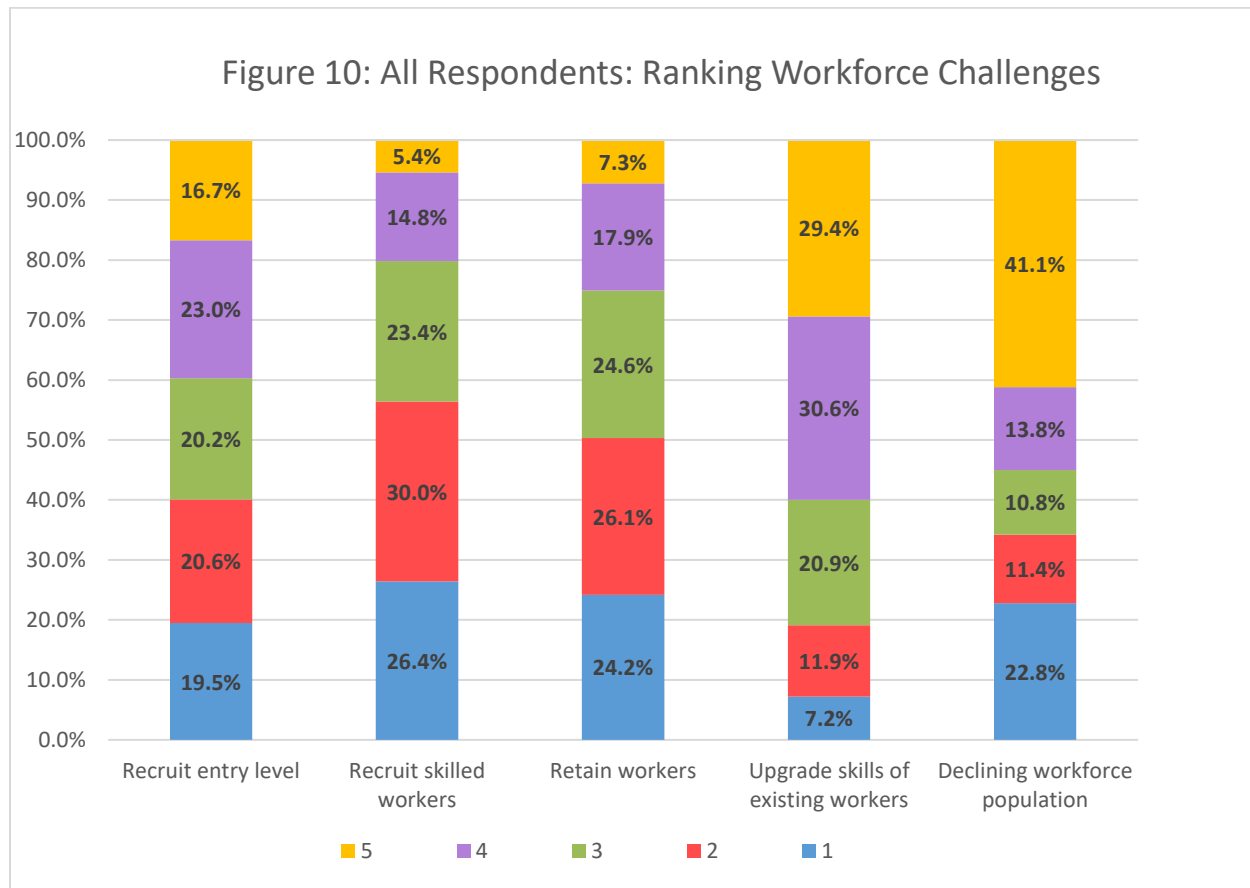
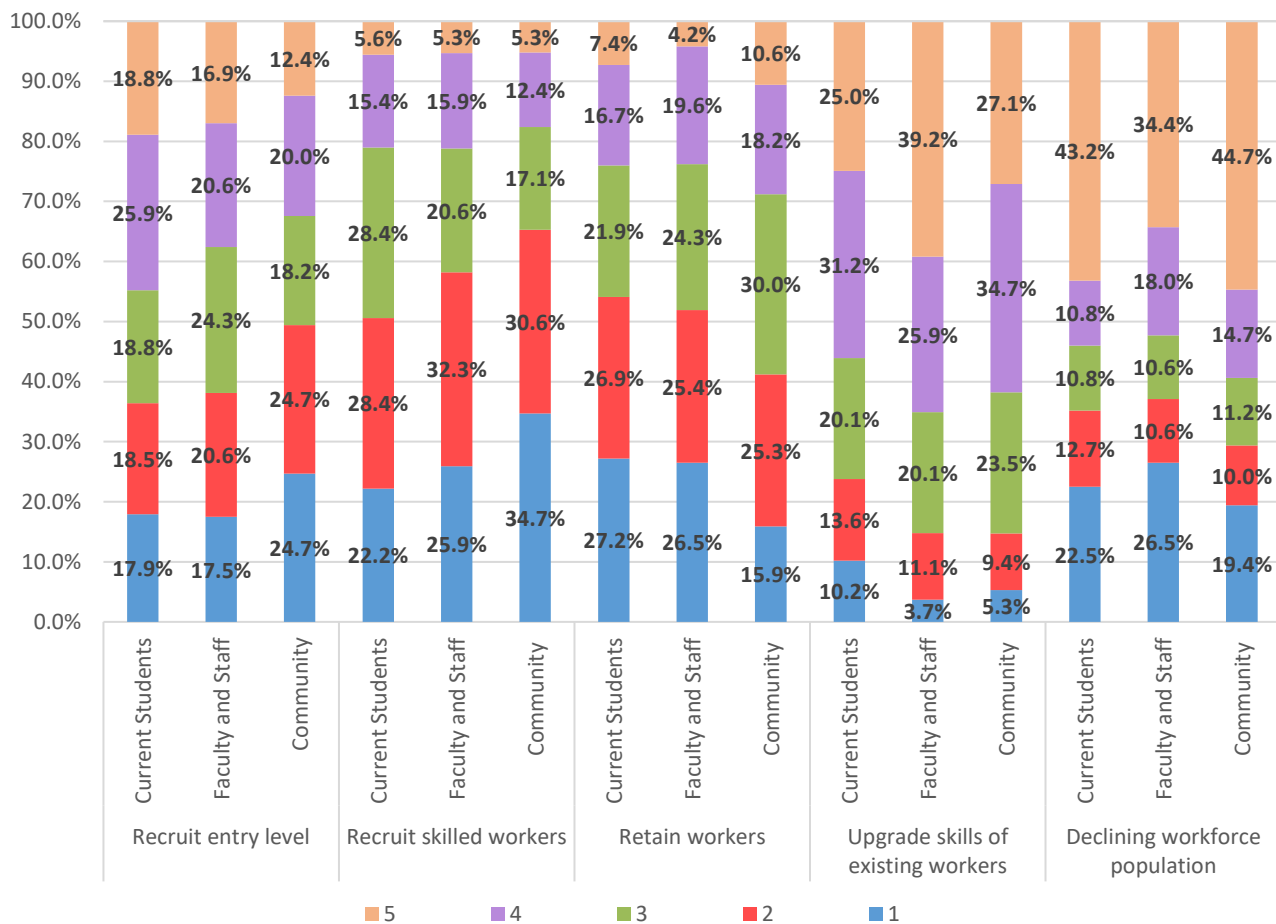


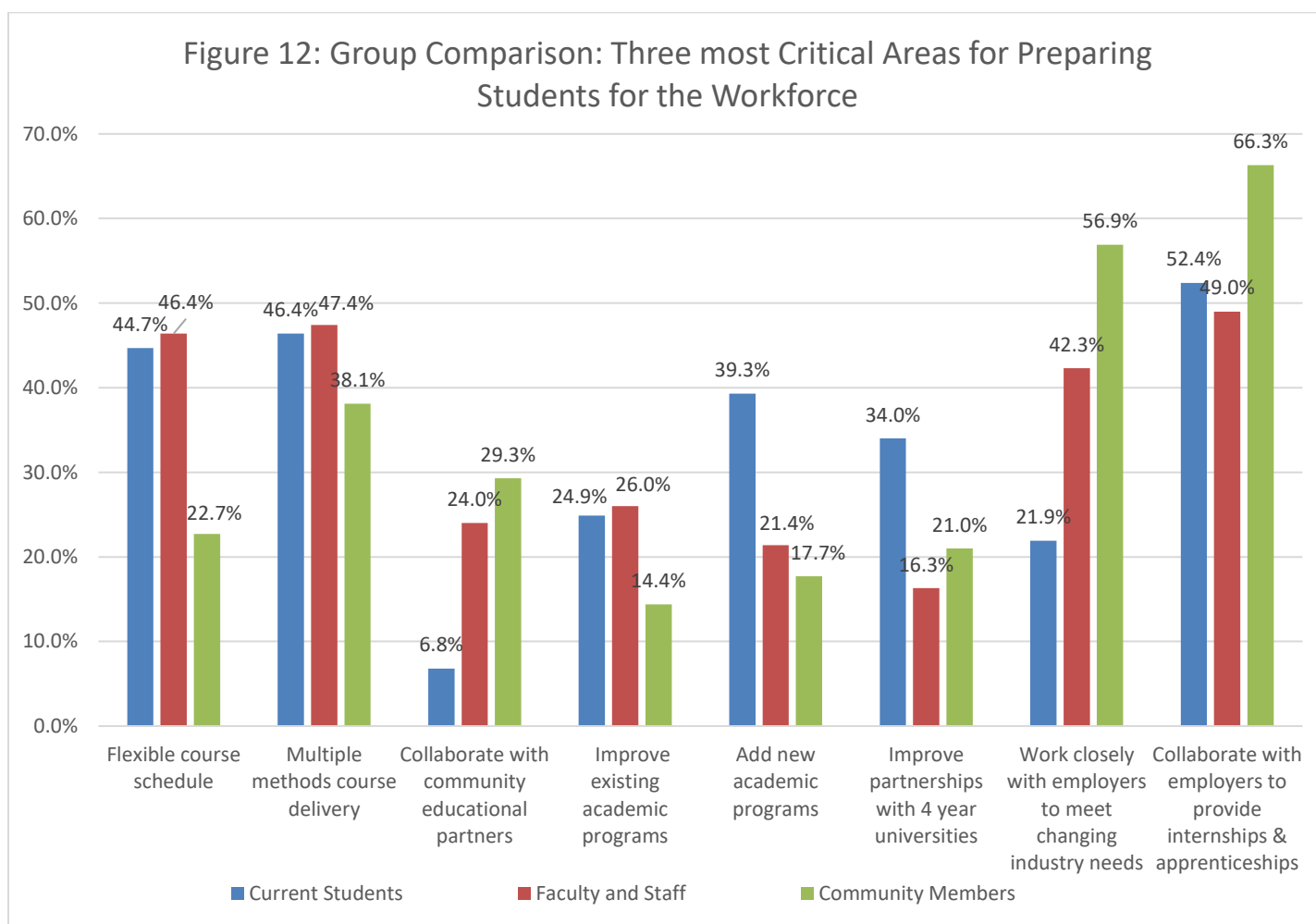
Figure 11: Group Comparison: Ranking Workforce Challenges



The final set of survey questions addressed the future for Lake Land College and requested feedback from participants related to issues the College should address in the next five years. When asked to identify the three most critical areas Lake Land should address over the next five years to prepare students for the workforce, the three most common responses included collaborating with employers to provide internships and apprenticeships (55%), providing multiple methods of course delivery (44.6%), and providing flexible course scheduling (39.6%). The next two areas identified by all respondents included working closely with employers to meet changing industry needs (36.4%) and adding new academic programs (29%).

When examining this question by group, it is clear that all three groups identified collaborating with employers to provide internships, on the job training, and apprenticeships as a critical area (52.4% students, 49% faculty and staff, and 66.3% community). The community members feel the next most critical areas include working with employers to meet changing industry needs (56.9%), providing multiple methods of

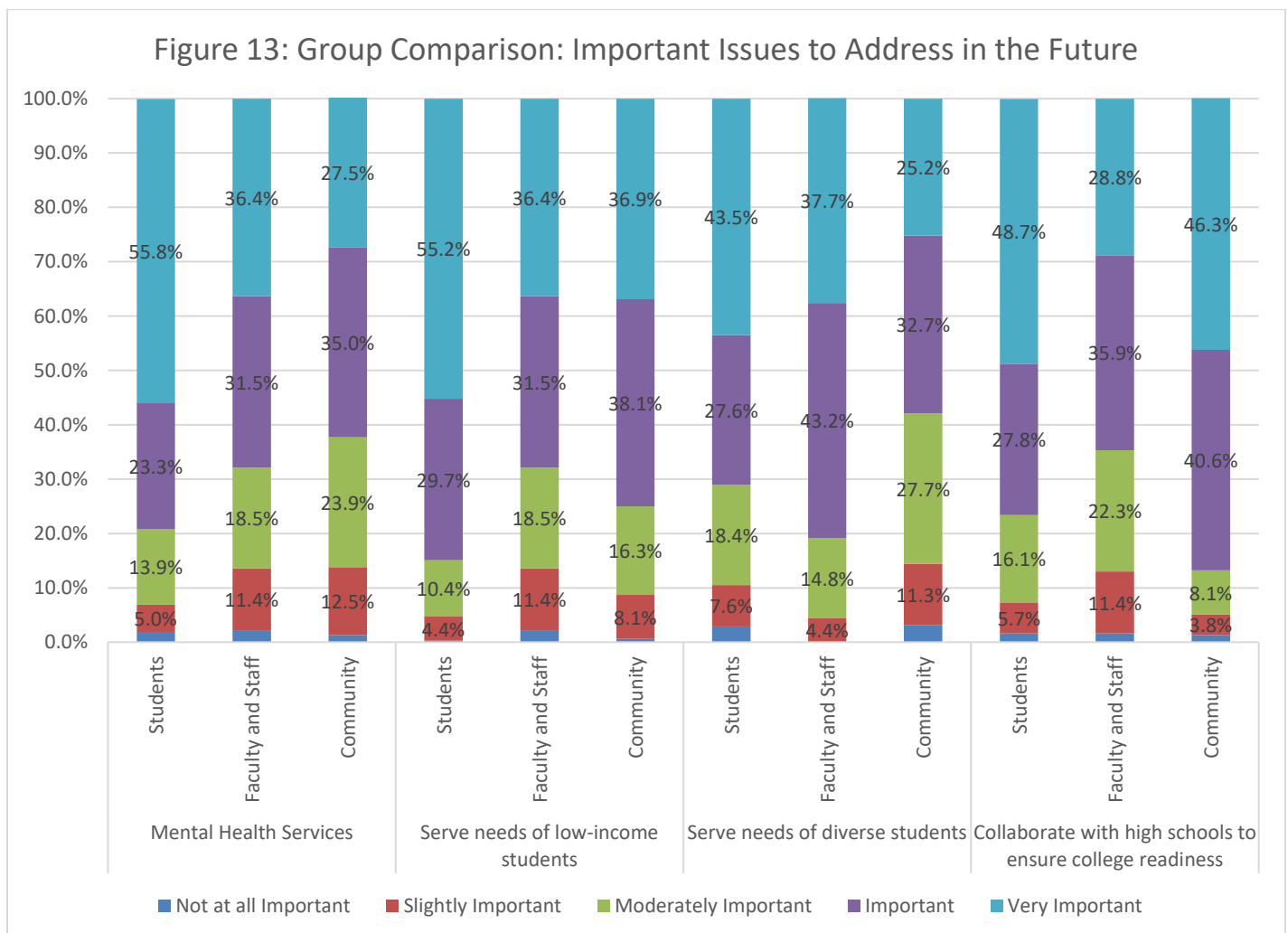
course delivery (38.1%), and collaborating with community educational partners (29.3%). Students identified providing multiple methods of course delivery (46.4%), flexible course schedules (44.7%), and new academic programs as the next most important areas. For the most part, faculty and staff agreed with students in regards to the next two most critical areas. Multiple methods of course delivery (47.4%) and flexible course schedules (46.4%) were the second and third critical areas identified by faculty and staff; however, the fourth area identified was working more closely with employers to meet changing industry needs (42.3%). See Figure 12 for detailed information.



Finally, the survey asked participants to consider how important it is for the College to address mental health services, needs of low-income students, needs of diverse students, and to collaborate with high schools to ensure college readiness for students. Over 65% of respondents indicated it is important to very important to address all of these areas in the next five years. In fact, 81.4% indicated it was important/very important to serve the needs of low-income students, 80% indicated collaboration with high

schools to prepare students is important/very important, 72% indicated mental health services are important/very important, and 66.2% indicated serving the needs of diverse students is important/very important.

Examining the results by group suggests that students believe it is important/very important to serve the needs of low-income students (84.9%), address mental health services (79.1%), collaborate with high schools to prepare students (76.5%), and serve the needs of diverse students (71.1%). Faculty and staff believe it is important/very important to serve the needs of diverse students (80.9%), provide mental health services (67.9%), serve the needs of low-income students (67.9%), and collaborate with high schools to prepare students (64.7%). Community members believe it is important/very important to collaborate with high schools to prepare students (86.9%), serve the needs of low-income students (75%), provide mental health services (62.5%), and serve the needs of diverse students (57.9%). See Figure 13 for detailed information.



Conclusions

Overall survey respondents across the three groups indicated that Lake Land delivers a quality education to its students and agree that teaching is effective at Lake Land as well as faculty are committed to student success. In addition, the majority of survey participants reported that Lake Land demonstrates its mission extremely well especially in terms of affordability and accessibility. While there is a great deal of agreement across the three groups on some issues, it is apparent from the results of the survey that faculty and staff tend to have a different perspective than students and community members in several areas. For example, only 67.4% of faculty and staff agree that the college uses technology to address student needs compared to 76.7% of community members and 88.5% of students. This is a fairly large difference between student perspectives and faculty and staff perspectives and raises more questions. Are students and faculty and staff looking at technology differently? Are students looking at access to technology on campus and providing chrome books and laptops versus faculty and staff viewing it more from actually using technology in the classroom?

In addition, results indicate faculty and staff are not sure about how well Lake Land's flexibility is meeting changing industry needs. Only 24% identified this as an area where Lake Land excels compared to 39.2% of community members and 40.8% of students. While all three groups identified collaborating with employers to provide internships, on the job training, and apprenticeships as a critical area to prepare students for the workforce, a lower percentage of faculty and staff (49%) identified with this area compared to students (52.4%) and community members (66.3%). Furthermore, 80.9% of faculty and staff indicated it is important/very important to serve the needs of diverse students, which is higher than students (71.1%) and community members (57.9%). In fact, while this question seemed to have the highest importance for faculty and staff, it had the lowest importance for both students and community members. Finally, it looks like faculty and staff believe that Lake Land could be doing better at meeting some of its mission goals in relation to providing accessibility and lifelong education. Only 33.3% of faculty and staff reported Lake Land is doing extremely well in providing lifelong education to the community and 39.6% responded Lake Land is doing extremely well in providing accessibility to education.

Findings indicate that 81.1% of students report that college support services are effective in meeting student needs. While this is in line with faculty and staff (78.3%), only 70.5% of community members reporting agreeing/strongly agreeing with this question. Based on these results, it appears the college should investigate what student services could be enhanced and what services should be added to better meet student needs. Overall, everyone was in agreement on the most essential types of skills students need.

These skills include problem solving skills, basic math, English, and reading skills, critical thinking skills and soft skills. This is the consensus across all three groups. In addition, faculty staff and students agree that it is important for the college to offer flexible course scheduling and multiple methods of course delivery.

Calendar of Events

Monday, January 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 5, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 9, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 13, 2022	6 p.m. – Commencement
Thursday, May 19, 2022	Noon – 5 p.m. Foundation and Alumni Center
Thursday, June 9, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 13, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 4, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, August 8, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, September 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 12, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011

FACULTY SENIORITY LIST

January 10, 2022

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
1	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-
2	BURRELL, BRYAN	1994 02 28		Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services All PSY- courses
3	FOREMAN, KAY	1994 08 19	1994 07 11	Allied Health	AHE-041, 042, 045, 051, 086 All PTA- courses	
4	BACINO-ALTHAUS, LARA	1995 06 14		Social Science & Education	All PSY- courses	All SFS- courses
5	PHIPPS, CYNTHIA	1995 08 18		Business	BUS-079, 085, 086, 087, 089, 094, 095, 096, 097, 098, 099, 120, 141, 142, 151, 152, 200, 281 CIS-040, 054, 055, 093, 094, 160	
6	RUDIBAUGH, MIKE	1995 09 15		Math & Science	All ESC- courses All GIS- courses	All GEO- courses
7	BUZZARD, DION	1996 01 16		Technology	CAD-056, 057, 058, 059 IND-044, 054, 056 MET-045, 076, 084 TEC-040-056	
8	MIOUX, MARTHA	1996 04 08		Allied Health	AHE-041, 042, 045, 050, 051, 086 All MAS- courses All PTA- courses	
9	KESSLER, TYNIA	1997 01 31		Business	BUS-079, 085, 086, 087, 089, 090, 091, 092, 094, 095, 096, 097, 098, 099, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS- 040, 054, 055, 056, 068, 093, 094, 160	SFS-101
10	LANDRUS, MATT	1997 08 22	1997 04 14 (1)	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- courses	All INS- courses All RDG- courses STA-
11	MILLER, KEVIN	1997 08 22	1997 04 14 (2)	Technology	All AUT- courses IND-042, 043, 058, 060, 062 TEC-043, 048, 050, 052, 054, 056 WEL-057	
12	WHITE, JEFF	1997 08 22	1997 04 14 (3)	Math & Science	All BIO- courses	
13	ALI, IFFAT	1997 08 22	1997 04 14 (4)	Math & Science	All CHM- courses	
14	KERSEY, KRIS	1997 08 22	1997 04 14 (5)	Technology	EET-040-048, 050, 052, 055, 056, 062, 063, 065, 069, 071,	

					072, 074, 076, 078, 085, 086 All IND- courses All HVC- courses MET-040-084 MMP I-V MTT-050 TEC-039-056, 059, 070-090 All TEL- courses	Board Book Page 38
15	BEAVERS, MICHAEL	1997 08 22	1997 07 14 (1)	Technology	All EET-courses IND-044 MET-040, 043, 044, 050, 080 PLC-040 TEC-048, 050, 052, 054, 056, 070, 090 WEL-057 All Tel-courses	
16	SATTERWHITE, MARCY	1997 08 22	1997 07 14 (2)	Business	BUS-060, 061, 079, 085, 086, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 290 CIS-040, 047, 051, 054, 055, 056, 058, 068, 088, 090, 092, 093, 094, 099, 101, 160 COS-060 EDU-103	
17	RHINE, SCOTT	1997 08 22	1997 07 14 (3)	Business	BUS-079, 085, 086, 094, 095, 113, 114, 115, 120, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 049, 053, 054, 055, 060, 062, 063, 065, 066, 067, 068, 069, 070, 071, 073, 074, 079, 081, 084, 085, 087, 089, 093, 094, 095, 101, 156, 160 ITT-042, 043, 048, 049, 050, 063, 064, 066, 068	
18	WALK, LORI	1997 12 01		Technology	CAD-056, 057 All CET- courses TEC-040, 043, 045, 048, 050, 052, 054, 055, 056	IDOT Quality Management Training Program
19	DOWNS, DANIELLE	1998 07 01		Academic Support	Academic Support – Financial Aid	
20	TURNBULL, DAVID	1998 08 24	1998 06 08	Math & Science	All BIO- courses	ADN-061 MAT-005, 006, 009
21	NIEMERG, MARK	1999 01 08		Agriculture	All SOE sections in AG AGR-050, 052, 054, 205, 053, 051, 152, 20	AGR-040, 046, 049, 095, 096, 098, 112, 111, 120, 131, 132, 133, 151, 121, 122, 123, 124, 134
22	HARTKE, EMILY	1999 07 13		Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
23	BIRDWELL, JODI	1999 08 20	1999 04 12 (1)	Humanities & Communication	All ART- courses HUM-150	All INS- courses All RDG- courses STA-
24	ROGERS, SHANE	1999 08 20	1999 04 12 (2)	Social Science &	All POS- courses	All INS- courses

				Education		Board Book Page 39 All RDG- courses All SFS- courses All SOS- courses
25	GREIDER, MATT	1999 08 20	1999 06 14	Social Science & Education	All HIS- courses All SOS- courses	All RDG- courses All SFS- courses
26	LYNCH, BRIAN	1999 08 20	1999 07 12 (1)	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
27	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-
28	DAVISON, ANGELA	1999 08 20	1999 08 09	Business	BUS-085, 086, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 049, 054, 055, 056, 060, 062, 063, 065, 068, 071, 074, 083, 093, 094, 095, 099, 101, 156, 160, 162, 164 ITT-044, 045	
29	LEBOLD, JON	1999 09 22		Business	BUS-079, 089, 094, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 056, 068, 071, 093, 094, 101, 160	SFS-101
30	BLASER, TARA	2000 01 07		Humanities & Communication	All ENG- courses All HUM- courses All LIT- courses All PHI- courses	All INS- courses All RDG- courses STA-
31	JARRELL, CHARLES	2000 03 15		Social Science & Education	All EDU- courses SOS-050	All SFS- courses
32	DOTY, SUZETT	2000 08 23	2000 05 08 (1)	Math & Science	All BIO- courses	
33	SEILER, DAVID	2000 08 23	2000 05 08 (2)	Social Science & Education	All HIS- courses SOS-050, 099, 208	RDG-007, 009, 013, 050, 051 SFS-101, 102, 103
34	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- 040, 043, 045, 048, 050, 052, 054, 055, 056, 057, 058	
35	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, 056, 057, 059, 060, 080	
36	MOORE, TINA	2001 01 16		Academic Support	Academic Support – Career Services INS-099, 200	All Academic Support in Student Services SFS-101
37	HUNZINGER, BRENDA	2001 08 22	2001 03 12 (1)	Math & Science	All BIO- courses	
38	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	
39	BEAM, CHERYL	2001 08 22	2001 08 13	Allied Health	All ADN- courses except ADN-061 AHE-041, 044, 045, 051, 055, 057, 086 All PNC- courses	
40	MADLEM, BRIAN	2002 08 22	2002 04 08 (1)	Technology	All AUT- courses except AUT-049 TEC-048	
41	JONES, BAMBI	2002 08 22	2002 04 08 (2)	Math & Science	All MAT- courses	
42	DAL PONTE, MARC	2002 08 22	2002 04 08 (3)	Math & Science	All BIO- courses	ADN-061
43	CAPITOSTI, GREGORY	2002 08 22	2002 04 08 (4)	Math & Science	All CHM- courses	
44	CARPENTER, JOHN	2002 08 22	2002 08 12 (1)	Business	BUS-056, 057, 074, 076, 078, 079, 085, 086, 089, 090, 091, 092, 094, 095, 113, 114, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 056, 068, 093, 094, 160	
45	RITCHEY, EVA	2002 08 22	2002 08 12 (2)	Humanities & Communication	All SPE- courses All RTV- courses	All INS- courses All RDG- courses STA-
46	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
47	EARP, LISA	2003 07 15		Business	BUS-060, 061, 063, 079, 081, 083, 084, 085, 086, 089, 092, 094, 095, 099, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 047, 054, 055, 056, 058, 068, 071, 088, 090, 092, 093, 094, 101, 160 CRT-067, 068, 083, 084, 085 COS-061	SFS-101
48	PORTER, CASSANDRA	2006 01 09		Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055 All PNC- courses	
49	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	
50	NWOSU, IKEMEFUNA	2006 08 21	2006 01 09	Math & Science	All BIO- courses	ADN-061
51	NOHREN, HEATHER	2006 08 21	2006 04 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
52	POWERS, GREGORY	2006 08 21	2006 06 12	Humanities & Communication	All SPE- courses All RTV courses	All INS- courses All RDG- courses STA-
53	BARKLEY, DYKE	2006 08 21	2006 07 17	Agriculture	All HRT- courses All AGR - courses	STA-200
54	THOMAS, EDWARD	2007 08 20	2007 07 09 (2)	Humanities & Communication	All SPE- courses All RTV courses All HUM- courses	

					RDG-007, 009 All SFS- courses INS-099, 200, 299 ENG-050, 098, 099	Board Book Page 41
55	SWINGLER, ERIN	2008 01 11	2007 12 10	Allied Health	All ADN- courses except ADN-061 AHE-040, 041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	HED-290
56	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	
57	JONES, NICHOLE	2008 08 22	2008 05 12 (2)	Allied Health	All ADN- courses except ADN-061 AHE-040, 041, 042, 044, 045, 051, 055 All PNC- courses	
58	DAVIS, KIMBERLY	2008 08 22	2008 05 12 (3)	Social Science & Education	EDU-100, 190, 200, 210	SFS-101
59	DAUGHERTY, KATHLEEN	2009 08 24	2009 05 11 (1)	Business	BUS-059, 060, 061, 063, 065, 079, 081, 082, 083, 084, 085, 086, 089, 091, 092, 094, 095, 113, 114, 115, 120, 134, 141, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 056, 058, 068, 088, 092, 093, 094, 095, 160 All MCS-040, 041, 050, 055, 056, 060, 065, 068, 070, 075, 080, 085, 090, 091, 092 MAP-074, 076	
60	BENNETT, 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-
61	LOTZ, KATIE	2009 08 24	2009 07 13	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
62	GENTRY, JOHN	2009 08 24	2009 08 10	Technology	CAD-056 TEC-040, 043, 045, 048, 050, 052, 055 All WEL- courses	
63	HARTRICH, ELIZABETH	2010 08 20	2010 06 14	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	SFS-101
64	NEU, RUSSELL	2010 08 20	2010 07 12	Agriculture	All JDA- courses	
65	MILLER, NATHAN	2011 01 03	2011 01 10	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
66	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, 111, 112, 120, 131, 132, 133, 151
67	HOLSAPPLE, KRISTEN	2011 08 19	2011 03 14 (2)	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	
68	COHAN, MICHAEL BEN	2011 08 19	2011 05 09	Humanities &	All ART- courses	All INS- courses

				Communication	HUM-150	Board Book Page 42 All RDG- courses STA-
69	NOHREN, MARIA	2011 08 19	2011 06 13	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
70	TILLMAN, JOE	2011 08 19	2011 06 13	Technology	EET-040-052, 068-070, 072-076, 078, 081-094 TEC-039-071, 080-103 IND-046-052 MET-040-045, 080 WND-040, 041 BCT-045, 089	
71	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-
72	DETERS, LAURA	2012 01 09	2012 01 09	Allied Health	AHE-040, 043, 045, 051, 052, 054, 086 PNC- assist with clinical MAP-082	
73	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 RDG- courses STA
74	KITTEN, LEO	2012 08 21	2012 05 14 (2)	Technology	All CAD- courses All CIM- courses EET-049 TEC-040, 043, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 060, 080	
75	KNEBEL, TY	2012 12 17	2012 12 10	Vandalia Correctional Center	TEC-040, 043, 048, 070 WEL-047, 048, 056, 057, 058, 059, 061	
76	HOOD, SHANNON	2013 08 22	2013 08 12 (1)	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055 All PNC- courses	HED-290
77	HILL, SARAH	2013 08 22	2013 08 12 (2)	Academic Support	Academic Support – Library	All EDU- courses All RDG- courses SFS-101
78	BROWN, DEWAYNE	2013 11 27	2013 10 09	Vandalia Correctional Center	ATO-040 CSM-065, 066, 067, 068	
79	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
80	MELTON, JENNIFER	2014 03 01	2013 10 13 (2)	Academic Support	Academic Support – Counseling All SFS- courses	All Academic Support in Student Services

					INS-099	Board Book Page 43 SOS-050
81	REINHART, ANTHONY (WOODY)	2014 06 09	2014 05 12	Agriculture	AGR-041, 042, 043, 044, 046, 080, 083, 086, 087, 088, 089, 091, 092, 094, 097, 111 All AGR- Courses within Ag Power and Tech Program	
82	MUNGER, JAMES	2014 08 22	2014 06 09	Business	All CIS- courses All ITT- courses except 042, 043, 044, 045	
83	MILLER (TORNOW), CLAIRE	2014 08 22	2014 08 11 (1)	Math & Science	All CHM- courses	
84	GAINES, ANDREW	2014 08 22	2014 08 11 (2)	Social Science & Education	INS-099, 200, 299 All PSY- courses All SOS- courses All SFS- courses	
85	WILDMAN, RYAN	2015 08 24	2015 04 13	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
86	SMITHENRY, KIMBERLY	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	
87	PARRISH, KATIE	2015 08 24	2015 05 11 (2)	Social Science & Education	All SOC- courses All SOS- courses	All INS- courses SFS-101
88	ALLEN, DANIEL	2015 08 24	2015 06 08 (1)	Math & Science	All PHY- courses	All ESC- courses
89	NASSERIPOUR, RAKHSHA	2015 08 24	2015 06 08 (2)	Math & Science	All PHY- courses	
90	FULK, JOSHUA	2015 08 24	2015 08 10	Technology	BCT-064 CAD-052, 056 All CET- courses TEC-050 thru 056 TEC-045, 048	AGR-151
91	BRANDT, HAYLEE	2016 08 19	2016 09 12	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055 All PNC- courses	
92	ULM, TANILLE	2017 08 18	2017 07 10	Social Science & Education	All ECE- courses All EDU- courses	SFS-101
93	YESKE, MOLLY	2017 08 18	2017 08 14	Allied Health	All MAP-070, 072, 074, 076, 078, 080, 082, 084, 086, 088, 090, 092, 094, 096, 098, 099	
94	UPHOFF, BEULAH	2018 01 05	2017 11 13	Allied Health	AHE-040, 041, 042, 043, 045, 051, 052, 054, 055, 086 MAP-080	SOS-235
95	FLOWERS, TIMOTHY	2018 01 02	2018 01 8	Vandalia Correctional Center	ATO-040 HRT-040, 041, 042, 043, 044, 047, 048, 050	
96	RINCKER, LAURIE	2018 08 17	2018 05 14 (1)	Math & Science	All BIO- courses	ADN-061
97	RODGERS, MATTHEW	2018 08 17	2018 05 14 (2)	Agriculture	All JDA- courses	
98	DAILEY, MADISON	2018 08 17	2018 07 16	Social Science & Education	HED- All courses except HED-102 SOS-050, 052 HSP- All except 065 and 101	
99	CHAMBERS, DAVID	2019 06 03	2019 05 13	Social Science &	All CJS- courses	

				Education	Board Book Page 44	
100	WILDER, HAYDEN	2019 08 16	2019 03 11	Agriculture	All AGR 200 and below AGR-206	
101	HARLEY, SARAH	2019 08 16	2019 04 08	Math & Science	All MAT- courses	
102	HASKENHERM, TARA	2019 08 16	2019 06 10	Allied Health	All ADN- courses except ADN-061 All PNC- courses AHE-041, 042, 044, 045, 051, 055	
103	FLOYD, MACKENZIE	2019 08 16	2019 08 12	Allied Health	All ADN- courses except ADN-061 All PNC- courses AHE-041, 042, 044, 045, 051, 055	
104	AMIGONI, NICKI	2020 01 10	2019 11 11	Allied Health	All DHY- courses	
105	MARLER, KRISTINE	2020 08 21	2020 08 10 (1)	Business	All COS- courses All EST- courses	
106	BYERS, JESSICA	2020 08 21	2020 08 10 (2)	Allied Health	ADN- All except AND-061 PNC- All courses AHE-040, 041, 042, 044, 045, 051, 055	
107	WORKMAN, BETHANY	2020 08 21	2020 08 10 (3)	Allied Health	ADN-All except ADN-061 PNC-All AHE-041, 042, 044, 045, 051, 055	
108	CURRY, BRENT	2021 01 08	2020 11 09	Agriculture	JDA-041, 042, 051, 113, 043, 054, 086 TEC-048	
109	NEFF, JAMESON	2021 08 13	2021 05 10 (1)	Math & Science	MAT- all courses	
110	MARLAR, CODY	2021 08 13	2021 05 10 (2)	Math & Science	MAT-all courses	
111	BLOEMER, KATELYN	2021 08 20	2021 07 12	Allied Health	ADN- All courses except ADN-061 AHE-041, 042, 044, 045, 051, 055 PNC – All courses	
112	NIEBRUGGE, AMBER	2021 08 20	2021 08 09	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services SOS-050
113	SHUMARD-SHELTON, LISA	2021 10 25	2021 11 08 (1)	Academic Support	Academic Support – Student Life	PED-143 SPE-111
114	WEBSTER, SAMANTHA	2022 01 07	2021 11 08 (2)	Business	All COS- courses All EST- courses	

**Lake Land College Board of Trustees
Schedule of Meetings
2022**

January 10, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
February 14, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
March 14, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
April 11, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 9, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 19, 2022 (Board Retreat)	1:00 p.m.	Foundation and Alumni Center Room 101, Mattoon
June 13, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
July 11, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
August 8, 2022	6:00 p.m.	Kluthe Center, Room 220, Effingham
September 12, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
October 10, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
November 14, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon
December 12, 2022	6:00 p.m.	Board & Administration Center Room 011, Mattoon



MEMO

TO: Dr. Josh Bullock, President

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

DATE: December 20, 2021

RE: November 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of November for Fiscal Year 2022.

Areas of Concern:

- While the College remains favorable to budget in aggregate through November 2021, the fifth month of FY2022, it is concerning that tuition and fees revenue are significantly unfavorable to budget year to date due to lower enrollment than anticipated.

Overall Variances:

- *Revenue* – Total November 2021 revenue was \$5,830,165 resulting in an unfavorable variance of \$516,266 MTD and an unfavorable YTD variance of \$1,908,591. The main driver for both the month and year to date unfavorable variances are the line items of tuition and fees. Tuition is unfavorable \$347,874 MTD and \$1,251,268 YTD; meanwhile, fees are unfavorable \$217,463 MTD and \$586,357 YTD.
- *Expenditures* – Total November 2021 expenditures were \$2,489,276 resulting in an unfavorable variance of \$174,848 MTD and a favorable variance of \$4,533,335 YTD with favorable variances in nearly all line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$239,069 MTD but a favorable variance still exists in the amount of \$500,717 YTD. The variance on a monthly basis is a timing issue dependent on the local counties' property tax cycle and the timing as to when funds are sent to the College. As the year transpires, we expect a normalized variance.
- *ICCB Credit Hour Grant* – We received payments of \$217,012 in November 2021 resulting in an unfavorable monthly variance of \$2,262 and a yearly unfavorable variance of \$99,656. The variances are timing related as we typically receive a larger

payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.

- *ICCB Equalization Grant* – We received equalization payments of \$505,251 in November 2021 resulting in a favorable monthly variance of \$192,614, while a yearly unfavorable variance exists of \$287,479. The variances are timing related based on a slow payment process from the State of Illinois but we remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* – November 2021 tuition was \$347,874 unfavorable monthly while fees were unfavorable by \$217,463. Year to date, tuition is unfavorable by \$1,251,268 and fees are unfavorable by \$586,357. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The monthly variance was favorable \$37,949 while YTD the variance is unfavorable by \$318,817. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Month to date the variance is favorable by \$59,838 and year to date it remains favorable by \$129,270.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage line has a monthly favorable variance of \$122,144 and year to date favorable variance of \$1,949,909. A portion of the YTD variance is related to timing issues and how the College records prepaid salaries for audit purposes. As the year transpires, we expect some of the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was a monthly favorable variance in employee benefits in November 2021 of \$36,007 and a favorable YTD variance in the amount of \$113,296.
- *Instructional* – The Instructional expenditures had an unfavorable variance in November 2021 of \$3,691 but a YTD favorable variance still exists in the amount of \$1,513,045. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$12,751 in November 2021 and YTD of \$231,513.
- *Student Services* – The Student Services expenditures had an unfavorable variance in November 2021 of \$55,585 but maintains a favorable YTD variance of \$176,589.

- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable November 2021 variance of \$58,254 but maintains a favorable YTD variance of \$146,660.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a monthly favorable variance of \$9,123 but maintains a favorable YTD variance of \$357,747.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable November 2021 variance of \$79,192 and a YTD favorable variance of \$2,290,277 with favorable variances in nearly all line items. As the year transpires, we expect the variance to begin to normalize.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for YTD of \$182,496. The College was able to process more scholarships than anticipated thus far year to date resulting in an unfavorable variance.

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.

Nov-21

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Final Audited Numbers	FY22 Annual Budget
Revenues:										
1,397,695	1,636,764	(239,069)	Local Sources	9,511,937	9,011,220	500,717	5.56%	7,614,860	9,758,060	9,745,282
217,012	219,274	(2,262)	ICCB Credit Hour Grant	1,873,807	1,973,464	(99,656)	-5.05%	2,043,193	4,471,285	4,385,475
505,251	312,637	192,614	ICCB Equalization Grant	2,526,254	2,813,733	(287,479)	-10.22%	2,104,051	6,312,153	6,252,740
77,741	39,792	37,949	Other State Sources	166,670	485,487	(318,817)	-65.67%	458,516	1,143,651	1,154,557
2,521,407	2,869,281	(347,874)	Tuition	6,954,719	8,205,987	(1,251,268)	-15.25%	7,350,123	8,799,744	8,670,590
980,276	1,197,739	(217,463)	Fees	2,673,323	3,259,681	(586,357)	-17.99%	2,807,671	2,897,434	4,177,668
130,782	70,944	59,838	Other Revenue	641,385	512,115	129,270	25.24%	319,744	3,083,197	1,110,509
-	-	-	Gift in Kind	5,000	-	5,000	0.00%	33,828	-	-
5,830,165	6,346,430	(516,266)	Total Revenues	24,353,095	26,261,686	(1,908,591)	(1)	22,731,986	36,465,524	35,496,821
Expenditures:										
Instructional										
931,875	991,241	59,366	Salary and Wages	4,640,885	5,858,335	1,217,450	20.78%	4,714,908	9,888,575	12,547,027
165,948	180,893	14,945	Employee Benefits	853,504	904,463	50,959	5.63%	862,633	2,072,422	2,277,438
14,001	23,320	9,319	Contractual Services	29,831	54,415	24,584	45.18%	28,657	379,895	406,760
73,611	24,664	(48,948)	General Materials and Supplies	206,240	335,948	129,708	38.61%	153,532	418,237	163,678
2,047	5,187	3,139	Travel and Meeting Expenses	11,483	46,200	34,718	75.15%	3,754	23,890	117,757
-	10,100	10,100	Fixed Charges	-	12,100	12,100	0.00%	9,068	72,309	56,375
51,889	278	(51,612)	Capital Outlay	52,847	101,374	48,527	47.87%	5,036	74,931	120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	5,000	-	(5,000)	0.00%	26,425	-	-
1,239,372	1,235,682	(3,691)	Total Instructional	5,799,791	7,312,835	1,513,045	20.69%	5,804,013	12,930,258	15,689,470
Academic Support										
28,395	36,177	7,782	Salary and Wages	189,744	242,921	53,176	21.89%	263,033	533,103	388,891
4,616	9,922	5,306	Employee Benefits	38,291	49,612	11,321	22.82%	57,247	129,057	68,707
-	200	200	Contractual Services	-	500	500	100.00%	-	-	1,500
61,615	61,622	7	General Materials and Supplies	155,780	297,795	142,015	47.69%	76,145	195,845	333,406
2,328	1,783	(545)	Travel and Meeting Expenses	2,816	27,317	24,501	89.69%	18	1,439	8,800
-	-	-	Fixed Charges	-	-	-	#DIV/0!	4,555	4,555	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
96,954	109,704	12,751	Total Academic Support	386,631	618,144	231,513	37.45%	400,999	864,000	801,304
Student Services										
121,684	136,506	14,822	Salary and Wages	706,259	778,605	72,346	9.29%	723,077	1,554,454	1,717,949
34,225	38,324	4,098	Employee Benefits	173,408	191,946	18,538	9.66%	186,109	432,709	471,802
-	-	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	10,086	12,142	9,322
3,586	4,221	635	General Materials and Supplies	21,221	96,890	75,669	78.10%	18,902	63,582	113,270
3,913	1,680	(2,233)	Travel and Meeting Expenses	6,870	30,559	23,689	77.52%	2,381	43,320	42,580
80,409	-	(80,409)	Fixed Charges	80,409	60,306	(20,103)	-33.33%	-	-	60,306
-	7,500	7,500	Other Expenditures	-	7,500	7,500	0.00%	1,750	5,352	15,000
243,817	188,231	(55,585)	Total Student Services	998,539	1,175,128	176,589	15.03%	942,304	2,111,558	2,430,229
Public Service/Cont Ed										
25,351	33,952	8,601	Salary and Wages	124,743	178,661	53,918	30.18%	126,165	289,179	433,304
5,836	5,915	79	Employee Benefits	22,081	23,826	1,746	7.33%	22,418	53,190	67,001
16,437	2,000	(14,437)	Contractual Services	24,064	13,100	(10,964)	-83.69%	6,846	25,881	42,155
3,363	8,048	4,685	General Materials and Supplies	22,997	57,865	34,868	60.26%	13,520	64,100	116,191
202	360	159	Travel and Meeting Expenses	1,096	2,075	979	47.18%	779	1,950	4,595
8,494	8,653	159	Fixed Charges	42,445	43,059	614	1.43%	62,941	151,135	102,235
57,500	-	(57,500)	Capital Outlay	57,500	123,000	65,500	0.00%	-	-	123,000
-	-	-	Other	-	-	-	0.00%	-	94	-
-	-	-	G/K	-	-	-	0.00%	-	-	-
117,182	58,928	(58,254)	Total Public Service/ Cont Ed	294,926	441,586	146,660	33.21%	232,670	585,530	888,481
Operations & Maintenance										
68,221	84,661	16,440	Salary and Wages	373,536	453,715	80,179	17.67%	369,847	910,742	1,089,976
29,635	34,097	4,462	Employee Benefits	130,278	172,486	42,208	24.47%	131,608	336,212	421,363
13,194	100	(13,094)	Contractual Services	57,394	130,135	72,741	55.90%	137,994	280,474	260,470
14,193	-	(14,193)	General Materials and Supplies	86,733	113,250	26,517	23.41%	57,183	176,617	220,500
-	-	-	Travel and Meeting Expenses	-	575	575	100.00%	-	-	1,250
-	750	750	Fixed Charges	3,000	6,250	3,250	52.00%	76,609	243,355	103,788
95,021	109,779	14,758	Utilities	449,619	566,896	117,277	20.69%	463,020	1,160,988	1,335,350
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-	23,253	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	6,313	-
-	-	-	Gift In Kind	-	-	-	100.00%	7,403	-	-
220,264	229,388	9,123	Total Operation and Maint	1,100,560	1,458,307	357,747	5	1,243,664	3,137,956	3,447,697
Institutional Support										
266,803	281,934	15,131	Salary and Wages	1,049,352	1,522,192	472,840	31.06%	1,012,140	3,302,222	3,631,055
78,671	85,787	7,116	Employee Benefits	429,889	418,414	(11,475)	-2.74%	377,840	1,069,862	1,287,608
16,166	76,931	60,765	Contractual Services	180,900	795,201	614,301	77.25%	325,191	830,571	1,400,678
83,119	38,967	(44,152)	General Materials and Supplies	729,646	1,363,694	634,048	46.49%	414,852	793,481	959,849
6,235	4,676	(1,559)	Travel and Meeting Expenses	7,931	178,584	170,653	95.56%	954	27,904	273,481
478	1,075	597	Fixed Charges	14,868	210,325	195,457	92.93%	196,886	202,096	218,150
52,633	-	(52,633)	Capital Outlay	74,772	159,450	84,678	53.11%	-	498,684	18,900
66,187	3,125	(63,062)	Contingency Funds	235,379	346,833	111,454	32.13%	252,572	545,476	1,392,266
-	-	-	Other	-	22,216	22,216	0.00%	(5,171)	511,279	49,075
1,395	-	(1,395)	Strategic Initiatives	223,895	220,000	(3,895)	-1.77%	35,901	79,612	400,000
-	-	-	COVID Expenses	-	-	-	0.00%	-	-	-
571,687	492,495	(79,192)	Total Institutional Support	2,946,632	5,236,909	2,290,277	4	2,611,165	7,861,187	9,631,062
-	-	-	Scholarships, grants, waivers	332,496	150,000	(182,496)	0.00%	351,379	695,834	1,228,566
2,489,276	2,314,428	(174,848)	Total Expenditures	11,859,575	16,392,909	4,533,335	27.65%	11,586,194	28,186,322	34,116,809
3,340,889	4,032,002	(341,418)	Revenue Less Expenditures	12,493,521	9,868,776	2,624,744	(1)	11,145,792	8,279,202	1,380,012
-	-	-	Transfers Out:	-	-	-	0.00%	303,492	(1,373,457)	1,380,012
3,340,889	4,032,002	(341,418)	Excess of Revenues over Expenditures & Transfers	12,493,521	9,868,776	2,624,744	(1)	10,842,300	9,652,659	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,442,328.97	1,564,472.47	122,143.50	Salary and Wages	7,084,520.90	9,034,429.95	1,949,909.05
318,931.21	354,938.04	36,006.83	Employee Benefits	1,647,450.40	1,760,746.64	113,296.24
59,798.48	102,551.35	42,752.87	Contractual Services	302,561.04	1,002,673.37	700,112.33
239,486.57	137,521.04	(101,965.53)	General Materials and Supplies	1,222,616.83	2,265,441.34	1,042,824.51
14,724.74	13,685.90	(1,038.84)	Travel and Meeting Expenses	30,195.61	285,310.00	255,114.39
8,972.01	20,577.50	11,605.49	Fixed Charges	60,312.34	271,733.50	211,421.16
95,021.09	109,779.17	14,758.08	Utilities	449,618.53	566,895.83	117,277.30
162,022.16	277.50	(161,744.66)	Capital Outlay	185,119.39	398,824.17	213,704.78
66,186.69	3,125.00	(63,061.69)	Contingency Funds	235,379.25	346,833.00	111,453.75
-	7,500.00	7,500.00	Other Expenditures	-	29,715.64	29,715.64
2,407,471.92	2,314,427.97	(93,043.95)	Total	11,217,774.29	15,962,603.44	4,744,829.15

Lake Land College

FY2022 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2022 Budgeted	FY22 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$4,640,885	\$5,858,335	\$1,217,450	\$12,547,027	\$11,138,125	\$12,547,027	\$1,408,902
Salary and Wages - Acad. Support	\$189,744	\$242,921	\$53,176	\$388,891	\$455,387	\$388,891	(\$66,496)
Salary and Wages - Stud. Svcs	\$706,259	\$778,605	\$72,346	\$1,717,949	\$1,695,023	\$1,717,949	\$22,926
Salary and Wages - Public Svc.	\$124,743	\$178,661	\$53,918	\$433,304	\$299,384	\$433,304	\$133,920
Salary and Wages - Maintenance	\$373,536	\$453,715	\$80,179	\$1,089,976	\$896,487	\$1,089,976	\$193,489
Salary and Wages - Inst. Support	\$1,049,352	\$1,522,192	\$472,840	\$3,631,055	\$2,518,445	\$3,631,055	\$1,112,610
Total Salary and Wages	\$7,084,521	\$9,034,430	\$1,949,909	\$19,808,202	\$17,002,850	\$19,808,202	\$2,805,352

Employee Benefits	Year to Date			FY2022 Budgeted	FY22 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$853,504	\$904,463	\$50,959	\$2,277,438	\$2,048,409	\$2,277,438	\$229,029
Employee Benefits - Acad. Support	\$38,291	\$49,612	\$11,321	\$68,707	\$91,899	\$68,707	(\$23,192)
Employee Benefits - Stud. Svcs	\$173,408	\$191,946	\$18,538	\$471,802	\$416,179	\$471,802	\$55,623
Employee Benefits - Public Svc.	\$22,081	\$23,826	\$1,746	\$67,001	\$52,994	\$67,001	\$14,007
Employee Benefits - Maintenance	\$130,278	\$172,486	\$42,208	\$421,363	\$312,668	\$421,363	\$108,695
Employee Benefits - Inst. Support	\$429,889	\$418,414	(\$11,475)	\$1,287,608	\$1,031,733	\$1,287,608	\$255,875
Total Employee Benefits	\$1,647,450	\$1,760,747	\$113,296	\$4,593,919	\$3,953,881	\$4,593,919	\$640,038



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: December 20, 2021

RE: Approval of Adding Additional Proximity Card Readers to Campus Buildings

In 2020, the College received Board approval per Board Policy 09.14 to require the use of proximity card access to exterior doors on campus buildings. As part of the initial stage of the project, proximity card readers were added to select doors in nearly all campus buildings. With the initial phase complete, the College would like to proceed and add additional proximity card readers in nearly all buildings across campus to take full advantage of the proximity card access process.

The College was awarded \$5,505,433 of funds via the American Rescue Plan Act, commonly known as HEERF III, that are to be used for institutional purposes. In the guidance provided by the Department of Education, it indicates the HEERF III Funds cannot be used for most capital projects; however, the funds can be used for a project such as installation of proximity card readers which will allow for touchless entry into various campus buildings. Our auditors have agreed with the College's interpretation that this project is an acceptable use of HEERF III funds. In addition, many other Illinois Community Colleges have received Board approval to move forward in using HEERF III for touchless entryways on doors.

The cost of the project to install 36 additional card readers and related equipment in 14 campus buildings is \$152,873 per a quote from Dynamic Controls, Inc. of East Peoria, IL. Per Board Policy 10.22 (4) (E), a bid is not required because Dynamic Controls, Inc. is the vendor that can solely provide the parts, maintenance and service available for the proximity card readers.

I respectfully ask the Board to approve moving forward with the approval of Dynamic Controls, Inc. to add 36 additional proximity card readers and related equipment in multiple campus buildings utilizing the College's HEERF III funds to fund the project.

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

Lake Land College**Estimate - New Card Reader for Proximity Card from DCI**

<i>Building</i>	<i># of Doors</i>	<i>Total</i>	<i>\$ Per Door</i>
AG Tech Building	1	\$ 6,685.00	\$ 6,685.00
BAC Building	2	\$ 7,926.00	\$ 3,963.00
Fieldhouse	5	\$ 17,931.00	\$ 3,586.20
FAC	1	\$ 7,373.00	\$ 7,373.00
Kluthe	2	\$ 10,383.00	\$ 5,191.50
LRC	4	\$ 14,787.00	\$ 3,696.75
LSC	3	\$ 15,029.00	\$ 5,009.67
Northeast	2	\$ 5,335.00	\$ 2,667.50
Northwest	2	\$ 5,605.00	\$ 2,802.50
Physcial Plant	2	\$ 21,388.00	\$ 10,694.00
VoTech	1	\$ 5,111.00	\$ 5,111.00
Webb Hall	2	\$ 5,395.00	\$ 2,697.50
West Building	5	\$ 24,876.00	\$ 4,975.20
Workforce	4	\$ 5,049.00	\$ 1,262.25
	<u>36</u>	<u>\$ 152,873.00</u>	<u>\$ 4,246.47</u>

November 16, 2021

Kimberly Wellbaum
Lake Land College
Quote# 15836

Project: Provide and install card readers on campus doors per drawings provided by Kimberly Wellbaum. Campus buildings will be broken out individually for pricing and scope.

Ag Tech Building Scope of Work: Dynamic Controls Inc. (DCI) shall perform the following:

- DCI will provide material and installation for (1) door to include Cabling, Door Contact, Card Reader, Request to Exit Motion and Rim Mounted Electric Strike. DCI will program reader per Lake Land specifications. DCI will update drawings to show new reader location.

DCI shall provide the material and labor listed above for the Ag Tech Building:

\$6,685.00 Six Thousand Six Hundred Eighty-Five Dollars and 00/100 cents

Board & Admin Building Scope of Work: DCI shall perform the following:

- DCI will provide material and installation for (2) doors to include Cabling, Card Readers, Request to Exit Motions and Electric Strikes. DCI will utilize existing door contacts. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for the Board & Admin Building:

\$7,926.00 Seven Thousand Nine Hundred Twenty-Six Dollars and 00/100 cents

Fieldhouse Scope of Work: DCI shall perform the following:

- DCI will provide material and installation for (5) doors to include Cabling, Card Readers, Request to Exit Motions. DCI will utilize existing door contacts and strikes. The Mechanical Room 061 door will receive Cabling, Card Reader, Request to Exit Motion, Door Contact, Door Mag Lock and Pneumatic Egress Button. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for the Fieldhouse Building:

\$17,931.00 Seventeen Thousand Nine Hundred Thirty-One Dollars and 00/100 cents

Foundation and Alumni Center: DCI shall perform the following:

- DCI will provide material and installation for (1) door to include Cabling, Card Reader, Request to Exit Motion. TJ Central will automate the door using a Corbin retrofit kit for the crash-bars. Power Supplies will be installed for power to the crash bars. DCI will utilize existing transfer hinges. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader location.

DCI shall provide the material and labor listed above for the Foundation and Alumni Center:

\$7,376.00 Seven Thousand Three Hundred Seventy-Six Dollars and 00/100 cents

Kluthe Center: DCI shall perform the following:

- DCI will provide material and installation for (2) doors to include Cabling, Door Controllers, Door Contacts, Card Readers, Electric Strikes and Request to Exit Motions. DCI will install a new enclosure to allow for the increase in equipment to handle these doors. DCI will utilize existing door contacts and strikes. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Kluthe Center:

\$10,383.00 Ten Thousand Three Hundred Eighty-Three Dollars and 00/100 cents

Learning Resource Center: DCI shall perform the following:

- DCI will provide material and installation for (4) doors to include Cabling, Card Readers and Request to Exit Motions. DCI will install a new enclosure to allow for the increase in equipment to handle these doors. DCI will utilize existing door contacts and strikes. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Learning Resource Center:

\$14,787.00 Fourteen Thousand Seven Hundred Eighty-Seven Dollars and 00/100 cents

Luther Student Center Scope of Work: DCI shall perform the following:

- DCI will provide material and installation for (1) door (014) to include Cabling, Card Reader, Request to Exit Motion. DCI will utilize existing door contacts and rim strikes. DCI will provide material and installation for (2) doors (009 & 010) Cabling, Door Controllers, Door Contacts, Card Readers, Request to Exit Motions and Electric Strikes. The Mechanical Room exterior door 009 will receive Cabling, Card Reader, Request to Exit Motion, Door Mag Lock and Pneumatic Egress Button. DCI will utilize existing door contact. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for the Luther Student Center:

\$15,029.00 Fifteen Thousand Twenty-Nine Dollars and 00/100 cents

Northeast Building: DCI shall perform the following:

- DCI will provide material and installation for (2) doors to include Cabling, Card Readers and Request to Exit Motions. DCI will utilize existing door contacts and strikes. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Northeast Building:

\$5,335.00 Five Thousand Three Hundred Thirty-Five Dollars and 00/100 cents

Northwest Building: DCI shall perform the following:

- DCI will provide material and installation for (2) doors to include Cabling, Card Readers and Request to Exit Motions. DCI will utilize existing door contacts and strikes. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Northwest Building:

\$5,605.00 Five Thousand Six Hundred Five Dollars and 00/100 cents

Physical Plant: DCI shall perform the following:

- DCI will provide material and installation for (2) doors to include Cabling, Door Controllers, Door Contacts, Card Readers, Rim Mounted Strikes and Request to Exit Motions. DCI will provide and install a new enclosure with Net Controller 2 and Power Supply, associated relay modules, strike power relays and strike power supply. DCI will require an IP network drop for connection to panel. DCI will program new net controller and add to Lake Land Graphics. DCI will program readers per Lake Land specifications. DCI will provide drawings to show all new equipment.

DCI shall provide the material and labor listed above for Physical Plant:

\$21,388.00 Twenty-One Thousand Three Hundred Eighty-Eight Dollars and 00/100 cents

Vo-Tech Building: DCI shall perform the following:

- DCI will provide material and installation for (1) door to include Cabling, Card Reader and Request to Exit Motion. DCI will utilize existing door contact and strike. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Vo-Tech Building:

\$5,111.00 Five Thousand One Hundred Eleven Dollars and 00/100 cents

Webb Hall: DCI shall perform the following:

- DCI will provide material and installation for (2) doors to include Cabling, Card Readers and Request to Exit Motions. DCI will utilize existing door contacts and strikes. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Webb Hall:

\$5,395.00 Five Thousand Three Hundred Ninety-Five Dollars and 00/100 cents

West Building: DCI shall perform the following:

- DCI will provide material and installation for (3) doors to include Cabling, Card Readers and Request to Exit Motions. DCI will utilize existing door contacts and strikes. DCI will provide material and installation for (2) doors to include Cabling, Door Contact, Request to Exit Motions, Door Mag Locks and Pneumatic Egress Buttons. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for West Building:

\$24,876.00 Twenty-Four Thousand Eight Hundred Seventy-Six Dollars and 00/100 cents

Work Force Development: DCI shall perform the following:

- DCI will provide material and installation for (4) doors to include Cabling, Card Readers and Request to Exit Motions. DCI will install a new enclosure to allow for the increase in equipment to handle these doors. DCI will utilize existing door contacts and strikes. DCI will program readers per Lake Land specifications. DCI will update drawings to show new reader locations.

DCI shall provide the material and labor listed above for Learning Resource Center:

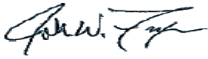
\$5,049.00 Five Thousand Forty-Nine Dollars and 00/100 cents

Clarifications/Exclusions:

- Work shall be performed during normal business hours, Mon-Fri, 7:30am-4:30pm.
- All shipping and handling expenses have been included in this quotation.
- No tax has been included in this quotation.
- Any additions or alterations made by the owner to the above proposal shall be billed on a time and material basis at the owner's direction.
- DCI will utilize Commercial Electric and TJ Central for a portion of this work. Overall project will be managed by DCI.

Thank you for your consideration on this project. Please feel free to call with any questions or concerns.

Respectfully,



John Dixon
Project Manager
Dynamic Controls Inc.



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: December 20, 2021

Re: Approval of Bid for Water Cooler Replacement

During the October 2021 board meeting, the Board approved a bid for a water cooler replacement. However, the firm with the approved low bid indicated a scope change was necessary that exceeded more than 10% of the overall bid price. Thus, it was necessary to rebid the project.

The College recently solicited bids for water cooler replacement for selected water fountains across campus. This upgrade will replace selected water fountains with the newer models with bottle fillers.

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

<u>Name</u>	<u>Total Bid</u>
Davis-Houk Mechanical, Inc. Urbana, Illinois	\$44,970
E.L. Pruitt Company Springfield, Illinois	\$46,300
Tiles in Style, DBA Taza Construction, LLC South Holland, Illinois	\$61,786

Based on the bids received, it is my recommendation that we award this bid to Davis-Houk Mechanical, Inc. of Urbana, Illinois, for the water cooler replacement.

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

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Water Cooler Replacement Bid Tab
Project No. 2021-017
BID DATE: December 20, 2021 - 2:00 PM

CONTRACTOR	Total Bid					
Davis-Houk Mechanical, Inc. Urbana, Illinois	\$ 44,970.00					
E.L. Pruitt Company Springfield, Illinois	\$ 46,300.00					
Tiles in Style DBA Taza Construction, LLC South Holland, Illinois	\$ 61,786.00					



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Vice President for Student Services

DATE: January 10, 2022

RE: Board Policy 07.24 – Graduation Requirements

In December 2021 the Academic Standards Committee met and reviewed multiple College policies including 07.24-Graduation Requirements. At that time it was suggested by members of the committee that an addition be made to the current policy to clarify it for students. The current policy states that “only courses at the 040 course level or above will count toward graduation.” The committee noted that RDG 050 also does not fulfill graduation requirements. In order to make this clear to students, the committee has recommended the following language:

“Only courses at the 040 course level or above will count toward graduation *with the exception of RDG 050 which also does not fulfill graduation requirements.*”

The committee feels that adding this language is important to clarify the existing policy and to align with current practice. As the Chair of the Academic Standards Committee I am respectfully requesting that the Board waive first reading of this addition and approve the updated language at the January 2022 Board of Trustees Meeting.

I am happy to answer any questions that you or the Board may have. Thank you!

07.24

Graduation Requirements

Graduation Requirements

Lake Land College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed curricula:

- Associate in Arts
- Associate in Science
- Associate in Engineering Science
- Associate in Applied Science
- Associate in Liberal Studies (ALS)

Certificates are granted in technological fields to students who completed the required courses in accordance with prescribed standards developed by the College.

The requirements for each degree and certificate will be recommended by the faculty and approved by the President. The requirements shall be based upon the needs and interests of the students and of the community and shall reflect requirements of the Illinois Community College Board, transfer institutions, and/or accrediting associations.

1. Required of All Students in Degree Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the associate degree curriculums listed in the catalog. Associate in Science or Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college requirements.

- C. Accumulated the minimum semester hours required for the specific degree.
- D. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the 040 course level or above will count toward graduation with the exception of RDG 050 which also does not fulfill graduation requirements.-
- (1) The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
 - (2) The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. Accredited is defined to include only the Higher Learning Commission or other regional accrediting agencies.
 - (3) Students enrolled in the Associate Degree in Nursing, Dental Hygiene, and Physical Therapist Assistant programs must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program.
 - (4) Students enrolled in the Medical Assistant program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
 - (5) Students enrolled in the John Deere Tech program must earn a grade of "C" or higher in all JDA classes and TEC-048 to remain in, and graduate from, the program. Any student receiving less than a "C" in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.

Board Policy No. 07.24

(6) A grade of “C” or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science, or Associate in Engineering Science Degree.

- E. Completed at Lake Land College at least one-half of the total number of semester hours required for the degree. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- F. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

2. Requirements for More than One Associate Degree

Students may earn one Associate in Arts and one Associate in Science degree. Students may earn multiple Associate in Applied Science degrees. To earn more than one degree, students must meet all general and specific curriculum requirements for each degree. Students completing more than one degree according to catalog requirements in effect prior to Fall 2016 may not earn both an Associate in Science (A.S.) and an Associate in Arts (A.A.) degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for, or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file an Intent to Graduate form with the Admissions and Records Office for each degree.

Board Policy No. 07.24

3. Required of All Students in Certificate Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the certificate programs listed in the Catalog.
- C. Achieved a “C” (2.00) average or received a grade of P (Pass) in those courses applicable to meet the requirements of the certificates.
 - (1) Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of “C” or higher in all required courses to remain in, and graduate from, the program.
 - (2) Students enrolled in the Medical Assistant program must earn a grade of “C” or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
- D. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- E. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

Board Policy No. 07.24

A student who discontinues attendance for a full year or more will be subject to requirements in the current catalog at the time of registration. The student is responsible for proper registration each semester and satisfying all graduation requirements.

Adopted November 9, 1998
Revised May 10, 1999
Revised November 8, 1999
Revised May 12, 2003
Revised July 11, 2005
Revised December 8, 2008
Revised April 11, 2011
Revised November 11, 2013
Revised February 17, 2014
Revised June 8, 2015
Revised February 8, 2016
Revised June 12, 2017
Revised January 10, 2022



MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: January 5, 2022

RE: Approval of Master Agreement for Landscape Architect Contract and Design Services

At the November 2021 Board Meeting, The Board approved the hiring of Planning Design Studio of St. Louis, Missouri to serve as the College's landscape architect. As you are aware, the College has made the decision to embark on a multi-year beautification plan where the landscaping on the Mattoon campus will be refreshed and rejuvenated. The College did budget funds in fiscal year 2022 for the hiring of a landscape architect.

The College is seeking to enter into a five year agreement with Planning Design Studio. The per hour fees of the professionals working on the College's account is as follows:

- Principal / Senior Professional \$145 per hour
- Professional \$110 per hour
- Junior Professional \$70 per hour

The College has the ability to terminate the agreement during the term of the contract by providing written notice to Planning Design Studio at any time and the Master Agreement was reviewed by the College's legal counsel.

I am seeking approval of the Master Agreement for Landscape Architect and Design Services with Planning Design Studio of St. Louis, Missouri as the College's landscape architect.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
January 10, 2022**

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

Pender, Diane	12/1/2021-Intermittent
Devries, Jodyne	1/24/22-4/15/22
Alexander, Amber	12/9/21-2/03/22

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Cardenas, Gordon	Basketball Scorers/Timers	12/10/21
Songo, Divine	Bookstore Rush Worker	1/3/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Ervin, Rachel	Admissions Representative	01/11/22
Nead, Kaitlyn	Admissions Representative	01/11/22

Part-time Grant Funded

Eddy, William	Talent Search Tutor - Bachelors	12/15/21
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Burton, Marcie	Correctional Career Technology Instructor	12/30/21
Laumbattus, Douglas	Associate Dean of Correctional Programs	12/28/21
Miller, Karla	Director Tutoring and Testing Center(Retired)	12/31/21
Parish, Wesley	Correctional Custodian Instructor	11/30/21
Part-time		
Baker, Jessica	Covid Test Collection Assistant	11/28/21
Broyles, Eleanor	Fitness Center Specialist	12/12/21
Cline, Carol	Allied Health BNA Clinical Instructor (hourly)	8/8/21
Eddy, Addison	Newspaper Editor - Student Newspaper	11/28/21
Loy, John	Police Officer	11/26/21
Parkison, Shawn	IEL Instructor	5/16/21
Pike, Jordan	Part-Time Groundskeeper	12/10/21
Stewart, Megan	Cosmetology Clinical Instr (hourly)	12/9/21

Stortzum, Justin	Adjunct Faculty Humanities Division	5/16/21
Wilson, Kaylee	Special Needs Note Taker	12/10/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Bunch-Epperson, Genine	Alternative Education Instructor Transferring from-Traffic Safety Instructor	01/24/22
Gill, Michelle	Accounting & Payroll Specialist Transferring from Accounting Assistant II	01/24/22
Hartke, Pam	Associate Dean of Enrollment Management Transferring from- Admissions Representative	01/24/22
Part-time		
Caldeira, Lara	Covid Test Collection Assistant Transferring from-Test proctor	12/20/21
College Work Study		
Puckett, Logan	College Work Study - Student Life Transferring from- Tutor - Student Lrng Asst	12/16/21