

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
January 9, 2023  
Regular Meeting No. 673

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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. 673  
Monday, January 9, 2023, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***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 12, 2022, Regular Meeting.
2. Approval of Minutes of December 12, 2022, Closed Session.
3. Approval of Agenda of January 9, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.  
For summary and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/bot-bills/>
5. Destruction of Tape Recording of the July 12, 2021, 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. Maggie Kelly
G. President's Report	Dr. Josh Bullock

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Recommendation of Naming Rights Advisory Committee for the Naming of West Building Room 111.	22-23
3. Faculty Focus on Advancing Student Success – ICCB Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant.	
4. Monthly Data Point Discussion – Course Completion.	
5. Strategic Planning Bi-Annual Report.	
6. Calendar of Events.	24-26

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Annual Schedule of Board of Trustees Meetings.	27
2. Approval of Faculty Seniority Listing.	28-36
3. Approval of November 2022 Financial Statements.	37-42
4. Acceptance of John Ullrich Foundation Grant Award.	

5. Acceptance of Illinois Manufacturing Excellence Center (IMEC)/Illinois Manufacturers Association (IMA) Skilled to Build: Developing the Future Manufacturing Workforce Grant. 43-44
  6. Approval of Bid for Tiling Services of Farmland. 45-46
  7. Declaration of Surplus Item(s) or Equipment. 47-48
  8. Approval of Quote by Grunloh Construction Inc. for Remodel of John Deere Tech Building Restrooms. 49-50
  9. Closed Session.  
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2) and (5), closed session is called to consider collective negotiating matters and to consider the purchase or lease of real property for the use of the College.
- [Return to Open Session - Roll Call]
10. Approval of Human Resources Report. 51-52
  11. Approval of Purchase of Playground Equipment for Early Childhood Education Program.

## **V. Other Business. (Non-action)**

## **VI. Adjournment.**

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



Regular Board Meeting No. 672  
Board and Administration Center, Room 011  
Mattoon, IL  
December 12, 2022

**Minutes**

**Call to Order.**

Chair Sullivan called the December 12, 2022, 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; Mr. Thomas Wright, Secretary; and Student Trustee Maggie Kelly.

**Trustees Absent:** None.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of November 14, 2022, Regular Meeting.
2. Approval of Minutes of November 14, 2022, Closed Session.
3. Approval of Agenda of December 12, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	5,057.98
Building Fund	\$	101,140.90
Site & Construction Fund	\$	371,905.99
Bond & Interest Fund	\$	6,642,568.25
Auxiliary Services Fund	\$	197,529.14
Restricted Purposes Fund	\$	1,044,930.83
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	41,822.22
Student Accts Receivables	\$	59,409.75
Total	\$	8,464,365.06

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

5. Destruction of Tape Recording of the June 14, 2021, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Walk said she had no report at this time.

**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 said the Committee met on December 8, 2022, and discussed the Campus Master Facility Plan which will be discussed later in the agenda.

### **Foundation.**

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

- The Foundation scholarship recipient pizza party was a huge success on November 9. Close to 100 students attended and wrote thank you notes to their donors.
- The Foundation Year End appeal/holiday card landed in mailboxes last week.
- The Foundation team has been undergoing trainings for our new database, Raiser's Edge NXT and we plan to transition and go live in spring.
- A friendly reminder that the 2023-2024 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31.

### **Student Report.**

Ms. Maggie Kelly, Student Trustee, said the Student Government Association has worked in collaboration with other college clubs to raise funds for the One Stop Community Christmas. We should be collecting around \$650, but are still going to be collecting through the end of the semester and the funds will go towards the upcoming year. She said the next SGA sponsored blood drive is scheduled for January 31, 2023. Ms. Kelly said Student Life students and International Students worked together to decorate the Luther Student Center holiday tree. She said Student Activity Board and the Active Minds Club recently hosted an event to help students relieve stress going into finals. Rachel the Comfort Dog attended and U-stuff-it pillows were created. Lastly, the latest copy of the Navigator is out and it is the last one of 2022, so make sure to get your copy!

### **President's Report.**

- Lake Land received no payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) in November toward the FY 2023 outstanding balance. A total of \$622,361 remains outstanding for IDOC and \$205,581 for IDJJ for FY 2023.
- In November, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and no equalization payments. A total of \$3.3 million in credit hour reimbursement and \$4.4 million in equalization remain outstanding for FY 2023.



- The College received \$1.5 million in property tax payments in November.
- Lake Land hosted the One Stop Community Christmas on Saturday, December 10 in the West Building. Thank you to all the Laker family members who volunteered or donated funds or supplies to assist. A special thank you to Scott Rawlings and the Physical Plant team, and especially to Kimberly Wellbaum for her leadership in planning the event.

### **Business Items.**

### **Non-action Items.**

#### **Appointment of Naming Rights Advisory Committee for the Lake Land College Foundation Recommendation for Naming of West Building Room 111.**

Trustees received a recommendation from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the Lake Land College Foundation Board of Directors, for the Board to approve the naming of West Building Room 111 in memory of Mr. Donald Perry, a former instructor at Lake Land College from 1972 through 1997. Per Board Policy 11.10, the Board will consider naming requests in the following year the recommendation is submitted. Additionally, per Policy 11.10 (#1) the administrative process begins with the Board Chair appointing an advisory committee. During the meeting Chair Sullivan announced that the members of the Buildings and Site Committee, along with President Bullock and Ms. Donsbach will comprise this naming advisory committee, with their initial meeting to be held in the early part of 2023 for this naming request consideration.

#### **Faculty Focus on Advancing Student Success – Biology and Chemistry Lab Improvements.**

Ms. Brenda Hunzinger, Biological Science Instructor, and Mr. Jacob Murphy, Laboratory Supervisor, presented on recent enhancements to the Biology and Chemistry labs.

#### **Monthly Data Point Discussion – Online Data Digest.**

Ms. Lisa Cole, Director of Data Analytics, highlighted a recently published data digest to the College's web pages. She said this tool provides near real-time institutional and student success metrics using the Tableau data visualization software tool.

#### **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.**

#### **Approval of MOU with AFSCME Council 31.**

Trustees reviewed a recommendation from Dr. Bullock that the Board approve a Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME), Council 31. Trustees were provided the proposed MOU, which is related to the Fall 2022 Retention Incentive and solidifies AFSCME's agreement to withdraw their unfair labor practice as part of their agreement to participate in the Fall 2022 Retention incentive. Dr. Bullock said AFSCME had previously filed an unfair labor practice following our Fall 2021 Retention Incentive program.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a memorandum of understanding with the American Federation of State, County and Municipal Employees (AFSCME) Council 31.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

#### **Approval of Employee Retention Incentive**

Trustees heard Dr. Bullock present on a proposed employee retention incentive for the Fall 2022 semester and Trustees reviewed details of the incentive levels based on employment status. Dr. Bullock said this incentive is needed to recognize the additional burdens placed on our employees due to the short-term inflationary pressures on spending power, and to express our thanks to our staff who have remained with the College during such challenging times.

Trustee Curtis moved and Trustee Storm seconded to approve as presented an employee retention incentive for the Fall 2022 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Resolution No. 1222-006 Abating the Tax Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.**

Mr. Nuxoll presented to the Board of Trustees and reminded Trustees of the issuance of \$2,200,000 in general obligation bonds for the construction of the new Fitness Center in 2006. He 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 Cadwell moved and Trustee Walk seconded to approve as presented Resolution No. 1222-006, a resolution abating the tax heretofore levied for the year 2022 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: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Resolution No. 1222-007 – Authorize Preparation of Tentative Budget.**

Trustees heard a recommendation from Dr. Bullock to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented Resolution No. 1222-007 to authorize preparation of the tentative FY 2024 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: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Certificate of Tax Levy.**

Trustees heard a recommendation from Dr. Bullock that the Board approve the Certificate of Tax Levy for the 2022 levy year. He said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. Therefore, a notice and a hearing will not be

necessary. Trustees learned the College will not know the actual tax rate for the 2022 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5206 per \$100 EAV, a 13.8% decline in the amount levied overall from the prior levy year. Dr. Bullock said that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the 2022 tax levy and related certificate of compliance.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Adoption of Board Policy 08.01.01 - *Emergency Notification System and Proposed Revisions to Board Policy 09.19 – Animals on Campus.***

During the November 2022 regular meeting, Ms. Jean Anne Highland, Chief of Staff, presented on the additions to Board Policy 08.01.01 – *Emergency Notification System* and Proposed Revisions to Board Policy 09.19 – *Animals on Campus*.

This request was submitted as first reading during the November 2022 regular meeting. Dr. Bullock said that since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the adoption of Board Policy 08.01.01 - *Emergency Notification System* and revisions to Board Policy 09.19 – *Animals on Campus*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approved of Proposed Revisions to Board Policy 06.19 - *Dual Credit.***

Dr. Bullock presented a recommendation from Ms. Tessa Wiles, Director of Dual Credit & Honors Experience, requesting the Board approve revisions to Board Policy 06.19 – *Dual Credit*. The proposed revisions were provided to the Trustees and referenced that the College

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will follow all applicable laws associated with the Dual Credit Quality Act (110 ILCS 27/40). He said since many of the recent public acts amending the Dual Credit Quality Act take effect January 1, 2023, Ms. Wiles is requesting the Board waive first reading and approve this request during the December meeting.

Trustee Walk moved and Trustee Storm seconded to waive first reading and approve as presented proposed revisions to Board Policy 06.19 – *Dual Credit*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approved of Proposed Revisions to Board Policies 10.24 - *Purchase or Lease of Sites* and 10.25 – *Lease of Equipment, Machinery, Vehicles, and Buildings*.**

Trustees heard a recommendation from Ms. Highland for the Board to approve proposed revisions to Board Policies 10.24 – *Purchase or Lease of Sites* and 10.25 - *Lease of Equipment, Machinery, Vehicles, and Buildings*. Ms. Highland reported that revisions align with current language in the Illinois Public Community College Act for sections 110 ILCS 805/3-36 and 110 ILCS 805/3-38. She said the Board of Trustees is no longer required to seek prior ICCB approval for the purchase or lease of sites or for the lease of equipment, machinery, vehicles and buildings.

Since proposed revisions align the College’s Board Policy with current law, Ms. Highland requested the Board waive first reading and approve the revisions as presented.

Trustee Curtis moved and Trustee Storm seconded to waive first reading and approve as presented proposed revisions to Board Policies 10.24 - *Purchase or Lease of Sites* and 10.25 - *Lease of Equipment, Machinery, Vehicles, and Buildings*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Acceptance of October 2022 Financial Statements.**

Trustees reviewed the October 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances. Mr. Nuxoll clarified that a

correction was needed for the year to date budget variance of the revenue less expenditures and excess of revenues over expenditures sections of the general fund.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the October 2022 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of ICCB Innovative Bridge and Transitions Grant.**

Trustees heard a recommendation by Ms. Highland for the Board to accept a one-year Innovative Bridge and Transition grant for \$108,873.96 from the Illinois Community College Board (ICCB). Trustees were provided a budget summary for the grant. She said the purpose of the grant is to support or create transition programs that improve student transitions to and through postsecondary education and into employment. Ms. Highland reported that the grant funds will be used for the following purposes:

- Hire a full-time Apprenticeship Coordinator.
- Provide training and professional development for the Apprenticeship Coordinator.
- Provide mileage for work-related, in-district travel for the Apprenticeship Coordinator.
- Purchase required academic supplies for apprenticeship students to be successful.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a one-year Innovative Bridge and Transition grant for \$108,873.96 from the Illinois Community College Board (ICCB).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of Selection for National Science Foundation Mentor-Connect Program.**

Ms. Highland requested that the Board accept the College's selection for participation in the 2023 National Science Foundation Mentor-Connect Cohort Program. Ms. Highland reported this program will allow a team from the College to receive peer mentoring support, technical

assistance and professional development to write a grant proposal to expand technical education programs in the STEM field. She said this team will be working to develop a proposal to the National Science Foundation in the following year to create an innovative technical laboratory course and develop additional curriculum for an automation certificate for both current and future manufacturing professionals. This program will reimburse travel costs for our Mentor-Connect team members to attend training sessions.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the College's selection for participation in the 2023 National Science Foundation Mentor-Connect Cohort Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Approval of Purchase of Laser Engraver.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of a Trotec Speedy 400 laser engraver/cutter, at the cost of \$36,840, from Trotec Laser, Inc. of Plymouth, MI. Trustees received a copy of the quote from Trotec Laser, Inc. Mr. Nuxoll reported that this new engraver will enhance the College's printing capabilities and services related to awards, nameplates and specialized marketing materials. This recommendation was also provided by Mr. Dave Earp, Supervisor of Print and Mail Services.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a Trotec Speedy 400 laser engraver/cutter, at the cost of \$36,840, from Trotec Laser, Inc. of Plymouth, MI.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Approval of Purchase of Printer and Related Service Contract.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of a new EFI 30F wide-format printer at the cost of \$155,500 and a related five-year service contract with Ricoh USA. Trustees reviewed the quote from Ricoh USA and related service agreement details. Mr. Nuxoll and Mr. Earp reported that the Print Shop is seeking to upgrade

the current wide-format flatbed printer to maintain quality standards at a faster pace with larger print capabilities. Mr. Nuxoll said the current 2017 model the College is using has become outdated and needs to be replaced. He referred Trustees to the request in agenda item #14 to have this outdated printer declared as surplus. He said that per board policy 10.4(f), a bid is not necessary for duplicating machines and supplies. Additionally, the funds to purchase the wide-format printer will come from the favorable retained earnings balance located in Fund 05 of the College's financial statements.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the purchase of a new EFI 30F wide-format printer at the cost of \$155,500 and a related five-year service contract with Ricoh USA.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Declaration of Surplus Equipment.**

Mr. Nuxoll requested the Board declare as surplus a 2017 EFI Pro 24 wide-format flatbed printer, Serial # 1009. He said that if this item is approved by the Board as surplus, then the administration will dispose of the item in a manner most beneficial to the College.

Trustee Reynolds moved and Trustee Curtis seconded to declare as surplus a 2017 EFI Pro 24 wide-format flatbed printer, Serial # 1009 so that the administration may dispose of this item 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: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Acceptance of Gift-in-Kind Donations of Welding Items and a Toyota Camry from the Lake Land College Foundation.**

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of welding items valued at \$12,000 and a 2001 Toyota Camry valued at \$2,750, both from the Lake Land College Foundation.



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Trustee Storm moved and Trustee Reynolds seconded to accept as presented the gift-in-kind donation of welding items valued at \$12,000 and a 2001 Toyota Camry valued at \$2,750, both from the Lake Land College Foundation. Chair Sullivan expressed the Board's collective appreciation to Mr. James Crowder of Charleston for the original donation of the welding equipment items to the Foundation and to Dan Pilson Auto Center of Mattoon for the original donation of the Camry to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Approval of Campus Facility Master Plan.**

Trustees heard a recommendation from Mr. Nuxoll for approval of the College's Facilities Master Plan. Mr. Nuxoll provided highlights of the plan and described which information had been updated since the College's last submission to ICCB in 2017. Trustees learned this plan has been updated in coordination with Bailey Edward, the College's architect of record, and that an updated Facilities Campus Master Plan is due for submission to ICCB every five years. Mr. Nuxoll said the updated plan includes two appendices, an extensive Facilities Condition Assessment Report prepared by Bailey Edward and the master landscaping plan. Mr. Nuxoll also said that work with Bailey Edward continues, especially for building needs related to effective learning spaces. Trustees learned staff with Bailey Edward are continuing to meet with employees in Academic Services, Student Services and the administration to expand upon the plan. Mr. Nuxoll said that once that work is complete the administration will submit an amended plan to the Board and ICCB in the spring of 2023.

Trustee Curtis, Buildings and Site Committee Chair, said the Buildings and Site Committee met recently for an in-depth review of the updated Facilities Master Plan and that the Committee's consensus was to recommend to the Board approval of the plan as presented.

Trustee Curtis moved and Trustee Walk seconded to accept as presented the College's updated Facilities Master Plan for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Closed Session**

6:53 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to review the minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Return to Open Session - Roll Call**

7:02 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 and Ms. Maggie Kelly, Student Trustee.

**Trustees Absent:** None.

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

Trustee Curtis moved and Trustee Cadwell seconded to approve the release of closed session minutes for section 2 of the July 11, 2022 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. This recommendation is for the six-month review period since June 13, 2022.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**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 Walk motioned and Trustee Reynolds seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on the topic in closed session related only to the appointments of full-time faculty members and a leave without pay request by a Corrections instructor.

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

Marceau, David	11/28/22-12/23/22
Reed, Bretta	12/5/22-1/16/23

**The following employee has requested a General Leave of Absence/ Board policy 05.04.14**

Roberts, Michael	11/18/22-12/16/22
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**The following positions have been recommended by the Lake Land College President's Cabinet**

Early Childhood Education Mentor/Coach	Level 12
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**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Miller, Karla	Tutor - Bachelor's Disability Primary position Tutor Bachelor's Disabilities	11/28/22
Stevenson, Alexander	Fitness Center Specialist Primary position PT groundskeeper	11/21/22
<b>Full-time Faculty</b>		
Nohren, Heather	Chair of Counseling Primary position Academic Counselor	1/6/23

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Bunch-Epperson, Genine	Alternative Education Instructor Primary position Traffic Safety Instructor	5/19/22

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bretscher, Emily	Correctional Career Technology Instructor	11/28/22
Heinecke, Ryan	Correctional Commercial Maintenance Instr	11/29/22
Maulding, Lacy	Dental Hygiene Instructor	1/6/23

**Part-time**

Burney, Rylie	Fitness Center Specialist	11/14/22
Fitzgerald, Andrew	Adjunct Faculty Technology Division	11/15/22
Harris, Latasha	Education Specialist	12/5/22
Miller, Karla	Tutor - Bachelor's Degree	11/28/22
Montgomery, Cathy	Office Assistant Vo-Tech Dept	11/14/22
Oluoch, Anthony	Adjunct Faculty Math and Science Division	1/9/23
Wilson, Nicholas	Police Officer	11/30/22

**Terminations/Resignations**

The following employees are terminating employment

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bryan, Matthew	Custodian	11/11/22
Browning, Braddi	Financial Aid Scholarship Specialist	12/9/22
Stell, Ashley	Custodian	11/16/22

**Part-time**

Alfauri, Hamza	Tutor - Student Learning Assistance Center	11/4/22
Bauman, Lauren	Agriculture Education Intern	6/17/22
Benhoff, Brooke	Agriculture Education Intern	6/17/22
Borges, Andressa	Lab Student Assistant	8/1/22
Caldeira, Lara	Covid Test Collection Assistant	4/19/22
Draper, Bailey	Agriculture Education Intern	6/17/22
Foxworthy, Baylee	Agriculture Education Intern	6/17/22
Harlin, Alisha	Newspaper Editor - Student Newspaper	10/21/22
Kessler, Riley	Agriculture Education Intern	6/17/22
Klockenga, Halle	Agriculture Education Intern	6/17/22
Mukanya, Andy	Tutor - Student Learning Assistance Center	5/2/22
Osborne, Alexandria	Agriculture Education Intern	6/17/22
Painter, Allie	Tutor - Student Learning Assistance Center	4/20/22
Scherer, Lindsey	Agriculture Education Intern	6/17/22
Sherrerd, Lillie	Agriculture Education Intern	6/17/22
Sims, Raegan	Agriculture Education Intern	6/17/22
Svika, Orrin	Tutor - Student Learning Assistance Center	8/1/22
Upton, Jacob	Tutor-Associates-Disability Services	7/7/22
Von Behren, Linda	Admissions Services Specialist	11/29/21

**Transfers/Promotions**

The following employee is recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Blazich, Jerri	Coordinator of Laker Nest & Bookstore	12/13/22
	Transferring from Bookstore Assistant	
Hoenes, Joseph	HVAC-R Instructor	01/6/23

Lake Land College Board of Trustees  
 Minutes – December 12, 2022  
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Lawyer, Jeffery	Transferring from Adjunct Faculty Technology Transportation Training Specialist	12/13/22
Molzen, Kara	Transferring from Commercial Driver Training Instr Dental Hygiene Instructor	1/06/23
Niemerg, Kellie	Transferring from Adjunct Faculty Dental Hygiene Academic Counselor	01/6/23
Reynolds, Theresa	Transferring from Foundation Awards & Corporate Relations Alternative Education Instructor	12/13/22
	Transferring from Pathways Classroom Assistant	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Other Business. (Non-action)**

There was no additional discussion.

### **Adjournment.**

Trustee Curtis moved and Trustee Reynolds seconded to adjourn the meeting at 7:06 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

\_\_\_\_\_  
 Board Chair

\_\_\_\_\_  
 Board Secretary

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

[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Jean Anne Highland, Chief of Staff

DATE: January 5, 2023

RE: Recommendation from Naming Advisory Committee to Name West Building Room 111 in Memory of Mr. Donald Perry.

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During the December 12, 2022 regular Board of Trustees Meeting, Board Chair Sullivan appointed a naming advisory committee per Board Policy 11.10, to consider the recommendation by the Lake Land College Foundation Board of Directors to name the West Building Room 111, also known as the Programmable Logic Controller (PLC) lab, in memory of Mr. Donald Perry. The naming advisory committee is comprised of the Buildings and Site Committee members, President Bullock and Ms. Christi Donsbach, Executive Director for College Advancement. The naming advisory committee met earlier today and voted to recommend to the Board of Trustees the naming of West Building 111 in memory of Mr. Perry.

Please refer to the memo from Ms. Christi Donsbach, Executive Director for College Advancement, which highlights the basis for this recommendation.

Please note that per Board Policy 11.10 (item #3) the Board of Trustees will not take action on proposed commemorative naming of buildings, rooms or physical components and/or entities, or academic programs, until at least 120 days after receiving the recommendation of the advisory committee. Thus, we will bring this request back to the Board of Trustees for approval in June 2023.

Attachment

**LAKE LAND**  
**COLLEGE**  

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**FOUNDATION**

# MEMO

**TO:** Dr. Josh Bullock & Board of Trustee Members  
**FROM:** Christi Donsbach, CFRE - Executive Director for College Advancement  
**CC:**  
**DATE:** January 26, 2022  
**RE:** Foundation Recommendation for Naming of West Building Room 111

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The Lake Land College Foundation is pleased to share that funds were received and designated to be used to provide an upgrade of equipment for West Building Room 111, the Programmable Logic Controller (PLC) Lab. The late Mr. Donald Perry, who passed on September 20, 2021, left an IRA estate gift to the Foundation totaling \$62,126.17.

Mr. Perry was proud of his education and continuously sought more and more knowledge throughout his life. He graduated from Roxana Community High School in 1951 and received a bachelor's degree in Engineering from University of Illinois in Champaign, IL in 1956. With his passion for learning, he shared his wealth of experience with others as an instructor as Mr. Donald Perry was an instructor at Lake Land College from 1972 through 1997, teaching civil technology, electronics engineering technology and specifically the Programmable Logic Controllers program. Prior to coming to Lake Land College, Mr. Perry honorably served our country in the United States Navy and operated as an electrical engineer in research and development for Hurlertron, Inc.

Donald is survived by his wife of over sixty years, Mrs. Jane L. Perry of Mattoon, IL; his son Douglas and wife Sarah, and three grandchildren. Donald and Jane established the Donald D. Perry Memorial Endowed Scholarship in 2019 to benefit students seeking a degree or certificate in the engineering technology field.

The impact of Mr. Donald Perry on Lake Land College will be felt by technology students and faculty at Lake Land College for many years. In the past 10 years, over 100 students have graduated from the PLC program. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, along with 2022 Lake Land College Updated Named Spaces Planner, the Lake Land College Foundation recommends naming West Building Room 111, also known as the Programmable Logic Controller Lab, in memory of Mr. Donald Perry.

Thank you for your consideration and please feel free to let me know if you have any questions.

### Calendar of Events

Monday, January 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Tuesday, April 4, 2023	Consolidated Election, Including Community College Trustee Elections
Thursday, April 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Monday, May 1, 2023	3:30 p.m. – Annual Organizational Meeting Board and Administration Center, 011
Thursday, May 4, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 8, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, May 17, 2023	12 p.m. – 5 p.m. Board of Trustees Annual Retreat with Lunch Board and Administration Center



Thursday, June 8, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 12, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 10, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 14, 2023	5 p.m. – Board Dinner – Kluthe Center, Effingham 6 p.m. – Board Meeting – Kluthe Center, Effingham
Thursday, September 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011

Finance Committee Meeting  
9 a.m. – Board and Administration Center, 011  
Resource and Development Committee Meeting  
10 a.m. – Board and Administration Center, 011

Monday, November 13, 2023  
5 p.m. – Board Dinner – Foundation and Alumni Center  
6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, December 7, 2023  
Buildings and Site Committee Meeting  
8 a.m. – Board and Administration Center, 011  
Finance Committee Meeting  
9 a.m. – Board and Administration Center, 011  
Resource and Development Committee Meeting  
10 a.m. – Board and Administration Center, 011

Monday, December 11, 2023  
5 p.m. – Board Dinner – Foundation and Alumni Center  
6 p.m. – Board Meeting – Board and Administration Center, 011

**Lake Land College Board of Trustees  
Schedule of Meetings  
2023**

January 9, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
February 13, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
March 13, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
April 10, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 1, 2023 Annual Organizational Meeting	3:30 p.m.	Board & Administration Center Room 011, Mattoon
May 8, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 17, 2023 (Board Retreat)	1:00 p.m.	Board & Administration Center Room 011, Mattoon
June 12, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
July 10, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
August 14, 2023	6:00 p.m.	Kluthe Center, Room 220, Effingham
September 11, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
October 9, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
November 13, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon
December 11, 2023	6:00 p.m.	Board & Administration Center Room 011, Mattoon

# FACULTY SENIORITY LIST

## January 9, 2023

	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 COM- 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	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
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	
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

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
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 & Education	All POS- courses	All INS- courses 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 ECE-102	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	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
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 COM- 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

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
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	NOHREN, HEATHER	2006 08 21	2006 04 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
51	POWERS, GREGORY	2006 08 21	2006 06 12	Humanities & Communication	All COM- courses All RTV courses	All INS- courses All RDG- courses STA-
52	BARKLEY, DYKE	2006 08 21	2006 07 17	Agriculture	All HRT- courses All AGR - courses	STA-200
53	THOMAS, EDWARD	2007 08 20	2007 07 09 (2)	Humanities & Communication	All COM- courses All RTV courses All HUM- courses RDG-007, 009 All SFS- courses INS-099, 200, 299 ENG-050, 098, 099	
54	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
55	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	
56	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	
57	DAVIS, KIMBERLY	2008 08 22	2008 05 12 (3)	Social Science & Education	EDU-100, 190, 200, 210	SFS-101
58	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	



	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
59	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-
60	LOTZ, KATIE	2009 08 24	2009 07 13	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
61	HARTRICH, ELIZABETH	2010 08 20	2010 06 14	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	SFS-101
62	NEU, RUSSELL	2010 08 20	2010 07 12	Agriculture	All JDA- courses	
63	MILLER, NATHAN	2011 01 03	2011 01 10	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
64	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
65	COHAN, MICHAEL BEN	2011 08 19	2011 05 09	Humanities & Communication	All ART- courses HUM-150	All INS- courses All RDG- courses STA-
66	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	
67	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 APT-041,042,043	
68	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-
69	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-

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
70	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	
71	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
72	HILL, SARAH	2013 08 22	2013 08 12 (2)	Academic Support	Academic Support – Library	All EDU- courses All RDG- courses SFS-101
73	BROWN, DEWAYNE	2013 11 27	2013 10 09	Vandalia Correctional Center	ATO-040 CSM-065, 066, 067, 068	
74	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
75	MELTON, JENNIFER	2014 03 01	2013 10 13 (2)	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services SOS-050
76	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	
77	MUNGER, JAMES	2014 08 22	2014 06 09	Business	All CIS- courses All ITT- courses except 042, 043, 044, 045	
78	MILLER (TORNOW), CLAIRE	2014 08 22	2014 08 11 (1)	Math & Science	All CHM- courses	
79	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	
80	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
81	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	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
82	PARRISH, KATIE	2015 08 24	2015 05 11 (2)	Social Science & Education	All SOC- courses All SOS- courses	All INS- courses SFS-101
83	ALLEN, DANIEL	2015 08 24	2015 06 08 (1)	Math & Science	All PHY- courses	All ESC- courses
84	NASSERIPOUR, RAKHSHA	2015 08 24	2015 06 08 (2)	Math & Science	All PHY- courses	
85	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
86	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	
87	ULM, TANILLE	2017 08 18	2017 07 10	Social Science & Education	All ECE- courses All EDU- courses	SFS-101
88	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	
89	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
90	FLOWERS, TIMOTHY	2018 01 02	2018 01 8	Vandalia Correctional Center	ATO-040 HRT-040, 041, 042, 043, 044, 047, 048, 050	
91	RINCKER, LAURIE	2018 08 17	2018 05 14 (1)	Math & Science	All BIO- courses	ADN-061
92	RODGERS, MATTHEW	2018 08 17	2018 05 14 (2)	Agriculture	All JDA- courses	
93	DAILEY, MADISON	2018 08 17	2018 07 16	Social Science & Education	All HED- courses except HED-102 SOS-050, 052 All HSP- courses except HSP-065 and HSP-101	
94	CHAMBERS, DAVID	2019 06 03	2019 05 13	Social Science & Education	All CJS- courses	
95	WILDER, HAYDEN	2019 08 16	2019 03 11	Agriculture	All AGR 200 and below AGR-206	
96	HARLEY, SARAH	2019 08 16	2019 04 08	Math & Science	All MAT- courses	
97	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	
98	AMIGONI, NICKI	2020 01 10	2019 11 11	Allied Health	All DHY- courses	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
99	MARLER, KRISTINE	2020 08 21	2020 07 13	Business	All COS- courses All EST- courses	
100	BYERS, JESSICA	2020 08 21	2020 08 10 (1)	Allied Health	All ADN- courses except ADN-061 All PNC- courses AHE-040, 041, 042, 044, 045, 051, 055	
101	WORKMAN, BETHANY	2020 08 21	2020 08 10 (2)	Allied Health	All ADN- courses except ADN-061 All PNC- courses AHE-041, 042, 044, 045, 051, 055	
102	CURRY, BRENT	2021 01 08	2020 11 09	Agriculture	JDA-041, 042, 051, 113, 043, 054, 086 TEC-048	
103	MARLAR, CODY	2021 08 13	2021 05 10 (1)	Math & Science	MAT- all courses	
104	NEFF, JAMESON	2021 08 13	2021 05 10 (2)	Math & Science	MAT-all courses	
105	BLOEMER, KATELYN	2021 08 20	2021 07 12	Allied Health	All ADN- courses except ADN-061 AHE-041, 042, 044, 045, 051, 055 All PNC- courses	
106	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
107	SHUMARD-SHELTON, LISA	2021 10 25	2021 10 11	Academic Support	Academic Support – Student Life	PED-143 COM-111
108	WEBSTER, SAMANTHA	2022 01 07	2021 11 08	Business	All COS- courses All EST- courses	
109	LASH, LARA	2022 08 19	2022 07 11	Allied Health	All ADN- courses except ADN-061 All PNC- courses AHE-041, 044, 045, 051, 055, 057, 086	
110	HOENES, JOSEPH	2023 01 06	2022 12 12 (1)	Technology	WEL-047 WEL-048, WEL-055, IND-042 All HVC- courses	
111	MOLZEN, KARA	2023 01 06	2022 12 12 (2)	Allied Health	All DHY- courses	
112	NIEMERG, KELLIE	2023 01 06	2022 12 12 (3)	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
112	MAULDING, LACY	2023 01 06	2022 12 12 (4)	Allied Health	All DHY- courses	

# MEMO

TO: Dr. Josh Bullock, President

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

DATE: December 16, 2022

RE: November 2022 Financial Statement Summary

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Outlined below are the budgetary variances of note for the month of November for Fiscal Year 2023.

*Areas of Concern:*

- We do not feel we have any significant budgetary areas of concern through November 2022, the fifth month of FY 2023.

*Overall Variances:*

- *Revenue* – Total November 2022 revenue was \$4,649,611 resulting in an unfavorable variance of \$1,499,865 MTD; however, the overall revenue variance to budget remains favorable 1,538,194 YTD.
- *Expenditures* – Total November 2022 expenditures were \$2,771,366 resulting in a monthly unfavorable variance of \$440,975 MTD; however, the overall expenditure variance to budget remains favorable \$2,993,608.

*Revenue Variances:*

- *Local Sources* – A monthly unfavorable variance exists of \$1,499,865 MTD but remains favorable \$426,770 YTD. The significant monthly variance is a timing issue with one large county's tax distribution being one month later than budgeted. Overall, the yearly variance on the local counties property tax cycle is timing related as to when funds are received by the College. As the year transpires, we expect the variance to normalize.
- *ICCB Credit Hour Grant* – We received \$315,935 in November 2022 resulting in a favorable monthly variance of \$54,010 and a yearly favorable variance of \$198,851. The variances are timing related as we typically receive a larger payment in the 1<sup>st</sup> 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 \$0 of equalization payments in November 2022 resulting in a \$544,608 unfavorable monthly and year to date variance.
- *Tuition & Fees* – November 2022 had a favorable monthly variance of \$602,341 for tuition and \$170,049 for fees. Year to date, tuition is favorable to budget year to date \$1,098,003 and fees are also favorable \$63,100 year to date. In the FY 2023 budget, the College budgeted enrollment to be at the same level as FY 2022. Through November 2022, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable tuition variance.
- *Other State Sources* – The Month to Date variance in this area is favorable by \$11,328 and unfavorable year to date \$32,802. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Other revenue is favorable by \$97,277 MTD and \$328,881 YTD.

#### *Expenditure Variances:*

- *Salary & Wages (overall)* – Overall, the salary and wages had a \$73,653 unfavorable variance in November 2022 while maintaining an YTD favorable variance of \$1,094,871. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – A favorable variance in employee benefits exists in November 2022 of \$14,085 while an unfavorable YTD variance exists in the amount of \$47,971.
- *Instructional* – The Instructional expenditures had a favorable variance in November 2022 of \$6,798 and an YTD favorable variance of \$1,210,407. 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 an unfavorable variance of \$3,144 in November 2022; however, the YTD variance remains favorable at \$22,419.
- *Student Services* – The Student Services expenditures had a favorable variance in November 2022 of \$34,256 and YTD of \$240,764.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance of \$3,712 MTD and favorable variance of \$28,434 YTD.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had an unfavorable variance in November 2022 of \$102,899 and an unfavorable variance of \$88,970 YTD.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable variance in November 2022 of \$376,024 while still maintaining an YTD variance of \$1,791,118. There are positive variances in nearly all line items with the largest variance

in Contractual Services, Contingency Funds, Other and General Materials and Supplies. Over the course of the year, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for November 2022 of \$3,674 and YTD of \$210,563. The YTD variance is more a timing issue as to when scholarships are provided and we expect the variance to normalize throughout the year.

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





<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
1,588,016.24	1,514,363.01	(73,653.23)	Salary and Wages	7,549,126.30	8,643,996.92	1,094,870.62
327,420.53	341,505.79	14,085.26	Employee Benefits	1,772,166.41	1,724,195.70	(47,970.71)
304,674.94	97,605.95	(207,068.99)	Contractual Services	964,651.58	1,734,474.03	769,822.45
210,887.57	190,805.88	(20,081.69)	General Materials and Supplies	1,196,388.86	1,795,522.03	599,133.17
34,712.61	31,042.22	(3,670.39)	Travel and Meeting Expenses	93,987.78	205,258.75	111,270.97
10,111.07	21,077.50	10,966.43	Fixed Charges	241,993.74	276,197.85	34,204.11
97,681.73	125,283.33	27,601.60	Utilities	480,014.28	626,416.67	146,402.39
4,658.29	200.00	(4,458.29)	Capital Outlay	4,774.16	49,727.99	44,953.83
141,863.90	1,007.00	(140,856.90)	Contingency Funds	221,354.23	468,089.08	246,734.85
-	7,500.00	7,500.00	Other Expenditures	-	234,126.86	234,126.86
<b>2,720,026.88</b>	<b>2,330,390.68</b>	<b>(389,636.20)</b>	<b>Total</b>	<b>12,524,457.34</b>	<b>15,758,005.88</b>	<b>3,233,548.54</b>

## Lake Land College

### FY2023 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2023 Budgeted</b>	<b>FY23 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$4,748,765	\$5,718,872	\$970,108	\$13,028,296	\$4,748,765	\$13,028,296	\$8,279,531
Salary and Wages - Acad. Support	\$273,785	\$215,820	(\$57,964)	\$216,254	\$273,785	\$216,254	(\$57,531)
Salary and Wages - Stud. Svcs	\$763,826	\$866,780	\$102,954	\$1,892,481	\$763,826	\$1,892,481	\$1,128,655
Salary and Wages - Public Svc.	\$181,984	\$234,374	\$52,390	\$493,346	\$181,984	\$493,346	\$311,362
Salary and Wages - Maintenance	\$435,577	\$164,668	(\$270,909)	\$1,041,986	\$435,577	\$1,041,986	\$606,409
Salary and Wages - Inst. Support	\$1,145,190	\$1,443,482	\$298,293	\$3,533,791	\$1,145,190	\$3,533,791	\$2,388,601
<b>Total Salary and Wages</b>	<b>\$7,549,126</b>	<b>\$8,643,997</b>	<b>\$1,094,871</b>	<b>\$20,206,154</b>	<b>\$7,549,126</b>	<b>\$20,206,154</b>	<b>\$12,657,028</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2023 Budgeted</b>	<b>FY23 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$857,620	\$857,374	(\$246)	\$2,188,558	\$2,051,378	\$2,188,558	\$137,180
Employee Benefits - Acad. Support	\$55,140	\$68,496	\$13,356	\$63,897	\$74,099	\$63,897	(\$10,202)
Employee Benefits - Stud. Svcs	\$199,915	\$233,721	\$33,806	\$574,909	\$438,935	\$574,909	\$135,974
Employee Benefits - Public Svc.	\$28,394	\$23,465	(\$4,930)	\$62,870	\$61,706	\$62,870	\$1,164
Employee Benefits - Maintenance	\$146,680	\$157,733	\$11,052	\$376,366	\$334,730	\$376,366	\$41,636
Employee Benefits - Inst. Support	\$484,417	\$383,407	(\$101,009)	\$824,367	\$1,317,320	\$824,367	(\$492,953)
<b>Total Employee Benefits</b>	<b>\$1,772,166</b>	<b>\$1,724,196</b>	<b>(\$47,971)</b>	<b>\$4,090,967</b>	<b>\$4,278,168</b>	<b>\$4,090,967</b>	<b>(\$187,201)</b>

# MEMO

TO: Jean Anne Highland, Chief of Staff  
FROM: Beth Craig, Grants Writer and Coordinator  
CC: Lynn Breer, Director of Institutional Research and Reporting  
RE: Acceptance of IMEC and IMA Skilled to Build community college grant  
Date: December 19, 2022

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Lake Land College has received a one-year Skilled to Build community college grant for \$35,535.27 from the Illinois Manufacturing Excellence Center (IMEC) and the Illinois Manufacturers' Association (IMA). The purpose of this grant is to engage community college faculty to advance the understanding and the application of innovative workforce solutions for Illinois small and mid-sized manufacturers (defined as 500 employees or less).

This grant funding will be used to provide coursework, training and resources for nontraditional students to enter a new career path as welders as well as to strengthen relationships with local manufacturers who are in dire need of welders to fill their job openings.

The grant requires in kind support from the College. The in-kind support will include staff time for videography work and marketing materials, survey creation, dissemination and analysis as well as project management. Welding simulators from the technology division along with metal from manufacturing partners will round out the in-kind contributions for this project.

This project will be a collaborative effort for both the College, who seeks to train students for workforce ready jobs, and local manufacturers who want to fill their job openings with well-trained, qualified welders.

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

IMEC/IMA Skilled to Build Community College Grant Program					
<b>I used to Be - Lake Land College grant application</b>					
2023 Budget Summary					
	<b>IMEC Funding</b>	<b>Partner Cash Cost</b>	<b>Partner In-kind</b>	<b>Partner Total Funding</b>	<b>TOTAL BUDGET</b>
Personnel	\$18,000.00	\$0.00	\$6,410.00	\$6,410.00	\$24,410.00
Fringe Benefits	\$2,309.00	\$0.00	\$3,031.00	\$3,031.00	\$5,340.00
Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Supplies	\$13,000.00	\$0.00	\$32,925.00	\$32,925.00	\$45,925.00
Total Direct Charges	\$33,809.00	\$0.00	\$42,366.00	\$42,366.00	\$76,175.00
Indirect	\$1,726.27	\$0.00	\$2,975.02	\$2,975.02	\$4,701.29
Totals	\$35,535.27	\$0.00	\$45,341.02	\$45,341.02	\$80,876.29

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Greg Nuxoll, Vice President for Business Services  
**CC:**  
**DATE:** January 4, 2023  
**RE:** Approval of Bid for Land Lab Tiling Project

Lake Land College solicited bids for the Land Lab Tiling Project. The tile will be installed in Field Apartment East/Apartment West, which is approximately 30-40 acres in size. The field is located on the north and west side of the apartments adjacent to the land lab.

Dean Drainage LLC, of Mattoon, Illinois was the only responding bidder for the work with a bid of \$63,308.50.

I recommend the Trustees approve the bid from Dean Drainage LLC for the amount of \$63,308.50 for the Land Lab Tiling Project.

**LAKE LAND**  
**COLLEGE**  
**BID TABULATION**

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Land Lab Tiling Project  
Project No. 2023-001  
BID DATE: January 4, 2023 - 2:00 PM

CONTRACTOR	Base Bid								
Dean Drainage, LLC Mattoon, IL	<b>\$63,308.50</b>								

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Greg Nuxoll, Vice President for Business Services  
**CC:**  
**DATE:** January 4, 2023  
**RE:** Surplus Equipment

---

Below is an item that has become surplus. It is obsolete and has little value to the college:

1 – 2013 Ford Fusion Titanium Hybrid (Black), VIN: 3FA6P0RU5DR281977, Mileage-117,132

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

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

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Greg Nuxoll, Vice President for Business Services  
**CC:**  
**DATE:** January 4, 2023  
**RE:** Technology Surplus Equipment

---

Please find a listing of outdated battery backup units from the data center that have become surplus. The items are obsolete and have little value to the college:

12 - Liebert 208v Units  
13 - Tripp-lite 110v Units

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

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





# Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: January 3, 2023

Re: Approval to Renovate the Restrooms in the John Deere Tech Building

---

Over the last year, the College has been upgrading the John Deere Tech Building on the College's main campus as the various improvements have included painting and new equipment in the classrooms along with new flooring in the shop area.

The three bathrooms in the facility are very old, dated and are in great need of a renovation.

The College has received a quote from Grunloh Construction, Inc. of Effingham, IL for \$46,549 to renovate the three restrooms in the John Deere Tech Building.

Per Board Policy 10.22 (4)(J), a bid is not required for this project since the contract is for the repair, maintenance, remodeling, renovation or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type or extent of an existing facility.

The College will use contingency funds to fund the project.

It is my recommendation that we engage Grunloh Construction, Inc. to renovate the three bathrooms in the John Deere Tech Center. Please do not hesitate to contact me if you have any questions or need any further clarification.



**Grunloh  
Construction  
Inc.**

101 West Temple  
P.O. Box 684  
Effingham, IL 62401  
P: 217.342.4157 F: 217.347.8833  
[mfearday@grunloh.com](mailto:mfearday@grunloh.com)  
[www.grunloh.com](http://www.grunloh.com)

# PROPOSAL

**DATE:** September 13<sup>th</sup>, 2022

**TO:** Kimberly Wellbaum  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938

**PROJECT:** John Deere Building Restroom Renovation

---

We propose to furnish all labor, material and equipment to renovate three restrooms in the Mattoon, IL Lake Land College John Deere facility per our site visit and as described below.

- Remove existing ceilings, FRP, and toilet partitions.
- Salvage existing toilet accessories for reuse
- Prep walls for new wall covering and hand dryers.
- Install new acoustic ceilings.
- Install new Inpro smooth wall covering full height.
- Paint two existing door frames.
- Furnish and install new campus standard toilet partitions.
- Furnish and install new electric hand dryers.
- Reinstall existing toilet accessories.
- Remove and reinstall existing plumbing fixtures.
- Replace HVAC diffusers.
- Replace light fixtures with standard LED lay-in fixtures.
- Cleanup of all debris created by this scope of work.

**PROPOSAL: All work associated with the defined scope of work for the contract sum of: ( \$46,549.00 )**

**EXCLUSIONS:** Building permits, builder's risk insurance, bond, premium time, flooring, doors, base, architectural or engineering fees, new plumbing fixtures, unforeseen plumbing fixture repairs.

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Thank you for allowing us to provide you with a proposal for your construction services. If you have any questions, please feel free to reach out and contact me at our office or my mobile at 217.821.8951.

Sincerely,

Marty Fearday  
Grunloh Construction, Inc.

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
January 9, 2023**

**Additional Appointments**

The following employees are recommended for additional appointments

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Shanyurai, Terrence	Pathways Classroom Assistant Primary position Laker Mascot	12/13/22

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Cline, Carol	Dual Credit Instructor	1/9/23
<b>Full-time</b>		
Gough, Grayson	Financial Aid Scholarship Specialist	1/10/23
Rickett, Bradley	Correctional Custodial Maintenance Instr	12/13/22

**Part-time**

Arney, Megan	Adjunct Faculty Allied Health Division	1/9/23
Bahney, Ethan	Bookstore Rush Worker	12/19/22
Mambo, Esther	Bookstore Rush Worker	12/12/22
Mambo, Ruth	Bookstore Rush Worker	12/12/22
Manisa, Benjamin	Bookstore Rush Worker	12/12/22
Welch, Olivia	Bookstore Rush Worker	1/3/23

**Terminations/Resignations**

The following employees are terminating employment

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
McHenry, Cassidy	Correctional Office Assistant	11/30/22
Shook, Lisa	Correctional Commercial Cooking Instructor	12/30/22
ZuHone, Richelle	Aca Serv Spec for the Dean of Academic Serv. (Retirement)	12/30/22
<b>Part-time</b>		
Kilzer, Barbara	Adjunct Faculty Allied Health Division	11/11/22
Pitts, Hayley	College Work Study - Financial Aid	12/9/22
Repking, Mackenzie	Allied Health Clinical Instructor(hourly)	9/18/22

**Transfers/Promotions**

The following employee is recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Batman, Ryan	Technical Support Specialist Transferring from Technical Support Assistant	1/10/23

Cruit, Laney	Alternative Education Transition Coordinator	1/23/23
	Transferring from Corr Career Tech Instr-Taylorville	
Homann, Ashley	Administrative Assistant Allied Health Dental	1/10/23
	Transferring from Allied Health Dental Clinical Instructor	
Kaurin, Joy	Perkins Specialist	1/31/23
	Transferring from Trio Sss Advisor	