

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
January 11, 2024
Regular Meeting No. 685



MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

LAKE LAND
COLLEGE

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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. 685
Thursday, January 11, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of December 11, 2023, Regular Meeting.
2. Approval of Agenda of January 11, 2024, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

For summary and details of bills refer to the [Board of Trustees web page](#).

4. Destruction of Tape Recording of the July 11, 2022 Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk
	Mr. Mike Sullivan
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Jackie Schertz
G. President's Report	Dr. Josh Bullock

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
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Action Items.

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6. Acceptance of John Ullrich Foundation Grant Award.	
7. Approval of Proposed Revisions to Board Policy 05.01 – <i>Definition of Full-Time and Part-Time Employment.</i>	53-57
8. Approval of Resolution No. 0124-012 to Transfer Funds to the Designated Insurance Fund Balance.	58-60
9. Approval of Calm App for Student Use.	61
10. Approval of Three-Year Renewal with the Center for Internet Security for CrowdStrike Internet Security Services.	
11. Approval of Payment for Services by Brilliant Design Works for the Creation of Video Educational Material and Subsequent Online Hosting.	62
12. Approval of Proposal by Bailey Edward for Architectural Design Work at the Effingham Technology Center.	
13. Closed Session.	

Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (11), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College and to discuss pending or probable litigation matters.

[Return to Open Session - Roll Call]

14. Approval of Human Resources Report as Discussed in Closed Session.

63-64

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 684
Board and Administration Center, Room 011
Mattoon, IL
December 11, 2023

Minutes

Call to Order.

Chair Cadwell called the December 11, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk, Mr. Thomas Wright, Vice-Chair and Student Trustee Jackie Schertz.

Trustees Absent:

None.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of November 13, 2023, Regular Meeting.
2. Approval of Minutes of November 13, 2023, Closed Session.
3. Approval of Agenda of December 11, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	946,406.56
Building Fund	\$	98,188.69
Site & Construction Fund	\$	490,629.90
Bond & Interest Fund	\$	6,393,893.45
Auxiliary Services Fund	\$	64,766.00
Restricted Purposes Fund	\$	226,372.35
Working Cash Fund	\$	-
Audit Fund	\$	7,000.00
Liability Insurance Fund	\$	45,526.03
Student Accts Receivables	\$	90,629.42
Total	\$	8,363,412.40

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

Talianna Rubin, International Student Ambassador, Ronald Mason, Tutor – Student Learning Service Center, and three other part-time student employees of the College expressed their collective concerns regarding proposed revisions to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment* and the impact of the interpretation for part-time student employees' ineligibility for benefits under the Paid Leave for All Workers Act. They also expressed concerns for preserving fair compensation, maintaining criteria for tutor eligibility, and safeguarding the Student Learning Center's ability to recruit new talent amidst policy changes. They provided a three-page handout detailing their concerns.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the new session for the general assembly starts after the first of the year and the administration will continue watching for bills that affect our policies at Lake Land College.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Finance.

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

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 scholarship recipient pizza party was a huge success on November 15th! Close to 100 students attended and wrote thank you notes to their donors.
- Over 160 donor impact statements were mailed to scholarship donors in November sharing their scholarship recipient(s), scholarship balances and impacts of their donation.
- The Foundation Year End appeal/holiday card should be landing in mailboxes any day.
- A friendly reminder that the 2024-2025 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31st.

Student Report

Ms. Jacqueline Schertz, Student Trustee, reported that this month the Student Government Association (SGA) kicked off the month with a game night on November 15 where we were able to bond and get to know each other better. She said earlier that day the Student Activity Board (SAB) partnered with the international students to host a celebration for International Education week where snacks and treats were served from around the world. Ms. Schertz said on

November 29 SAB hosted a resource fair to learn about all of the different resources offered here at Lake Land College. She said during our student government meeting we had a guest speaker, Mrs. Cheryl Yount, who presented petitions to stripe a local road near campus. She continued to say that on December 6, the Student Activity board hosted a hot chocolate and sweet treat event in the Luther Student Center where the Horticulture club was also having a plant sale. In November, SGA did a match of funds with the college clubs who participated and the group raised a total of \$794 for the One Stop Community Christmas. She said the Navigator Newspaper and Student Activity Board collected toothbrushes and toothpaste for the event. Student Life also held their holiday event with games and a gingerbread house building competition.

President's Report.

Dr. Bullock gave the following updates:

- The College received no payments from the Illinois Department of Corrections (IDOC) in November toward the FY 2024 outstanding balance. A total of \$1.85 million remains outstanding.
- The College received a payment of \$39,606 from the Illinois Department of Juvenile Justice (IDJJ) in November toward the FY 2024 outstanding balance. A total of \$55,957 remains outstanding.
- In November, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$366,027 and equalization of \$1.2 million. A total of \$3.3 million remains outstanding for credit hour reimbursement and \$3.9 million for equalization.
- The College received \$3.2 million in property tax payments in November.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Mental Health Services for Students.

Mr. Thomas Moll, Coordinator of Mental Health Services, highlighted the increased mental health services being provided for our students at the College. Thank you to the Board of Trustees' commitment in recent years to enhance mental health services for our students!

Monthly Data Point Discussion – Annual Assessment Report.

Ms. Lisa Cole, Director of Data Analytics, highlighted this report on behalf of Ms. Lisa Madlem, Director of Assessment and Program Review. Trustees reviewed the complete report.

Post Issuance Tax Compliance Report.

Ms. Jean Anne Highland, Chief of Staff and Treasurer, reported as compliance officer for the College's bond record-keeping policy. Ms. Highland reported that, based upon a thorough review by Ms. Madge Shoot, Comptroller, 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.

Proposed Revisions to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

Dr. Bullock presented a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to consider proposed revisions to the above-referenced Policy. Trustees received the proposed revisions. Dr. Bullock reported that as the College has been updating various policies due to the Paid Leave for All Workers Act which takes effect January 1, 2024, he said the administration recognizes the need to further clarify the difference between part-time, non-instructional employees and student employees as student employees may be exempt from the Act. He said revisions add the definition of the part-time student employee and clarify it is for a student enrolled in and regularly attending classes whose primary purpose with the College is educational and is meeting one or more of the following criteria:

- Enrolled in 6 or more credit hours per semester,
- Working towards a terminal degree or transfer, or,
- Receiving MAP or PELL grant funding.

Dr. Bullock noted that this recommendation follows review of the State Universities Retirement System (SURS) definition for a student employee as well as review by our legal counsel with Robbins Schwartz.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the January 2024 regular meeting.

Proposed Revisions to Board Policies 06.19 – *Dual Credit Program* and 07.01 – *Admission of Students.*

Dr. Ike Nwosu, Vice President for Academic Services, requested the Board consider proposed revisions to the following policies:

- *06.19 – Dual Credit Program*
- *07.01 – Admission of Students.*

Dr. Nwosu reported that the language in these Policies needs to be clarified in reference to the minimum age of dual credit students to align with a minimum threshold of "junior or senior status" rather "16 years of age," which may cause issues or barriers for the gifted student/testing barrier. He said this treats students more equitably who have later birthdays.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board for approval during the January 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock also highlighted the College's online calendar to utilize for updates on any activities happening at the College. Additionally, he highlighted two upcoming events, the next board meeting will be held on Thursday, January 11, 2024, and it was unanimously agreed upon that the July 2024 meeting, will take place on Thursday, July 11, 2024, due to the July 4th holiday.

Dr. Bullock said the administration will present the "2024 Schedule of Meetings" for Board approval during the January 2024 regular meeting.

Action Items.

Acceptance of October 2023 Financial Statements.

Trustees reviewed the October 2023 Financial Statements and heard from Dr. Bullock who highlighted the Financial Statements and significant variances.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the October 2023 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1223-010 Abating the Tax Heretofore Levied for the Year 2023 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Dr. Bullock reminded Trustees that on December 11, 2006, the Board of Trustees approved the issuance of \$2,200,000 in general obligation bonds for the construction of the new Fitness Center. He said eight years ago, the Board approved the refinancing of the balance of this debt, as the College was able to do so at a lower interest rate. He said that Ms. Shoot reported the alternate bond levy needs to be abated in its entirety prior to the County Clerks' deadline in March. Dr. Bullock said abatement is necessary because the obligation bonds are paid through student fees. Trustees reviewed details of the Resolution.

Trustee Wright moved and Trustee Curtis seconded to approve as presented Resolution No. 1223-010, a resolution abating the tax heretofore levied for the year 2023 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1223-011 – 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 Curtis moved and Trustee Walk seconded to approve as presented Resolution No. 1223-011 to authorize preparation of the tentative FY 2025 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 Schertz 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 2023 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 2023 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 \$.5378 per \$100 EAV, a 1.6% 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.

Dr. Bullock noted that per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. Dr. Bullock reminded Trustees that the administration submitted this to the Board as first reading during the November 13, 2023 regular meeting. Thus, the administration is now requesting Board approval during the December 11, 2023 regular meeting.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the 2023 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 Schertz voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Dr. Bullock requested the Board declare as surplus a 2000 GMC Carryall Van. He said this van was used by the College Bookstore to deliver and pick up dual credit books, but has been replaced with a newer van that was approved for purchase by the Board during the October 2022 regular meeting. He said that if this vehicle is approved by the Board as surplus, then the administration will dispose of this vehicle in a manner most beneficial to the College.

Trustee Reynolds moved and Trustee Curtis seconded to declare as surplus a 2000 GMC Carryall Van.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policies.

Dr. Bullock requested the Board consider proposed revisions to the following 10 Policies:

- *05.06 - Part-time Non-Instructional Employee Incentives.*
- *05.04.06 – Personal Leave.*

- 05.04.07 – *Sick Days.*
- 05.04.08 – *Bereavement Leave.*
- 06.08 – *Occupational Program Guarantee.*
- 07.05 – *Course Placement by Assessment.*
- 07.13 – *Student Classifications.*
- 07.16 – *Student/Instructor Withdrawals.*
- 11.03 – *Whistle-blowing and Fraud Reporting. Protection Policy.*
- 11.23 – *Ethics Act.*

Dr. Bullock said the administration submitted proposed revisions to these ten policies as first reading during the November 2023 meeting, and the administration now respectfully requests Board approval during the December 2023 regular Board meeting. He said that since presenting this as first reading in November 2023, the administration received no requests for additional changes other than for Policy 05.06 – Part-Time Non-Instructional Employee Incentives. Dr. Bullock noted that additional changes have been made to clarify student employee classifications in alignment with Board Policy 05.01 as noted above in the non-action item section. He said that additional clarifications to Policy 05.06 are part of the College's overall implementation of the Paid Leave for All Workers Act, in which student employees may be exempt from the Act.

Trustee Walk moved and Trustee Curtis seconded to approve as presented revisions to ten Board Policies including:

- 05.06 - *Part-time Non-Instructional Employee Incentives.*
- 05.04.06 – *Personal Leave.*
- 05.04.07 – *Sick Days.*
- 05.04.08 – *Bereavement Leave.*
- 06.08 – *Occupational Program Guarantee.*
- 07.05 – *Course Placement by Assessment.*
- 07.13 – *Student Classifications.*
- 07.16 – *Student/Instructor Withdrawals.*
- 11.03 – *Whistle-blowing and Fraud Reporting. Protection Policy.*
- 11.23 – *Ethics 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid for Med Dispense Machine for the Nursing Programs.

Dr. Nwosu recommended the Board approve the bid from Pocket Nurse of Monaca, Pennsylvania, in the amount of \$37,825 for the purchase of a Med Dispense Machine to be

used by the Allied Health Division for the Associate Degree and Practical Nursing Programs. Trustees reviewed the bid tabulation sheet detailing Pocket Nurse as providing the sole bid.

It was noted that, with Board approval, this equipment will be purchased with funds donated by Sarah Bush Lincoln.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the bid from Pocket Nurse of Monaca, Pennsylvania, in the amount of \$37,825 for the purchase of a Med Dispense Machine to be used by the Allied Health Division for the Associate Degree and Practical Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Network Equipment for the Technology Center.

Trustees reviewed a request from Ms. Highland for the Board to approve the purchase of networking hardware equipment from IT Savvy LLC of Addison, IL, in the amount of \$134,514.28, for installation at the Effingham Technology Center (ETC). She said that Mr. David Stewart, Chief Information Officer, reported that the ETC needs new networking equipment in preparation for future classrooms, staff offices, security cameras, door card readers, and HVAC equipment because ISS has determined the current Patterson networking hardware is antiquated and not sufficient for our requirements. She said that Mr. Stewart worked with two of the Colleges' current vendors, Dell and IT Savvy, in securing quotes, with IT Savvy submitting the lowest of two quotes received. Ms. Highland reported that the Aruba switches from IT Savvy are the same brand and model that the College currently uses throughout the main campus in Mattoon. She provided a reminder that per the lease agreement between the College and Patterson Technology, Patterson will isolate the network of their leased space to the lower level of the ETC, with this work to be completed by early February 2024.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the purchase of networking hardware equipment from IT Savvy LLC of Addison, IL, in the amount of \$134,514.28, for installation at the Effingham Technology Center (ETC).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

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

Trustee Walk moved and Trustee Curtis seconded to approve the release of closed session minutes for section 1 of the June 12, 2023 meeting, section 2 of the July 10, 2023 meeting, section 1 of the August 14, 2023 meeting, and section 1 of the November 13, 2023 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.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

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 Reynolds motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report.

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

Bender, Brian	11/7/23-1/1/24
Chism, Shawn	11/3/23-5/3/2024
Fatheree, Dustyn	2/4/24-4/28/24
Fraser, Brian	10/30/23-10/30/2024 Intermittent
Hinton, Lori	11/8/23-1/34/24
Owens, Jaclyn	1/16/24-4/9/24
Sims, Kyle	11/2/23-12/16/23

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

Data Analytics & Assessment Coordinator	Grade14
Simulation Lab Nurse	Grade 15

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Perkins, Alexandria	Tutor-Disability Services Primary Position College Work Study	11/20/23
Strohl, Randall	Adjunct Faculty Technology Division Primary Position Technical Training Specialist	11/1/23
Part-time - Grant Funded		
Bushur, Maria	Adult Education Instructor Primary Position Alternative Education Instructor	11/13/23

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Meadows, Janet	Human Resources Assistant Primary position Test Proctor	11/20/23
Silva, Vanessa	International Studies Program Assistant Primary position Bookstore Rush Worker	11/10/23

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Williams, Mark	Dual Credit Instructor	11/27/23
Full-time		
Bruhn, James	Correctional Career Technology Instructor	11/28/23
Coderko, Lesley	Student Services Specialist III-Admissions	12/12/23
Guyon, Colt	Police Officer	12/18/23
Ingram, Charles	Correctional Auto Technology Instructor	11/14/23
Part-time		
Banton, Andrea	Community Learning Instructor	1/2/24
Beam, Cheryl	Allied Health Pool- Classroom Instructor	1/8/24
de Kovachich, Sean	Mailroom Assistant	11/20/23
Mtonga, Abigail	Bookstore Rush Worker	12/11/23
Shumway, Sue	Traffic Safety Instructor	12/12/23
Strong, Christopher	Adjunct Faculty Business Division	1/8/24
College Work Study		
Grant, Olivia	College Work Study - Food Pantry	11/16/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		

Full-time

Amigoni, Nicki	Dental Hygiene Instructor	12/1/23
Boomhower, Erik	Transportation Training Specialist	10/27/23
Epting, Antonio	Correctional Custodian Instructor	11/30/23
Ingram, Charles	Correctional Automotive Technology Instructor	11/28/23
Jinks, Jodi	Correctional Career Technology Instructor	11/30/23
Vercellino, Marie	Correctional Commercial Cooking Instructor	12/8/23

Part-time

Amato, Joseph	Dual Credit Instructor	5/20/23
Barringer, Kelly	Dual Credit Instructor	5/20/23
Baumann, Norma	Dual Credit Instructor	5/20/23
Beam, Cheryl	Allied Health Pool- Classroom Instructor	11/16/23
Bear, Becky	Dual Credit Instructor	5/20/23
Black, Todd	Dual Credit Instructor	5/20/23
Blankenship, Daniel	Dual Credit Instructor	5/20/23
Blome, Ed	Dual Credit Instructor	5/20/23
Boerngen, Jennifer	Dual Credit Instructor	5/20/23
Bower, Tim	Dual Credit Instructor	5/20/23
Boyce, Andrew	Dual Credit Coordinator	5/20/23
Brummer, Ellen	Dual Credit Instructor	5/20/23
Buenker, Hannah	Perkins Student Worker	8/3/23
Butler, Kaylee	Dual Credit Coordinator	5/20/23
Camfield, Jenny	Adjunct Faculty Social Science Division	12/9/22
Campbell, Deandra	Bookstore Rush Worker	9/1/23
Campbell, Kiera	Bookstore Rush Worker	8/21/23
Castro de Jesus, Gabryela	International Studies Program Assistant	6/20/23
Cook, Kieran	Bookstore Rush Worker	8/22/23
Darling, Kayla	Adjunct Faculty Business Division	12/9/22
Deckard, Robin	Allied Health PTA Clinical Instructor (hourly)	4/20/23
Due, Rachel	Bookstore Rush Worker	5/15/23
Evaul, Robert	Dual Credit Instructor	5/20/23
Grinestaff, Diana	Dual Credit Coordinator	5/20/23
Harper, Ashley	College Work	12/16/22
Hill, Logan	Dual Credit Instructor	5/20/23
Koester, Holly	Education Specialist	11/10/22
Kreke, Ashley	Dual Credit Instructor	5/20/23
Lynch, Annette	Perkins Student Worker - Humanities	5/24/23
Marx, Marco	International Studies Program Assistant	11/10/23
Maxwell, Priscilla	Dual Credit Coordinator	5/20/23
McCall, Kodi	College Work Study - Technology	10/17/23
McDonald, Dustin	Dual Credit Instructor	5/20/23
Niebrugge, Angela	Dual Credit Instructor	5/20/23
Nzeribe, Blessing	International Student Ambassador	8/22/23
Peacock, Edith	Cosmetology Clinical Instr (hourly)	12/9/22

Pierce, Laura	Dual Credit Coordinator	5/20/23
Plante, Sheila	Allied Health BNA Adjunct Faculty	4/19/23
Pullen, Logan	Dual Credit Instructor	5/20/23
Richars, Mary	Dual Credit Instructor	5/20/23
Runyon, Kristin	Dual Credit Instructor	5/20/23
Steele, Rachel	Dual Credit Instructor	5/20/23
Stortzum, Kelly	Dual Credit Instructor	5/20/23
Strom, Heath	Dual Credit Coordinator	4/17/22
Tshabu, Espadie	Bookstore Rush Worker	5/16/23
Varela Flores, Loretta	Cosmetology Clinical Instr (hourly)	4/21/23
Warrem, Margaret	Dual Credit Instructor	5/20/23
Weber, Carlene	Dual Credit Instructor	5/20/23
Welch, Olivia	Bookstore Rush Worker	8/23/23
Wheeler, Caleb	Dual Credit Coordinator	5/20/23
Willoughby, Alyssa	Adjunct Faculty Allied Health Division	5/8/23
Woods, Angela	Adjunct Faculty Math and Science Division	12/9/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Fraser, Brian	Application Engineer	12/25/23
	Transferring from Information Security Specialist	
Hewitt, Paul	Technical Support Specialist	12/12/23
	Transferring from Technical Support Assistant	
McCoy, Donna	Foundation Office Coordinator	12/12/23
	Transferring from College Advancement Representative	
McGregor, Shannon	Coordinator of Curriculum Development	12/25/23
	Transferring from Dir of Adult/Alt Education	
Part-time		
Carrell, Lori	Allied Health Lab Assistant	1/4/24
	Transferring from Student Success Specialist	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no other discussion.

Adjournment.

Trustee Walk moved and Trustee Reynolds seconded to adjourn the meeting at 6:58 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/

LAKE LAND COLLEGE STATE FUNDING INFORMATION

Lake Land is a community college that serves nearly 8,000 students a year through transfer ready, workforce ready and non-credit continuing education programs. Lake Land serves a nearly 4,000 square mile district encompassing 53 communities and 31 public school districts. In addition, Lake Land provides educational programs to 23 adult correctional and two juvenile centers throughout the state. Lake Land has been named in the top 150 community colleges in the nation six times by the Aspen Institute, and has been recognized in the top

100 community colleges nationwide for completion rates by CNN Money. Students are able to choose from more than 150 majors, with enrollment split between Workforce Ready and Transfer Ready programs.

- ♦ Graduates of Lake Land College are estimated to receive a return on investment of nearly \$550,000 over a 40-year working life compared to someone not attending community college.

STUDENT SUCCESS

- ♦ Lake Land College graduates who transfer to state universities earn grades that are higher than those who start at the same university as freshmen.

COMMUNITY COMMITMENT

- ♦ Almost 500 full-time and part-time staff live in the Lake Land College district, contributing to the local communities and economies.

HOW STATE EDUCATION DOLLARS IMPACT LAKE LAND COLLEGE STUDENTS

IMPACT OF MONETARY AWARD PROGRAM (MAP) DOLLARS ON LAKE LAND COLLEGE STUDENTS

AWARD YEAR	TOTAL MAP GRANT DOLLARS DISBURSED	NUMBER OF MAP RECIPIENTS	AVERAGE MAP GRANT PER STUDENT	LAKE LAND COLLEGE ANNUAL FULL TIME TUITION & FEES (30 CREDIT HOURS)	PERCENT OF FULL TIME TUITION & FEES COVERED BY MAP
2022-2023	\$1,487,809	1051	\$1,416	\$3,965	35.7%
2021-2022	\$978,707	849	\$1,153	\$4,280	26.9%
2020-2021	\$919,757	821	\$1,120	\$4,280	26.2%
2019-2020	\$1,009,473	882	\$1,145	\$4,130	27.7%
2018-2019	\$821,724	737	\$1,115	\$4,110	27.1%
2017-2018	\$742,289	660	\$1,125	\$3,990	28.2%
2016-2017	\$625,583	591	\$1,059	\$3,789	27.9%
2015-2016	\$487,428	465	\$1,048	\$3,459	30.3%
2014-2015	\$723,480	683	\$1,147	\$3,459	33.2%
2013-2014	\$725,312	707	\$1,026	\$3,234	31.7%
2012-2013	\$949,269	955	\$994	\$3,114	31.9%
2011-2012	\$1,161,219	1116	\$1,041	\$2,904	35.8%
2010-2011	\$1,288,283	1165	\$1,106	\$2,784	39.7%
2009-2010	\$1,322,076	1143	\$1,157	\$2,544	45.5%
2008-2009	\$1,166,553	1049	\$1,112	\$2,394	46.4%
2007-2008	\$1,288,984	1193	\$1,080	\$2,214	48.8%
2006-2007	\$1,380,665	1250	\$1,105	\$2,097	52.7%
2005-2006	\$1,317,929	1320	\$998	\$1,992	50.1%
2004-2005	\$1,389,835	1411	\$985	\$1,904	51.7%
2003-2004	\$1,294,728	1441	\$898	\$1,784	50.4%
2002-2003	\$1,416,934	1273	\$1,113	\$1,674	66.5%

ILLINOIS VETERAN GRANT SUMMARY

AWARD YEAR	NUMBER OF RECIPIENTS	TOTAL GRANT DOLLARS DISBURSED TO STUDENTS' ACCOUNTS	STATE TUITION REIMBURSEMENT TO COLLEGE (ISAC & ICCB COMBINED)	DIFFERENCE BETWEEN AMOUNT WAIVED BY COLLEGE & AMOUNT REIMBURSED
2022-2023	19	\$43,051	\$43,051	\$0
2021-2022	23	\$48,706	\$48,706	\$0
2020-2021	34	\$87,078	\$83,700	\$3,378
2019-2020	36	\$98,939	\$83,700	\$15,239
2018-2019	75	\$167,859	\$83,700	\$84,159
2017-2018	57	\$124,179	\$69,500	\$54,679
2016-2017	65	\$144,327	\$0	\$144,327
2015-2016	84	\$162,382	\$0	\$162,382
2014-2015	89	\$206,335	\$0	\$206,335
2013-2014	105	\$229,403	\$62,300	\$167,103
2012-2013	110	\$242,956	\$62,300	\$180,666
2011-2012	126	\$252,087	\$235,732	\$16,355
2010-2011	139	\$261,144	\$177,479	\$83,665
2009-2010	166	\$285,271	\$236,756	\$48,515

ILLINOIS NATIONAL GUARD SUMMARY

AWARD YEAR	NUMBER OF RECIPIENTS	TOTAL GRANT DOLLARS DISBURSED TO STUDENTS' ACCOUNTS	TUITION REIMBURSEMENT TO COLLEGE	DIFFERENCE BETWEEN AMOUNT WAIVED BY COLLEGE & AMOUNT REIMBURSED
2022-2023	26	\$48,741	\$48,741	\$0
2021-2022	24	\$53,182	\$53,182	\$0
2020-2021	17	\$39,019	\$0	\$39,019
2019-2020	17	\$31,227	\$0	\$31,227
2018-2019	19	\$45,866	\$0	\$45,866
2017-2018	23	\$52,805	\$0	\$52,805
2016-2017	28	\$57,060	\$0	\$57,060
2015-2016	38	\$68,049	\$0	\$68,049
2014-2015	38	\$61,625	\$0	\$61,625
2013-2014	47	\$82,249	\$0	\$82,249
2012-2013	61	\$101,447	\$0	\$101,447
2011-2012	72	\$96,611	\$98,217	\$0. (timing difference of financial aid FY and accounting FY)
2010-2011	50	\$98,249	\$49,007	\$49,242.40
2009-2010	75	\$102,703	\$90,229	\$12,474

ILLINOIS COOPERATIVE WORK STUDY SUMMARY

AWARD YEAR	NUMBER OF RECIPIENTS	AMOUNT OF STATE SUPPORT
2022-2023	11	\$24,542
2021-2022	8	\$20,306
2020-2021	14	\$21,095
2019-2020	19	\$36,126
2018-2019	16	\$36,648
2017-2018	22	\$34,467
2016-2017	0	\$0
2015-2016	14	\$21,617
2014-2015	16	\$22,958
2013-2014	20	\$25,572
2012-2013	14	\$33,000
2011-2012	19	\$34,400

OTHER ILLINOIS STATE FUNDING SOURCES

AWARD YEAR	CREDIT HOURS REIMBURSEMENT (OPERATIONAL & CORRECTIONS)	EQUALIZATION PAYMENTS
2022-2023	\$6,008,866	\$6,876,620
2021-2022	\$6,457,545	\$6,063,010
2020-2021	\$6,478,015	\$6,312,154
2019-2020	\$6,288,100	\$5,724,886
2018-2019	\$6,002,570	\$5,914,615
2017-2018	\$5,549,920	\$4,679,320
2016-2017	\$6,472,215	\$5,113,746
2015-2016	\$1,745,075	\$1,382,884
2014-2015	\$5,727,902	\$5,423,091
2013-2014	\$5,316,745	\$5,748,218
2012-2013	\$5,257,153	\$5,855,863
2011-2012	\$5,224,461	\$5,920,782
2010-2011	\$5,224,461	\$5,306,112
2009-2010	\$5,524,883	\$5,371,071
2008-2009	\$5,434,169	\$5,453,804
2007-2008	\$5,614,125	\$5,208,408

LAKE LAND COLLEGE

FEDERAL FUNDING INFORMATION

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100 community colleges nationwide for completion rates by CNN Money. Students are able to choose from more than 150 majors, with enrollment split between Workforce Ready and Transfer Ready programs.

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♦ Almost 500 full-time and part-time staff live in the Lake Land College district, contributing to the local communities and economies.

IMPACT OF FEDERAL EDUCATION DOLLARS ON LAKE LAND COLLEGE STUDENTS

FEDERAL PELL GRANT SUMMARY			
Award Year	Number of Recipients	Average grant per student	Total grant dollars disbursed
2022-2023	1,202	\$4,038	\$4,853,147
2021-2022	1,055	\$4,071	\$4,295,401
2020-2021	1,127	\$4,121	\$4,644,520
2019-2020	1,469	\$4,053	\$5,954,023
2018-2019	1,459	\$3,955	\$5,770,314
2017-2018	1,525	\$3,839	\$5,855,095
2016-2017	1,523	\$3,532	\$5,379,765
2015-2016	1,671	\$3,527	\$5,892,914
2014-2015	1,912	\$3,545	\$6,778,797
2013-2014	2,032	\$3,502	\$7,115,388
2012-2013	2,209	\$3,413	\$7,538,612

FEDERAL PROGRAMS (LAKE LAND COLLEGE FY 2022-2023)	
1. Number of PELL Grant recipients	1,202
2. Average PELL Amount Awarded	\$ 4,038
3. Federal PELL Grant funds awarded	\$ 4,853,147
4. Number of Federal Supplemental Educational Opportunity Grant (FSEOG) recipients	453
5. Federal FSEOG funds awarded	\$ 105,300
6. Number of students participating in Federal Work-Study program	0
7. Federal Work-Study program funds awarded	\$ -
8. Number of Federal Direct loan recipients	495
9. Average loan amount per recipient	\$ 1,944
10. Total Federal Direct loan funds disbursed (subsidized and unsubsidized)	\$ 962,343

Federal Dollars Assisting Students and the Institution FY 2021-2022
(sum of lines 3, 5, 7, 10, 17, 18, 19, 20, and 21) **\$7,260,415**

**HEERF AND GEER EMERGENCY FUNDING
(LAKE LAND COLLEGE FY 2022-2023)**

11. Number of HEERF recipients	2,048
12. Average amount per recipient	\$ 1,241
13. Total HEERF Funding disbursed to recipients	\$ 2,540,995
14. Number of GEER recipients	
15. Average amount per recipient	
16. Total GEER Funding disbursed to recipients	

**TAA is lower this year because we no longer have the Program Improvement Grant. It is not part of Perkins.

FEDERAL GRANT PROGRAMS PROVIDING SUPPORT SERVICES

17. TRIO Student Support Services	\$ 259,510
18. TRIO Educational Talent Search	\$ 335,222
19. Perkins Career and Technical Education Act funds received in current budget	\$ 421,964
20. TAA Community College and Career Training Grants (Amount Spent)	\$ 53,288
21. Adult Education	\$ 269,641

FEDERAL FINANCIAL AID DISBURSED TO LAKE LAND STUDENTS

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
PELL Grant Recipients	1,525	1,459	1,469	1,127	1,005	1,202
Average PELL Grant Awarded	\$3,839	\$3,955	\$4,053	\$4,121	\$4,071	\$4,038
Total PELL Grants Disbursed	\$5,855,095	\$5,770,314	\$5,954,023	\$4,644,520	\$4,295,401	\$4,853,147
FSEOG Recipients	313	342	290	357	247	453
Total FSEOG Funds	\$86,807	\$97,969	\$98,299	\$164,404	\$65,000	\$105,300
Federal Work Study Recipients	37	32	34	5	11	0
Federal Work-Study Funds Awarded	\$44,431	\$42,453	\$45,837	\$2,866	\$14,851	\$0
Federal Direct Loan Recipients	502	455	395	292	405	495
Average Loan Awarded	\$3,125	\$3,083	\$3,200	\$3,565	\$2,380	\$1,944
Total Federal Direct Loans disbursed	\$1,568,933	\$1,402,693	\$1,263,969	\$1,040,901	\$964,007	\$962,343

Direct loans include subsidized and unsubsidized

FEDERAL GRANTS PROVIDING STUDENT SUPPORT SERVICES

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
TRIO Student Support Services	\$243,987	\$245,603	\$276,038	\$275,105	\$237,029	\$259,510
TRIO Educational Talent Search	\$291,264	\$312,491	\$316,815	\$328,413	\$286,887	\$335,222
Perkins Career and Technical Education Act funds received in current budget	\$270,411	\$298,389	\$300,402	\$437,868	\$552,382	\$421,964
TAA Community College and Career Training Grants	\$91,926	\$29,329	\$3,264	\$12,217	\$113,036	\$53,288
Adult Education	\$167,645	\$164,660	\$183,234	\$178,421	\$178,421	\$269,641

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: December 18, 2023
RE: Dispensation of Surplus Items

The College currently brings surplus items to the board as needed prior to disposing of them. Recently several items have been on this list. Many of these are disposed of through sale or recycling.

In October 2023 we held an online auction in conjunction with Bauer Auction Services. We sold several lots of obsolete furniture that had been removed from buildings throughout campus during the recent remodels. Along with the furniture, a 2006 Peterbilt Semi from our CDL program, a Snow Plow from our physical plant area and other equipment were sold. The Semi sold for \$26,200 and the snow plow for \$5,700. The miscellaneous furniture and other equipment brought \$15,047. The auction netted \$46,947.06 after Bauer's fees, which was deposited into the general fund surplus revenue line.

Several items from our IT area were also disposed of and the items that no longer had value were e-cycled.

Other items we recently gained approval to dispose of were a forklift from our Automotive department, and a trailer and a 2000 GMC van both from our Physical plant department. These items are currently at Bauer Auction awaiting sale. When this auction is complete the funds will be deposited into the general fund surplus line.

I would be available for any questions you may have.

MEMO

TO: Dr. Josh Bullock, President

FROM: Dr. Valerie Lynch, Vice President for Student Services and
Chair, Academic Standards Committee

DATE: December 14, 2023

RE: Proposed Revisions to Board Policy 07.01.02 – Program Changes

On behalf of the Academic Standards Committee, I respectfully request to change Board Policy 07.01.02 Special Admission and Graduation Requirements for Select Technical Programs. This change will coincide with the Academic Standards in the College Catalog.

I would like to present the proposed changes for first reading at the January 11, 2024 Board of Trustees meeting. The changes are to add Paramedical Services to both the Associate Degrees and Certificates sections for special admission and unique graduation requirements and remove Medical Assistant from the Associate Degrees list.

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

Attachment
Board Policy 07.01.02

Special Admission and Graduation Requirements for Select Technical Programs

It is a statutory duty and responsibility of the Board of Trustees to approve policies for the admission of students and graduation requirements.¹ All requests to establish special admission criteria and/or unique graduation requirements for technical programs must be submitted to the Academic Standards Committee. These requests should include a rationale that sets forth the uniqueness of the program in regards to establishing special admission or graduation requirements. When a division chair wishes to change or eliminate an approved special admission criterion or graduation requirement, they are required to bring the requested change along with the rationale for the change to the Academic Standards Committee for consideration.

The Academic Standards Committee will act upon requested special admission and unique graduation requirements in a timely manner. If the committee approves a program to establish or eliminate special admission criteria or unique graduation requirements, it will forward the recommendation to the President and Board of Trustees for final action. All programs approved by the Board of Trustees to have special admission criteria or graduation requirements will be identified in the College catalog. Specific admission criteria and graduation requirements will be updated on the Special Admissions program page of the Lake Land College website.

Programs with approved special admission and unique graduation requirements:

Associate Degrees

Associate Degree in Nursing, Court Reporting Technology, Dental Hygiene, Fire Science Management, John Deere Tech, ~~Medical—Assistant~~, Paramedical Services, Physical Therapist Assistant.

Certificates

Fire Science Management, Massage Therapy, Medical Assistant,
Paramedical Services, Practical Nursing.

¹ See Board Policies 02.03 and 07.24.

Adopted May 8, 2000
Revised June 11, 2012
Revised June 12, 2017
Revised May 11, 2020
Revised July 13, 2020
Revised June 12, 2023

Calendar of Events

Thursday, January 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 8, 2024	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 12, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 22, 2024	6 p.m. – Ag Banquet Field House
Thursday, March 7, 2024	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 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, March 27, 2024	11 a.m. – Spring Employee Recognition Event Field House
Thursday, April 4, 2024	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 8, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 9, 2024	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

Friday, May 10, 2024	6 p.m. - Commencement Field House
Monday, May 13, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, May 22, 2024	Noon – 5 p.m. Annual Board of Trustees Retreat Foundation and Alumni Center
Thursday, June 6, 2024	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 10, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 8, 2024	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 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center
Thursday, September 5, 2024	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 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	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 14, 2024 5 p.m. – Board Dinner – Foundation and Alumni Center
6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, November 7, 2024 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 11, 2024 5 p.m. – Board Dinner – Foundation and Alumni Center
6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, December 5, 2024 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 9, 2024 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
2024**

- **Most meetings are held the 2nd Monday of Each Month.**

January 11, 2024 (Thursday instead of 2 nd Monday due to meeting conflicts)	6:00 p.m.	Board & Administration Center Room 011, Mattoon
February 12, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
March 11, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
April 8, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 13, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 22, 2024 (Board Retreat)	1:00 p.m.	Board & Administration Center Room 011, Mattoon
June 10, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
July 11, 2024 (Thursday instead of 2 nd Monday due to July 4 th Holiday)	6:00 p.m.	Board & Administration Center Room 011, Mattoon
August 12, 2024	6:00 p.m.	Effingham Technology Center Room 146, Effingham
September 9, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
October 14, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
November 11, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon
December 9, 2024	6:00 p.m.	Board & Administration Center Room 011, Mattoon

MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: December 15, 2023

RE: November 2023 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of November for Fiscal Year 2024.

Areas of Concern:

- We are not experiencing any budgetary areas of concern through the first five months of FY2024

Overall Variances:

- *Revenue* – Total November 2023 revenue was \$7,410,328 resulting in a favorable variance of \$2,168,718 and a favorable YTD variance of \$136,570. IDOT classes are now in full swing which has helped our revenue to become favorable for the year.
- *Expenditures* – Total November 2023 expenditures were \$3,198,122 resulting in a monthly unfavorable variance of \$510,152 and a favorable YTD variance of \$3,444,274. This is a result of lower operational expenditures.

Revenue Variances:

- *Local Sources* – A favorable variance exists of \$740,360 for the month and a favorable variance of \$302,824 YTD. This is a result of timing of property tax payments and CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$245,134 in November 2023 resulting in an unfavorable variance of \$91,886 and an YTD favorable variance of \$98,439. This is related to the true up of credit hours through ICCB due to Dual Credit reporting.
- *ICCB Equalization Grant* – We received \$1,220,149 in November 2023 resulting in a monthly favorable variance of \$647,097 and YTD favorable variance of \$74,046. The October payment was received on November 1, 2023 resulting in the large favorable variance for the month.

- *Tuition & Fees* – November 2023 yielded a favorable monthly variance of \$419,123 for tuition and a favorable monthly variance of \$115,602 in fees. Year to date tuition is unfavorable \$797,654 and fees are favorable \$339,947. The tuition variance is a result of a decrease in enrollment for Fall 2023 semester but Spring 2024 enrollment is trending stronger.
- *Other State Sources* – The month to date variance in other state sources is favorable by \$246,760 with an YTD unfavorable variance of \$103,897. This is due to receiving a smaller than expected CTE funds payment.
- *Other Revenue* – Other revenue is favorable by \$91,661 for November 2023 and favorable by \$222,864 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Are favorable \$176,989 for the month of November 2023 and favorable YTD of \$1,371,118. This is due to timing and should normalize over the year.
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in November 2023 of \$55,912 and a favorable YTD variance of \$42,845.
- *Instructional* – The Instructional expenditures had a favorable variance in November 2023 of \$32,694 and a favorable variance YTD of \$540,789.
- *Academic Support* – The Academic Support expenditures have a favorable variance of \$56,199 for the month of November 2023 and a favorable YTD variance of \$128,602.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in November 2023 of \$107,407 and a favorable variance YTD of \$476,732. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in November 2023 of \$27,902 and a favorable variance YTD of \$249,630. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$16,240 unfavorable to budget in November 2023 and a favorable YTD variance of \$212,858. This is a result of favorable Utilities expense as well favorable capital outlay expense.
- *Institutional Support* – The Institutional Support expenditures were \$717,472 unfavorable to budget in November 2023 and \$2,029,234 favorable to budget YTD. The large unfavorable variance for the month is related to a furniture order that was paid in November but budgeted later in the year and also some IT purchases that were

approved by the board in FY2023 but were carried over to FY2024 due to supply chain constraints.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for November 2023 of \$642 and an unfavorable variance of \$193,570 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,582,547.30	1,759,535.99	176,988.69	Salary and Wages	7,625,954.37	8,997,072.14	1,371,117.77
351,134.63	407,046.39	55,911.76	Employee Benefits	1,964,770.48	2,007,615.60	42,845.12
82,604.05	84,401.64	1,797.59	Contractual Services	1,158,263.70	1,637,026.18	478,762.48
189,840.66	230,836.01	40,995.35	General Materials and Supplies	1,144,314.85	2,104,521.47	960,206.62
25,953.42	31,241.33	5,287.91	Travel and Meeting Expenses	109,678.83	282,907.92	173,229.09
10,600.17	26,977.50	16,377.33	Fixed Charges	66,061.80	285,534.00	219,472.20
120,527.03	132,656.53	12,129.50	Utilities	571,976.22	733,782.63	161,806.41
798,349.34	-	(798,349.34)	Capital Outlay	822,505.45	364,655.00	(457,850.45)
34,739.01	7,775.00	(26,964.01)	Contingency Funds	237,173.74	735,516.42	498,342.68
1,826.59	7,500.00	5,673.41	Other Expenditures	297,209.93	208,625.00	(88,584.93)
3,198,122.20	2,687,970.39	(510,151.81)	Total	13,997,909.37	17,357,256.36	3,359,346.99

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$4,962,631	\$5,116,349	\$153,718	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$206,997	\$272,492	\$65,495	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$613,448	\$919,490	\$306,042	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$193,196	\$302,343	\$109,146	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$483,345	\$574,475	\$91,130	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$1,166,338	\$1,811,924	\$645,586	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$7,625,954	\$8,997,072	\$1,371,118	\$20,316,486	\$19,350,532	\$20,316,486	\$965,954

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$959,121	\$957,853	(\$1,269)	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$63,638	\$72,536	\$8,898	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$225,359	\$255,069	\$29,710	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$34,620	\$50,713	\$16,092	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$174,351	\$187,147	\$12,797	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$507,682	\$484,298	(\$23,383)	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$1,964,770	\$2,007,616	\$42,845	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263

FACULTY SENIORITY LIST

January 11, 2024

	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	COM-111, COM-200, COM-213, COM-220, COM-244 ENG-005, ENG-007, ENG-050, ENG-095, ENG-098, ENG-099, ENG-120, ENG-121, LIT-130	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	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	
4	RUDIBAUGH, MIKE	1995 09 15		Math & Science	All ESC- courses All GIS- courses	All GEO- courses
5	BUZZARD, DION	1996 01 16		Technology	CAD-056, 057, 058, 059 IND-044, 054, 056 MET-045, 076, 084 TEC-040-056, APT-042, EET-069	
6	MIOUX, MARTHA	1996 04 08		Allied Health	AHE-041, 042, 045, 050, 051, 086 All MAS- courses All PTA- courses	
7	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, 049, 054, 055, 056, 068, 093, 094, 160	SFS-101
8	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-
9	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	
10	WHITE, JEFF	1997 08 22	1997 04 14 (3)	Math & Science	All BIO- courses	
11	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
12	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, APT-041 TEC-039-056, 059, 070-090 All TEL- courses	
13	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 All RDG-Courses All APT-Courses CIS-156	
14	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	
15	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	
16	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
17	DOWNS, DANIELLE	1998 07 01		Academic Support	Academic Support – Financial Aid	
18	TURNBULL, DAVID	1998 08 24	1998 06 08	Math & Science	All BIO- courses	BIO-061 MAT-005, 006, 009
19	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
20	BIRDWELL, JODI	1999 08 20	1999 04 12 (1)	Humanities & Communication	All ART- courses HUM-150	All INS- courses All RDG- courses STA-
21	GREIDER, MATT	1999 08 20	1999 06 14	Social Science & Education	All HIS- courses All SOS- courses	All RDG- courses All SFS- courses
22	LYNCH, BRIAN	1999 08 20	1999 07 12 (1)	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
23	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-
24	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	
25	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, ITT-076, ITT-072	SFS-101
26	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-
27	JARRELL, CHARLES	2000 03 15		Social Science & Education	All EDU- courses SOS-050 ECE-102	All SFS- courses
28	DOTY, SUZETT	2000 08 23	2000 05 08 (1)	Math & Science	All BIO- courses	
29	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, APT-050, APT-041, APT-051	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
30	MOORE, TINA	2001 01 16		Academic Support	Academic Support – Career Services INS-099, 200	All Academic Support in Student Services SFS-101
31	HUNZINGER, BRENDA	2001 08 22	2001 03 12 (1)	Math & Science	All BIO- courses	
32	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
33	MADLEM, BRIAN	2002 08 22	2002 04 08 (1)	Technology	All AUT- courses except AUT-049 TEC-048	
34	JONES, BAMBI	2002 08 22	2002 04 08 (2)	Math & Science	All MAT- courses, TEC-050, TEC-052, TEC-054, TEC-056, BUS-281	
35	DAL PONTE, MARC	2002 08 22	2002 04 08 (3)	Math & Science	All BIO- courses, HED-102	BIO-061
36	CAPITOSTI, GREGORY	2002 08 22	2002 04 08 (4)	Math & Science	All CHM- courses	
37	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	
38	RITCHEY, EVA	2002 08 22	2002 08 12 (2)	Humanities & Communication	COM-070, COM-111, COM-150, COM-155, COM-165, COM-175, COM-200, COM-213, COM,220, COM-244	All INS- courses All RDG- courses SFS-101, SFS-102, SFS-103 STA-
39	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
40	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
41	PORTER, CASSANDRA	2006 01 09		Allied Health	All ADN- courses AHE-041, 042, 044, 045, 051, 055 All PNC- courses	
42	GOAD, TISHA	2006 04 24		Allied Health	All ADN- courses AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
43	NOHREN, HEATHER	2006 08 21	2006 04 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All Academic Support in Student Services
44	POWERS, GREGORY	2006 08 21	2006 06 12	Humanities & Communication	COM-070, COM-072, COM-073, COM-082, COM-083 COM-150, COM-155, COM-160, COM-165, COM-175, COM-180, COM-185, COM-190, COM-111, COM-198, COM-199	All INS- courses All RDG- courses STA-
45	BARKLEY, DYKE	2006 08 21	2006 07 17	Agriculture	All HRT- courses All AGR - courses	STA-200
46	THOMAS, EDWARD	2007 08 20	2007 07 09 (2)	Humanities & Communication	All COM- courses All RTV- courses All HUM- courses ENG-050, 098, 099	RDG-007, 009 INS-099, 200, 299 All SFS- courses
47	SWINGLER, ERIN	2008 01 11	2007 12 10	Allied Health	All ADN- courses AHE-040, 041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	HED-290
48	HARDIEK, KARLA	2008 08 22	2008 05 12 (1)	Allied Health	All ADN- courses AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
49	JONES, NICHOLE	2008 08 22	2008 05 12 (2)	Allied Health	All ADN- courses AHE-040, 041, 042, 044, 045, 051, 055 All PNC- courses	
50	DAVIS, KIMBERLY	2008 08 22	2008 05 12 (3)	Social Science & Education	EDU-100, 190, 200, 210	SFS-101

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
51	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-
52	LOTZ, KATIE	2009 08 24	2009 07 13	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
53	HARTRICH, ELIZABETH	2010 08 20	2010 06 14	Allied Health	AHE-041, 042, 045, 051, 055, 086 All DHY- courses	SFS-101
54	NEU, RUSSELL	2010 08 20	2010 07 12	Agriculture	All JDA- courses	
55	MILLER, NATHAN	2011 01 03	2011 01 10	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
56	ORRICK, SAMUEL RYAN	2011 08 19	2011 03 14	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
57	COHAN, MICHAEL BEN	2011 08 19	2011 05 09	Humanities & Communication	All ART- courses HUM-150	All INS- courses All RDG- courses STA-
58	NOHREN, MARIA	2011 08 19	2011 06 13	Allied Health	All ADN- courses AHE-041, 042, 044, 045, 051, 055, 057, 086 All PNC- courses	
59	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 HUM- Courses	All INS- courses All RDG- courses STA-
60	VEACH-WATSON, TARA	2012 08 21	2012 05 14 (1)	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses	All INS- 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
61	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	
62	HOOD, SHANNON	2013 08 22	2013 08 12 (1)	Allied Health	All ADN- courses AHE-041, 042, 044, 045, 051, 055 All PNC- courses	HED-290
63	HILL, SARAH	2013 08 22	2013 08 12 (2)	Academic Support	Academic Support – Library	All EDU- courses All RDG- courses SFS-101
64	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
65	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
66	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 AGR-151	
67	MILLER (TORNOW), CLAIRE	2014 08 22	2014 08 11 (1)	Math & Science	All CHM- courses	
68	GAINES, ANDREW	2014 08 22	2014 08 11 (2)	Social Science & Education	All PSY- courses All SOS- courses All SFS- courses INS-099, 200, 299	
69	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
70	SMITHENRY, KIMBERLY	2015 08 24	2015 05 11 (1)	Allied Health	All ADN- courses 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
71	PARRISH, KATIE	2015 08 24	2015 05 11 (2)	Social Science & Education	All SOC- courses All SOS- courses	All INS- courses SFS-101
72	ALLEN, DANIEL	2015 08 24	2015 06 08 (1)	Math & Science	All PHY- courses, ESC-100, ESC-102	All ESC- courses
73	NASSERIPOUR, RAKHSHA	2015 08 24	2015 06 08 (2)	Math & Science	All PHY- courses	
74	FULK, JOSHUA	2015 08 24	2015 08 10	Technology	All CET- courses BCT-064 CAD-052, 056 TEC-050 thru 056 TEC-045, 048, APT-042	AGR-151
75	ULM, TANILLE	2017 08 18	2017 07 10	Social Science & Education	All ECE- courses All EDU- courses	SFS-101
76	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	
77	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
78	FLOWERS, TIMOTHY	2018 01 02	2018 01 8	Vandalia Correctional Center	ATO-040 HRT-040, 041, 042, 043, 044, 047, 048, 050	
79	RINCKER, LAURIE	2018 08 17	2018 05 14 (1)	Math & Science	All BIO- courses	BIO-061
80	RODGERS, MATTHEW	2018 08 17	2018 05 14 (2)	Agriculture	All JDA- courses AGR-090	
81	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 PSY-274, 279	
82	CHAMBERS, DAVID	2019 06 03	2019 05 13	Social Science & Education	All CJS- courses	
83	WILDER, HAYDEN	2019 08 16	2019 03 11	Agriculture	All AGR-200 and below AGR-206	
84	HARLEY, SARAH	2019 08 16	2019 04 08	Math & Science	All MAT- courses	
85	HASKENHERM, TARA	2019 08 16	2019 06 10	Allied Health	All ADN- courses All PNC- courses AHE-041, 042, 044, 045, 051, 055	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
86	MARLER, KRISTINE	2020 08 21	2020 07 13	Business	All COS- courses All EST- courses	
87	BYERS, JESSICA	2020 08 21	2020 08 10 (1)	Allied Health	All ADN- courses All PNC- courses AHE-040, 041, 042, 044, 045, 051, 055	
88	WORKMAN, BETHANY	2020 08 21	2020 08 10 (2)	Allied Health	All ADN- courses All PNC- courses AHE-041, 042, 044, 045, 051, 055	
89	CURRY, BRENT	2021 01 08	2020 11 09	Agriculture	JDA-041, 042, 051, 113, 043, 054, 086 TEC-048, AGR-059	
90	MARLAR, CODY	2021 08 13	2021 05 10 (1)	Math & Science	All MAT- courses	
91	BLOEMER, KATELYN	2021 08 20	2021 07 12	Allied Health	All ADN- courses AHE-041, 042, 044, 045, 051, 055 All PNC- courses	
92	NIEBRUGGE, AMBER	2021 08 20	2021 08 09	Social Science & Education	All PSY- courses All SFS- courses INS-099	SOS-050
93	SHUMARD-SHELTON, LISA	2021 10 25	2021 10 11	Academic Support	Academic Support – Student Life	PED-143 COM-111
94	WEBSTER, SAMANTHA	2022 01 07	2021 11 08	Business	All COS- courses All EST- courses	
95	LASH, LARA	2022 08 19	2022 07 11	Allied Health	All ADN- courses All PNC- courses AHE-041, 044, 045, 051, 055, 057, 086	
96	HOENES, JOSEPH	2023 01 06	2022 12 12 (1)	Technology	WEL-047 WEL-048, WEL-055, IND-042 All HVC- courses	
97	MOLZEN, KARA	2023 01 06	2022 12 12 (2)	Allied Health	All DHY- courses	
98	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
99	HUDDLESTON, LACY	2023 01 06	2022 12 12 (4)	Allied Health	All DHY- courses	
100	KESSLER, CHRISTIAN	2023 05 08	2023 08 18 (1)	Agriculture	All AGR- courses	
101	SUMITRO, RICHARD	2023 05 08	2023 08 18 (2)	Math & Science	All MAT- courses	
102	WRIGHT, SARAH	2023 06 12	2023 08 18 (3)	Business	All MCS- courses CIS-058, BUS-084, BUS-114	
103	PALMER, JESSIE	2023 06 12	2023 08 18 (4)	Allied Health	All PTA- courses	
104	RICKEY, CONSTANCE	2023 06 12	2023 08 18 (5)	Allied Health	All AHE-, LPN-, ADN-, & MAP- courses	

	NAME	EMPLOY DATE YR MO DA	BOARD HIRE (APPROVAL ORDER)	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
105	WINKLEBLACK, LINDSAY	2023 06 15	2023 08 18 (6)	Allied Health	ALL ADN-, PNC-, MAP- courses	
106	CROWDER, JAMES	2023 07 12	2023 08 18 (7)	Technology	All WEL- courses 2023 08 18 tec	
107	HOENE, KURT	2023 08 07	2023 08 18 (8)	Technology	All BCT- courses CAD-052,056 All CET- courses TEC-040, 043, 045, 048, 050, 052, 054, 056, 057, 059, 060, 080	
108	COUGILL, ANDREW	2023 08 18	2023 08 18 (9)	Academic Support	Academic Support – Library	All HIS- courses
109	HASKETT, ELLIE	2024 01 05	2023 12 11	Academic Support	Academic Support – Counseling All SFS- courses	All Academic Support in Student Services

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 FY2024 ICCB Innovative Bridge and Transitions Grant

Lake Land College has received a one-year grant for **\$88,000.00** from the Illinois Community College Board (ICCB) Innovative Bridge and Transitions grant. This grant program was established to create, support, or expand innovative bridge programs and services as well as to support or create transition programs which improve student transitions to and through postsecondary education and into employment. This is the second year the College has received this grant.

Engineering jobs are expected to increase in the district by 21.7% from 2022 to 2030. With an increasing local workforce need for engineers, faculty from the Math and Science Division plan to use grant funds to establish an engineering pipeline for recruiting and enrolling 20 engineering students into an engineering student cohort starting in the fall semester. This program (named Recruitment and Advancement of the Next Generation of Engineers, or RANGE) will focus on recruiting and enrolling low-income, rural high school seniors and alternative education completers (GED and Pathways) into transfer engineering programs. The College will also provide wrap around support services and mentoring for these students' using college and community resources as well as student mentors.

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



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Budget Narrative Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

Budget Category	State	Non-State	Total
1. Personnel	\$30,456.00		\$30,456.00
2. Fringe Benefits	\$3,720.70		\$3,720.70
3. Travel	\$1,872.00		\$1,872.00
4. Equipment			
5. Supplies	\$5,655.00		\$5,655.00
6. Contractual Services			
7. Consultant (Professional Services)			
8. Construction			
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education			
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs	\$32,625.00		\$32,625.00
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs	\$13,670.68		\$13,670.68
State Request	\$87,999.38		
Non-State Amount			
TOTAL PROJECT COSTS			\$87,999.38

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 FY2024 ICCB Perkins Leadership Grant

Lake Land College has received a one-year grant for \$75,478.50 from the Illinois Community College Board (ICCB) Perkins Leadership grant. This grant program was created to support the improvement and innovation of Career and Technical Education (CTE) programming throughout the Illinois community college system.

This project will seek to bring awareness to in district middle school students in grades 5 through 8 about the College's career and technical education career programs. Career Exploration Summer Camps will be offered for these students both on the main campus in Mattoon and at select campus extension centers, including Effingham, Pana and Paris. These half day camps will be offered free of charge to students. The goals of the project include giving students an enjoyable learning experience to garner their interest in various career options, helping students to start thinking about what careers they may want to pursue after high school, and providing a recruiting tool for the College to attract future students who will be looking for postsecondary education opportunities after they complete high school. The goal will be to enroll 100 students, and the project will be offered in collaboration with the seven academic divisions and Workforce Solutions & Community Education.

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



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Budget Narrative Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

Budget Category	State	Non-State	Total
1. Personnel	\$32,985.00		\$32,985.00
2. Fringe Benefits	\$4,231.98		\$4,231.98
3. Travel			
4. Equipment			
5. Supplies	\$23,374.73		\$23,374.73
6. Contractual Services			
7. Consultant (Professional Services)			
8. Construction			
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education			
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs			
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs	\$14,886.79		\$14,886.79
State Request	\$75,478.50		
Non-State Amount			
TOTAL PROJECT COSTS			\$75,478.50

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: January 4, 2024

RE: Board Policy 05.01

As the College has been updating policies due to the Paid Leave for All Workers Act, we saw a need to further clarify the difference between part-time non-instructional employees and student employees. The definition of the student employee has been added and defines that as an active student as one of the following: enrolled in 6 or more credit hours per semester, working towards a terminal degree or transfer, or receiving MAP or PELL grant funding.

Since the first reading of this policy on December 11, 2024, the College is bringing forth a couple of modifications to provide further clarification to address concerns and questions. The first of these changes is related to the language that the student must be in good academic standing. Proposed revisions now reflect that the student must remain in good standing as according to the College's student code of conduct. It was never the intention of the Administration to review grades or grade point averages of students, but rather in good standing with the College as it relates to the current student conduct process. This is a process the College has in place per board policy 07.28.01.

Another item that we sought to clarify was related to part-time employees that might elect to enroll in classes at the College that total six credits or more. This now provides an opportunity for a part-time, non-instructional, non-student employee that takes six credit hours or more of class to notify Human Resources of this additional information to ensure their current status doesn't change.

The Resource and Development Committee met on January 4th to review these proposed updates and have recommended these changes for the January board meeting.

Definition of Full-Time and Part-Time Employment

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week.
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine-(9-), ten-(10-) or twelve-(12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

A. Part-Time Non-Instructional, Non-Student Employees:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works twenty-nine (29) or less hours a week.

2. Per the Affordable Care Act, part-time employees working in excess of the hour threshold may be offered health insurance benefits based on a look-back period in accordance with the federal law.

B. Part-Time Student Employees:

1. Student employees may work in various areas of the College, in positions alongside other full-time and part-time employees. Part-time student employees may not work more than 29 hours per week. The College defines a student employee as a student working for Lake Land College who is enrolled in and regularly attending classes at Lake Land College and is employed on a temporary basis at less than full time, or 29 hours or less per week. A student enrolled in and regularly attending classes whose primary purpose is educational is defined as meeting one or more of the following criteria:
 - a. Active student at Lake Land College enrolled in 6 credit hours or more per semester, with the exception of summer term.
 - b. A student working towards either a terminal degree or transfer to another higher education institution.
 - c. A student receiving MAP or PELL grant funding for at least part-time student status at Lake Land College.
2. Students employees are considered to be students first and their work is considered temporary, as it is reasonable to assume their employment as a student will cease with completion of their studies at Lake Land College.
3. Student employees must remain in good academic standing as defined by the College's Academic Stand policy Student Code of Conduct.
4. Student employees working under the Federal Work Study Program will additionally follow Board Policy 05.07.

4.5. International students with a valid F-1 status can work up to 20 hours per week when classes are in session and up to 29 hours per week when classes are not.

A supervisor must notify Human Resources immediately if an employee has a change in their employment status or their status as a student enrolled in and regularly attending classes whose primary purpose is educational.

Part-time, non-instructional, non-student employees currently paying into SURS who desire to take 6 credit hours or more per semester must submit a request to Human Resources to preserve their Part-Time Non-Instructional, Non-Student Employee status.

Revised April 10, 2017
Revised December 11, 2017
Revised September 11, 2023
Revised

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 0124-012

DATE: 1-11-24

*RESOLUTION TO TRANSFER FUNDS TO THE DESIGNATED INSURANCE FUND
BALANCE*

WHEREAS, Lake Land College has established a designated insurance fund balance to record excess and shortfalls in our insurance spend throughout the year; and

WHEREAS, the funds may be transferred by authority of the Board of Trustees between the designated fund balance and the general fund; and

WHEREAS, the administration has proposed use of these funds to offset shortfalls in insurance premiums or to save excesses for future insurance needs.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, directs the Treasurer to transfer insurance funds between Fund 01 Education Fund and the designated insurance fund balance to remunerate expenditures by authority under the Illinois Public Community College Act, Section 805/3-33.

ADOPTED this 11th day of January, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Transfer Funds to the Designated Insurance Fund Balance is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of January, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of January, 2024.

Secretary, Board of Trustees

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Tom Moll, Coordinator of Behavioral Health

CC: Valerie Lynch, Vice President of Student Services

DATE: December 22, 2023

RE: Approval to Renew the "Calm" App for Students

Our subscription to the Calm App for students expires in early February 2024. The Mental Health Early Action on Campus Grant has the funds available to purchase the services from Calm for an additional year.

Changes to the existing contract include a reduction from 2,457 students to 2,350 students. This reflects the best estimate for changes to the number of registered students for Spring semester. There was a slight increase in yearly cost from \$1.47 per month/student to \$1.53 per month/student. Total cost is \$43,240 for the year.

As reported in the December board meeting, students utilized a total of 52,869 minutes of services from Calm in Q3 of 2023. The utilization of Calm assists in meeting the needs of our student's mental health and provides an overall wellness service to the campus. Providing Calm assists in meeting recommendations of the grant.

I recommend Lake Land College continue the offering of Calm to our student body for an additional year. Please feel free to reach out if further information is needed.

MEMO

TO: Dr. Josh Bullock, President

FROM: Ike Nwosu, Vice President for Academic Services

CC: Jean Anne Highland, Chief of Staff/Acting Treasurer

DATE: January 3, 2024

RE: Approval for contractual services by Brilliant Design Works (Early Childhood Access Consortium Grant for Equity Opportunity Grant)

In June of 2022, the Board moved to accept the above-referenced grant, in the amount of \$696,605.68, from the Illinois Community College Board (ICCB).

Within the approved grant, a multiyear contractual service was sanctioned for the creation of video educational material and the subsequent online hosting to bolster the Early Childhood Education Consortium Curriculum. Brilliant Design Works of Charlotte North Carolina has been engaged to provide these services for a stipulated amount of \$99,000, as outlined in their invoice, encompassing a comprehensive range of professional services over 36 months.

Despite the initial approval embedded in the grant, it is imperative to note that per college policy and processes, this expense should have undergone a separate Board approval process specific to the proposed work and pricing by Brilliant Design Works. Regrettably, due to an oversight from the grant's Principal Investigator, this crucial step was omitted, leading to the approval of a partial payment of \$66,000 in August 2023 (for two years of services). Please note that a formal bid was not necessary due to Board Policy 10.22 (4.A.).

In light of this circumstance, I respectfully seek the Board's approval for the entire contractual amount of \$99,000. This approval is crucial to facilitate the completion of the outstanding balance of \$33,000, ensuring the fulfillment of our financial obligations as outlined in the invoice.

Your consideration of this request is greatly appreciated.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
January 11, 2024**

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

Harris, Mark	12/14/23-1/12/24
Kingery, Rachel	12/4/23-1/2/24

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

Chism, Shawn	12/26/23-1/26/24
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The following positions have been recommended by the Lake Land College President's Cabinet

Curriculum Development Manager	Department of Corrections
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bunch-Epperson, Genine	Community Learning Instructor Primary Position Traffic Safety Instructor	1/9/24
Wright, Sarah	Community Learning Instructor Primary Position Business Instructor	1/9/24
Zimmerle, Jerad	Community Learning Instructor Primary Position Adjunct for Business	1/9/24

Part-time - Grant Funded

Winkleblack, Lindsay	Remediation Specialist Primary Position Nursing Instructor	12/4/23
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Blankenship, Jennifer	Correctional Commercial Cooking Instructor	12/12/23
Wetzel, Denise	Correctional Custodial Maintenance Instructor	12/11/23

Part-time

Bishop, Jerik	Bookstore Rush Worker	12/11/23
Goncalves de Araujo, Luciana	Bookstore Rush Worker	12/11/23
Nanjela, Lungowe	Bookstore Rush Worker	12/11/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Adams, Trisha	Correctional Office Assistant	12/29/23
Bacino-Althaus, Lara	Psychology Instructor (Retired)	12/15/23
Brandt, Haylee	Nursing Instructor	12/15/23
Madlem, Lisa	Director of Assessment & Program Review (Retired)	12/29/23
Matlock, Casey	Associate Dean of Correctional Programs	12/11/23
Zerkel, Jane	Library Cataloging /Acquisitions Assistant (Retired)	12/29/23
Part-time		
Adams, Terry	Adjunct Faculty Technology Division	12/9/22
Cravens, Mindi	Student Path Recipient	4/15/23
Czyzewski, Kennedy	TRIO Destination College Student Specialist	5/5/23
Eller, Tabitha	Talent Search Tutor - Bachelors	5/2/23
Jarrell, Adrienne	Adjunct Faculty Social Science Division	12/9/22
Mtonga, Abigail	Bookstore Rush Worker	12/18/23
Ryan, Ashley	College Work Study - Counseling	4/27/23
Schwenke, Chad	Police Officer	2/9/23
Trigg, Jason	College Work-Study	5/6/23

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Paul Hewitt	Information Security Specialist Transferring from Technical Support Specialist	1/15/24
Niebrugge, Amber	Psychology Instructor Transferring from Counselor for Student Accommodations	1/5/24
Rickey, Constance	Allied Health Nursing Instructor Transferring from Nursing Instructor	1/5/24