

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

July 10, 2017

Regular Meeting No. 607

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



Regular Meeting No. 607
Monday, July 10, 2017, 6:00 p.m.
Webb Hall 081, Mattoon
Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of June 8, 2017, Special Meeting.
2. Approval of Minutes of June 12, 2017, Regular Meeting.
3. Approval of Minutes of June 12, 2017, Closed Session.
4. Approval of Agenda of July 10, 2017, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

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

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

6. Destruction of Tape Recording of January 11, 2016, Closed Session.

II. Presentation of Clem Phipps Exemplary Trustee Award. (non-action)

III. Recognition of Lakers Softball Team. (non-action)

IV. Public Hearing on Fiscal Year 2018 Operating Budget. (non-action)

V. Hearing of Citizens, Faculty and Staff.

VI. Committee Reports.

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

VII. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. 2016-2017 Athletic Accomplishments.	27-31
3. Summer 2017 Enrollment Report.	
4. Proposed Revisions to Board Policy 05.04.20 – <i>Overtime for Non-Exempt Employees.</i>	32-34
5. Proposed Revisions to Board Policy 07.14 – <i>Honors Program.</i>	35-37
6. Calendar of Events.	38-39
7. Correspondence.	40-41

B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 0717-001 to Adopt Fiscal Year 2018 Operating Budget.	42
2. Approval of Resolution No. 0717-002 in Support of Lake Land College Commemorating 50 Years of Service.	43-44
3. Adoption of Board Policy 05.37 - <i>Employee Compliance Training</i> .	45-46
4. Approval of Proposed Revisions to Board Policy 09.19 - <i>Unauthorized Animals on Campus</i> .	47-51
5. Acceptance of Reporting of May 2017 Financial Statements.	52-57
6. Acceptance of Gift of Equipment for Dental Hygiene Lab.	58
7. Approval of Bid for Birthing Simulator.	59-60
8. Approval of Bid for Preventive Maintenance and Air Filter Replacement.	61-62
9. Approval of Contract for Property and Casualty Liability Insurance Consultant.	63
10. Approval of Lease with City of Paris.	64-72
11. Approval of Continued Employment of Grant-Funded Employees (non-faculty).	73
12. Declaration of Four Items of Equipment as Surplus.	74
13. Declaration of Dental Equipment as Surplus.	75
14. Approval of Intergovernmental Agreement with Black Hawk Community College District No. 503 for Educational Services with IDOC.	76-79
15. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the performance of a specific employee.	
[Return to Open Session - Roll Call]	
16. Approval of Human Resources Report as Discussed in Closed Session.	80-81

C. Other Business. (non-action)

D. Adjournment.

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



Special Board Meeting
Webb Hall, Room 081, Mattoon, IL
June 8, 2017

Minutes

1. Call to Order.

Chairman Dave Storm called the June 8, 2017, special meeting of the Lake Land College Board of Trustees to order at 5:00 p.m. in Webb Hall, room 081, Mattoon.

Chair Storm appointed Trustee Sullivan to serve as Secretary Pro Tem in the absence of Board Secretary Deters.

2. Roll Call.

Trustees Present: Mr. Gary Cadwell; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Ms. Ann Deters, Secretary.

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

3. Hearing of Citizens, Faculty, and Staff.

There were no public comments.

4. Presentation of FY 2018 Budget. (non-action)

Trustees reviewed the proposed FY 2018 Budget Book. Chair Storm said the Finance Committee met earlier in the day for an in-depth review of the proposed FY 2018 Budget, and the Committee had no recommended changes. Mr. Gleckler highlighted for Trustees the process for developing the FY 2018 Budget, including seeking input from all staff. Mr. Gleckler and President Bullock answered various questions by Trustees. Trustee Sullivan asked for clarification on the EAV rates detailed on page 28 of the Budget Book. Dr. Bullock said the administration will review this information for accuracy.

Dr. Bullock said approval of the FY 2018 Budget will be requested during the July 10, 2017, regular Board meeting, as the proposed FY 2018 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

5. Appointment of Advisory Committee for Naming of Buildings, Grounds or Academic Programs.

Chair Storm said the Lake Land College Foundation recently submitted two naming recommendations to Dr. Bullock including the naming of Northwest Building Room 114 and a campus park area. Per Board Policy 11.10, Chair Storm appointed members of the Buildings and Site Committee including Trustees Luther, Owen and Reynolds, to a Naming Advisory Committee for consideration of these two recommendations. The Committee will additionally include the President and Executive Director for College Advancement.

6. Adjournment.

Trustee Reynolds moved and Trustee Owen seconded to adjourn the June 8, 2017 meeting of the Lake Land College Board of Trustees at 5:15 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Mr. Dave Storm, Board Chair

 Ms. Ann Deters, Board Secretary

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

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



Regular Board Meeting No. 606
Webb Hall, Room 081, Mattoon, IL
June 12, 2017

Minutes

Call to Order.

Vice Chair Reynolds presided over the meeting in the absence of Board Chair Storm. Vice Chair Reynolds called the June 12, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Mr. David Storm, Chair

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

Approval of Consent Items.

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

1. Approval of Minutes of May 8, 2017, Regular Meeting.
2. Approval of Minutes of May 8, 2017, Closed Session.
3. Approval of Minutes of May 15, 2017, Special Meeting.
4. Approval of Minutes of May 15, 2017, Closed Session.

5. Approval of Agenda of June 12, 2017, Board of Trustees Meeting.
6. Bills for Payment and Travel Expenses.

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

Education Fund	\$	153,727.34
Building Fund	\$	27,635.41
Site & Construction Fund	\$	61,315.87
Bond & Interest Fund	\$	190,078.13
Auxiliary Services Fund	\$	29,268.62
Restricted Purposes Fund	\$	571,947.54
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	8,082.05
Student Accts Receivables	\$	14,683.45
Total	\$	1,056,738.41

For details of bills refer to:

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

7. Destruction of Tape Recording of December 14, 2015, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

A. ICCTA/Legislative.

Trustee Mike Sullivan highlighted events from ICCTA's recent annual convention. He said the College received significant recognition during the awards ceremony.

B. Resource & Development.

Committee Chair Reynolds said that the Committee met on June 8, 2017 for an in-depth review of various items that will appear later in the agenda.

C. Finance.

Committee Chair Deters said that the Committee met on June 8, 2017 for an in-depth review of various items that will appear later in the agenda.

D. Buildings & Site.

Committee Chair Luther said the Buildings and Site Committee met on June 8, 2017 for an in-depth review of various items that will appear later in the agenda.

E. Student Report.

Student Trustee Meaker highlighted events from his participation at the recent ICCB-SAC Leadership Conference.

F. President's Report.

Dr. Bullock said:

- The College received its Certificate of Recognition from ICCB late last week attesting to the fact that Lake Land College has been “recognized” by the Illinois Community College Board in accordance with the provisions of Section 2-15 of the Public Community College Act. This status is granted to districts which meet ICCB standards and affirms the district’s eligibility to receive state grants appropriated to the ICCB. The certificate is effective through June 2021.
- Due to the impact of the ongoing state budget impasse, and financial uncertainty, Standard & Poor downgraded Lake Land from an AA- rating with a negative outlook to an A+ rating with a stable outlook. Despite the downgrade, we are pleased that the S&P is restoring a stable outlook status to the College’s rating. The S&P report is complimentary in regards to the actions that we have undertaken to address financial issues that are within our control. Unfortunately, the state fiscal challenges are outside of our control and serve as the primary basis for the downgrade.
- Remediation work on the wind turbines was completed last week. As planned, the north turbine was completely removed and the south turbine’s blades were removed. The south turbine structure will continue to be utilized as an educational tool for students.
- The planned repair and resealing of the parking lots began this week and the energy upgrades in the West Building remain on schedule.

Business Items

A. Non-Action Items

1. Adoption of Board Policy 05.37 – *Employee Compliance Training.*

Trustees heard a recommendation from Dr. Tina Stovall, Vice President for Student Services, to adopt Board Policy 05.37 – *Employee Compliance Training.* Trustees learned the purpose of this new Policy is to address required training for all employees upon their initial employment and updates at least annually. Additionally, adoption of the Policy will confirm the College's commitment to providing the required training and provide guidance in ensuring that all training requirements are met. The recommendation was submitted as first reading and will be brought to the Board for action during the July 10, 2017, Board meeting.

2. Proposed Revisions to Board Policy 09.19 – *Unauthorized Animals on Campus.*

Trustees heard a recommendation from Dr. Stovall for proposed revisions to Policy 09.19 – *Unauthorized Animals on Campus.* Dr. Stovall said the revisions seek to clarify guidelines for the use of service animals in accordance with the Americans with Disabilities Act. The recommendation was submitted as first reading and will be brought to the Board for action during the July 10, 2017, Board meeting.

3. Recommendations from the Advisory Committee for the Naming of Buildings, Grounds or Academic Programs.

Trustee Luther, Chair of the Buildings and Site Committee, said that during the June 8, 2017, Special Board Meeting, Chair Storm appointed members of the Buildings and Site Committee including Trustees Luther, Owen and Reynolds to a Naming Advisory Committee for consideration of two recommendations submitted by Ms. Jackie Joines, Executive Director for College Advancement, on behalf of the College's Foundation for the naming of two areas on the College's main campus. Trustee Luther said the Naming Committee additionally includes the President and Executive Director for College Advancement and that the Naming Advisory Committee met during the June 8th Buildings and Site Committee meeting to review these two recommendations which include the naming of Northwest Building Room 114 and a campus park area. Trustee Luther said the Naming Advisory Committee unanimously voted to:

- a. Recommend to the Board the naming of the Northwest Building Room 114, also known as the Dental Hygiene Lab, as the Heartland Dental - Dental Hygiene Lab for a period of five years. He said Heartland Dental, Inc. has made a generous donation to the Foundation to be used to provide an upgrade of facilities and equipment for the Dental Hygiene Lab.
- b. Recommend to the Board the naming of a park project (refer to action item #21 below) as the Dr. William L. and Margaret Podesta Park in honor of their impact on Lake Land College and the surrounding community. The park is to be located in an area between the campus pond and Podesta Drive. He said funds for the project were generously given by Ms. Willie Podesta Young, daughter of Dr. William and Margaret Podesta, along with memorial gifts given at the time of her father's passing. Trustee Luther highlighted how the donated funds being held by the College's Foundation are restricted for capital projects.

Dr. Bullock said that per Board Policy 11.10, no action can be taken by the Board at this time as any recommendation of the Naming Advisory Committee is to be presented at one Board meeting and voted on at a Board meeting commencing at least 120 days after notification.

4. Calendar of Events.

Trustees received a calendar of upcoming events.

5. Correspondence.

There were no items of correspondence in the June 2017 Board Book.

Action Items

1. Approval of ICCB Program Review Report.

Trustees reviewed a recommendation from Ms. Lisa Madlem, Director of Academic Support & Assessment, regarding the 2017 ICCB Program Review Report.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this agenda item and that the Committee's consensus was to recommend to the Board approval of the 2017 ICCB Program Review Report as presented.

Trustee Luther moved and Trustee Sullivan seconded to approve as presented the FY 2017 ICCB Program Review Report as presented and for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

2. Acceptance of Donation of New Holland Service Factory Manuals from Birkey's Farm Store, Inc.

Trustees reviewed a recommendation from Ms. Joines requesting that the Board accept a donation of 100 New Holland Service Factory Manuals from Birkey's Farm Store, Inc. Trustees also heard a recommendation from Dr. Bullock to accept this donation.

Trustee Deters moved and Trustee Sullivan seconded to accept the in-kind donation of 100 New Holland Service Factory Manuals from Birkey's Farm Store, Inc. of Champaign, Illinois, with an estimated value of \$10,000 for educational purposes in the College's Ag Division.

There was no further discussion.

Roll Call Vote:

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Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.
Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.
Motion carried.

3. Approval of Proposed Revisions to Board Policy 02.09 – *College-Wide Committees.*

Dr. Bullock said that proposed revisions of the above-referenced Policy were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Cadwell moved and Trustee Owen seconded to approve revisions as presented to Board Policy 02.09 – *College-Wide Committees.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.
Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.
Motion carried.

4. Approval of Proposed Revisions to Board Policy 05.22 – *Planned Retirement.*

Dr. Bullock said that proposed revisions of the above-referenced Policy were presented to the Board during the May 15, 2017, special Board meeting as first reading for initial consideration.

Trustee Sullivan moved and Trustee Deters seconded to approve proposed revisions as presented to Board Policy 05.22 – *Planned Retirement.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.
Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.
Motion carried.

5. Approval of Proposed Adoption of New Board Policy 06.18.01 – *Credit through the Illinois State Seal of Biliteracy.*

Dr. Bullock said that proposed revisions of the above-referenced Policy were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Sullivan moved and Trustee Owen seconded to adopt as presented Board Policy 06.18.01 – *Credit through the Illinois State Seal of Biliteracy.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.
Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.
Motion carried.

6. Approval of Proposed Revisions to Board Policies:

- a. 06.18 – *Credit through the Advanced Placement Program.*
- b. 07.01.01 – *Admission of International Students.*
- c. 07.03 – *Admission to Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs.*
- d. 07.04 – *Intent to Enroll Procedures and Requirements.*
- e. 07.05 – *Placement Tests.*

Dr. Bullock said that proposed revisions of the above-referenced Policies were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Sullivan moved and Trustee Luther seconded to approve proposed revisions as presented to five Board Policies including:

- a. 06.18 – *Credit through the Advanced Placement Program.*
- b. 07.01.01 – *Admission of International Students.*
- c. 07.03 – *Admission to Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs.*
- d. 07.04 – *Intent to Enroll Procedures and Requirements.*
- e. 07.05 – *Placement Tests.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

7. Approval of Proposed Revisions to Board Policies:

- a. 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs.*
- b. 07.24 – *Graduation Requirements.*

Dr. Bullock said that proposed revisions of the above-referenced Policies were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Owen moved and Trustee Deters seconded to approve as presented revisions to Board Policies 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs* and 07.24 – *Graduation Requirements.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

8. Delegation of Authority to President to Provide or Secure Education Services.

Trustees heard a request by Dr. Bullock that the Board grant authority to him, as College President, to provide or secure education services per Board Policies 10.01 and 02.03. He said examples include cooperative agreements for alternative schools and agreements with clinical sites.

Trustee Deters motioned and Trustee Sullivan seconded to delegate authority to the College President to enter into contracts or agreements during FY 2018 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

9. Approval of Three Lease Renewal Agreements.

Trustees reviewed a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, regarding the recommendation to approve agreements to renew three leases for another year. Trustees learned that two lease agreements are with LWIA and LWIA 23/CEFS for program operations located at the Workforce Development Center (sub-leases) and one is for the Marshall Pathways Program. Trustees also learned that the LWIA and LWIA 23/CEFS leases are continued at the same rates with a 60-day notice to terminate the lease and the Pathways Program lease with Doric will be extended for one academic year with an increase of \$30 per month.

Trustee Luther said the Buildings and Site Committee met on June 8, 2017, for an in-depth review of this information and that the Committee's consensus was to recommend to the Board approval of the three lease renewal agreements as presented.

Trustee Owen motioned and Trustee Cadwell seconded to approve lease renewal agreements as presented between the College and Local Workforce Investment Board and LWIA 23/CEFS Economic Development Corporation for the period July 1, 2017, through June 30, 2018, and Doric Products of Marshall for the period August 1, 2017, through May 31, 2018.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

10. Approval of Caterer List.

Trustees heard a request from Dr. Bullock and Mr. Gleckler asking that the Board authorize the following list of eight caterers to do business with the College during the next fiscal year:

- Common Grounds, Mattoon
- Don Sol, Mattoon
- Hunan's Chinese Restaurant, Mattoon
- Kep's Cooking, Mattoon
- Niemerg's Steak House, Effingham
- Pagliacci's Catering, Mattoon
- Subway, Mattoon
- Yoder's Kitchen, Arthur

Trustee Cadwell motioned and Trustee Owen seconded to approve the list of eight caterers as presented to authorize each caterer to do business with the College in the next fiscal year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

11. Approval of RAMP Document.

Trustees reviewed a memorandum from Mr. Gleckler regarding a recommendation to approve the FY 2019 RAMP (Resource Allocation Management Plan) document.

Trustee Luther said the Buildings and Site Committee met on June 8, 2017, for an in-depth review of this information and that the Committee's consensus was to recommend to the Board approval of the RAMP document as presented.

Trustee Deters moved and Trustee Owen seconded to approve the FY 2019 RAMP document as presented for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

12. Acceptance of Reporting of April 2017 Financial Statements.

Trustees reviewed the April 2017 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements. This information also included details for Funds 1 and 2 (General Fund) and a breakdown of the year-to-date spending by category and specific detail on salary and benefit spending.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of the April 2017 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Deters moved and Trustee Sullivan seconded to approve April 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

13. Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Trustees reviewed a memorandum submitted by Mr. Gleckler regarding a recommendation for base salary increases for administrative, supervisory, and support staff, excluding correctional centers. Dr. Bullock said this recommendation aligns with salary increases recently approved as part of two association contracts and that the increase will be based on a percentage of state funding that the College receives for credit hour reimbursement, equalization, and supplemental funding compared to FY2015 levels into the College's operating fund.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this recommendation and the committee's consensus was to recommend to the Board approval of the base salary adjustment as presented by Mr. Gleckler and Dr. Bullock.

Trustee Owen moved and Trustee Luther seconded to approve a base salary increase as presented for administrative, supervisory and support employees, excluding correctional center employees, relative to the percentage of state funding that the College receives for credit hour reimbursement, equalization and supplemental funding compared to FY 2015 levels into the College's operating funds. The formula for the base salary increase shall be a 1% increase with 0% - 24.9% of state funding; a 1.25 % increase with 25.0% -39.9% of state funding; a 1.5% increase with 40.0% - 49.9% of state funding; a 2% increase with 50.0% - 59.9% of state funding; a 3% increase with 60.0% - 79.9% of state funding; and a 4% increase with 80.0% + of state funding.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

14. Approval of FY 2018 Part-Time Rates and Stipends.

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Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding recommended FY 2018 part-time rates and stipends.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this recommendation and the committee's consensus was to recommend to the Board approval of the part-time rates and stipends as presented.

Trustee Owen moved and Trustee Luther seconded to approve the FY 2018 part-time rates and stipends as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

15. Approval of FY 2018 Salary Grades and Ranges Schedule, Excluding Correctional Centers.

Trustees reviewed a memorandum from Ms. Wahls regarding a recommendation to approve the FY 2018 Salary Grades and Ranges Schedule. Trustees also heard a recommendation from Dr. Bullock for approval of the schedule and he said the recommendation is based upon a percentage of the recommended salary increases for currently employed staff.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this recommendation and the committee's consensus was to recommend to the Board approval of the Salary Grades and Ranges Schedule as presented.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the FY 2018 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

16. Approval of Resolution No. 0617-044 Authorizing Transfer of Working Cash Funds to the Education Fund to Pay for Educational Services Provided to Department of Corrections.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Deters moved and Trustee Sullivan seconded to approve Resolution No. 0617-044 as presented authorizing the Treasurer to transfer up to \$4,877,744 from the Working Cash Fund to the Education Fund to pay for educational services provided to the Illinois Department of Corrections and with the expectation that this same amount be reimbursed from FY 2017 Department of Corrections contractual payments.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

17. Approval of Resolution No. 0617-045 to Authorize Treasurer to Transfer Interest Earned from Working Cash.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve Resolution No. 0617-045 as presented to authorize the College Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

18. Approval of Resolution No. 0617-046 to Authorize Treasurer to Invest Funds.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Sullivan moved and Trustee Owen seconded to approve Resolution No. 0617-046 as presented to authorize the College Treasurer to invest funds.

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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

19. Approval of Resolution No. 0617-047 Ascertaining the Prevailing Wage Rates.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Sullivan moved and Trustee Luther seconded to approve Resolution No. 0617-047 as presented to ascertain prevailing wage rates for the coming year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

20. Approval of Contract with Illinois Department of Corrections to Provide Educational Services for Kewanee Life Skills Re-Entry Center.

Trustees reviewed a memorandum from Dr. Jim Hull, Vice President for Academic Services, regarding a recommendation for the Board to approve the above-referenced, one-year contract with the Illinois Department of Corrections. Dr. Hull presented to the Trustees on the proposed contract. He highlighted educational services which will be provided, should the Board approve the contract with Kewanee Life Skills Re-Entry Center, and that the College will be providing educational service for 18 of the state's correctional facilities as well as two Juvenile Justice facilities.

Trustee Luther moved and Trustee Deters seconded to approve the contract as presented with the Illinois Department of Corrections for the College to provide educational services for Kewanee Life Skills Re-Entry Center for the period July 1, 2017, to June 30, 2018.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

21. Approval of Park Project.

Trustees reviewed a memorandum submitted by Ms. Joines regarding a request for the Board to approve the creation of a park located on the College's main campus in the area between Podesta Drive and the campus pond as the result of the Foundation receiving a gift from a donor who would like her donation to be used for this purpose.

Trustee Luther said the Buildings and Site Committee met on June 8, 2017, for an in-depth review of the proposed Park Project and the Committee's consensus was to recommend to the Board approval of the Park Project as presented. In addition to information provided in non-action item #3 above, Trustee Luther said funds for the park totaling approximately \$201,000 are being held by the Foundation. He also highlighted the projected costs for the Park Project including approximately \$110,000 for landscape architecture and approximately \$50,000 for the paved walking path, with remaining funds used to incorporate a veterans' recognition portion. Trustee Sullivan said further fundraising efforts will likely occur to complete the veterans' recognition portion.

Trustee Luther moved and Trustee Sullivan seconded to approve as presented the creation of a park to be located on the College's main campus in the area between Podesta Drive and the campus pond and to be paid for with funds being held by the College's Foundation.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

22. Closed Session.

7:04 p.m. – Trustee Cadwell moved and Trustee Owen seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and to discuss the minutes of meetings lawfully closed under this Act for the semi-annual review.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

Return to Open Session – Roll Call.

7:18 p.m.

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Trustees Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Vice-Chair; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Mr. Dave Storm, Chair.

23. Approval of Leave of Absence Request for a Custodian as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the request for intermittent general leave of absence, without pay, for Ms. Tammy Cantwell, a Custodian, in accordance with the Custodial Association Contract and provisions of Board Policy 05.04.14 – General Leave of Absence without Pay, to begin June 9, 2017, and not to exceed 60 days. Vice Chair Reynolds said this action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

24. Approval of Appointment of Early Childhood Education Instructor as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Deters seconded to approve the appointment of Ms. Tanille Ulm to the full-time, tenure-track position of Early Childhood Education Instructor effective August 18, 2017, contingent upon the terms outlined in the employment agreement. Vice Chair Reynolds said this action follows discussion on this issue in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

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

Trustee Deters moved and Trustee Owen seconded to approve the release of four sections of closed session minutes for the period December 1, 2016, through June 5, 2017, including section 1 of the December 14, 2016, meeting regarding employment or appointment of specific employees and sections 1, 2 and 3 of the March 13, 2017, meeting regarding employment, appointment or performance of specific employees and not approve the release of the remaining eight sections of closed session minutes in this review period as the need for confidentiality still exists. Vice Chair Reynolds said this action follows discussion on this issue in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

26. Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report. Dr. Bullock presented on various personnel actions included in the proposed Report. This topic was not discussed in closed session.

Trustee Luther motioned and Trustee Owen seconded to approve the following Human Resources Report:

The following employees have a family medical eligible event:

Eifert, Robert	FMLA	05/30/2017
Cantwell, Tammy	FMLA (32 hours)	05/23/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Bonebrake, Kassidy	Women's Basketball Assistant Coach Primary Position is Special Needs Note Taker	05/15/2017
Part-time		
Clodfelter, Alan	CBI Technical Writer-Industry Primary Position is Adj Faculty Technology	05/22/2017
Dal Pozzo, Thomas	Tutor - Bachelor's Comm Education Primary Position is Allied Health PTA CLN Instr	05/17/2017
Janes, Thomas	Adjunct Faculty Math/Science Primary Position is Tutor-Bachelor's-LRC	06/05/2017
Onigkeit, Justin	Adjunct Faculty Agriculture Primary Position is Transportation Training Coord	10/16/2017
Phipps, Cynthia	Non-Credit Instructor Primary Position is Bus Inst/Prog Coord Acctg	06/01/2017
Part-time - Grant Funded		
Caldwell, Maddison	Agriculture Education Intern Primary Position is Peer to Peer	05/15/2017
Williams, Christopher	Adjunct DOC College Funded Instr Primary Position is Associate Dean - Hill CC	06/05/2017

End Additional Appointments

The following employees are ending their additional appointment

Position	Effective Date
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Part-time

Aydt, James	Adult Ed Classroom Asst	05/31/2017
Barnhart, Joyce	Test Proctor	09/15/2016
Endris, Kelle	Allied Health Instructor	04/13/2017
Grimes, Chloe	Perkins Student Worker	06/01/2017
Howell, Jessica	CWS Physical Plant	05/09/2017
Nichols, Megan	CWS Business	05/12/2017
Powell, Clyde	CWS TRIO	05/09/2017
Satterfield, Ryan	Tutor	12/30/2016
Travis, Carley	Admissions Data Entry	05/31/2017
Tshilombo, Gael	Tutor	04/12/2017
Warner, Elaine	Allied Health Instructor	05/13/2017
Wheeler, Allison	CWS - TRIO	05/09/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Harper, Gregory	Microcomputer Support Specialist	05/23/2017
Welch, Tabitha	Associate Dean of Correctional Program Vandalia CC	05/22/2017
Part-time		
Borntreger, Cody	Adm and Records Student Asst	05/10/2017
Denning, Haili	Allied Health Clinical Instructor	06/05/2017
Gaslain, David	Adm and Records Student Asst	05/01/2017
Goeckner, Kristie	Allied Health ADN Clinical Instructor	08/18/2017
Harley, Casey	Dual Credit Coordinator	01/02/2017
Moody, Caleb	Adm and Records Student Asst	05/13/2017
Piescinski, Leah	Adm and Records Student Asst	05/13/2017
Robison, Josh	Dual Credit Coordinator	05/25/2017
Spaulding, Sandra	Professional Development Support	05/22/2017
Taylor, Patrick	Mailroom Assistant	05/15/2017
Tran, Le Phuong Vy	International Student Ambassador	04/19/2017
Von Kamecke, Alexandria	Groundskeeper (Temporary)	04/24/2017
Part-time - Grant Funded		
Aumiller, Natalin	Agriculture Education Intern	05/15/2017
Caldwell, Maddison	Agriculture Education Intern	05/15/2017
Kern, Tennyson	Agriculture Education Intern	05/15/2017
Moening, Mary	Agriculture Education Intern	05/15/2017
Nolan, Sonrisa	Adjunct DOC College Funded Instr	06/01/2017
Read, Blake	Agriculture Education Intern	05/15/2017
Spain, Hannah	Agriculture Education Intern	05/15/2017
Valentine, Samantha	Agriculture Education Intern	05/15/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Drake, Steven	Assoc Dean-Vandalia CC-Retiree	04/28/2017
Kimball, Linda	BNA Coordinator-Retiree	05/19/2017
Plummer, Teresa	Alternative Education Instr-Retiree	06/15/2017
Stroud, Beckie	Admin Asst JJ Programs	06/12/2017
Wycislo, Gary	Corr Hort Instr-Jacksonville CC	05/31/2017
Part-time		
Bales, Vivian	Professional Development Support	05/11/2017
Bohannon, Randilynn	ECIDC Executive Director	06/15/2017
Brandenburg, Zachary	Perkins Student Worker - Business	05/12/2017
Darimont, Lynn	Adj Reading Instructor	05/30/2017
Fitzgerald, Andrew	Perkins Stu Worker - Technology	06/01/2017
Fitzpatrick, Julie	Mailroom Assistant	03/14/2017
Fox, Darrell	Tutor - Associate-Lrng Asst	12/31/2016
Freesmeier, Donald	Adj Faculty Math/Science	05/12/2017
George, Penny	Adj Doc College Funded Instr	12/31/2015
Gipson, Christian	Perkins Student Worker - Business	05/12/2017
Jabs, Hayley	Human Resources Assistant	04/07/2017
Kamidi, Gloria	International Stu Ambassador	06/01/2017
Kettleon, Joshua	Adj Faculty Business	05/12/2017
Kull, Bailey	Tutor - Student Lrng Asst Ctr	05/08/2017
Maitland, Abby	Library Assistant	03/29/2017
Moore, James	Adj Doc College Funded Instr	08/19/2016
Mulvey, Pamela	Adj Faculty Business	05/12/2017
Schroeder, Louis	Adj Doc College Funded Instr	12/31/2016
Sowa, Cathy	Microcomputer Support Specialist	05/15/2017
Tran, Le Phuong Vy	International Stu Ambassador	06/01/2017
Vogt, Chase	Laker Mallard Mascot Talent	12/31/2016
Voronina, Daria	Tutor - Student Lrng Asst Ctr	04/26/2017
Weber, Kathleen	Allied Health Clinical Instr	04/29/2016
College Work Studys		
Ashby, Emily	College Work Study-TRIO SSS	05/09/2017
Black, Tiarra	College Work Study-Child Care	05/09/2017
Burrus, Michelle	College Work Study-TRIO SSS	05/09/2017
Grant, Erica	College Work Study-SSE	05/09/2017
Greenhalgh, Ralph	College Work Study-Radio TV	05/09/2017
Haney, Alexandria	College Work Study-Bookstore	05/09/2017
Kuhlman, Alyssa	College Work Study-Business	05/09/2017
Lash, Danielle	College Work Study-Physical Plant	05/09/2017
O'Brien, Ian	College Work Study-Fitness Ctr	05/09/2017
Pieper, Sara	College Work Study-IR	05/09/2017
Ragon, Kierstyn	CWS-College Advancement	12/20/2016

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Smith, Lisa	College Work Study- SSE	05/09/2017
Tague, James	College Work Study-Business	05/12/2017
Tubbs, Justin	College Work Study Physical Plant	05/09/2017
Walters, Ralph	College Work Study-Business	05/12/2017
Wick, Joshua	College Work Study-Technology	05/09/2017
Wilson, Cheyanna	College Work Study-SSE	05/09/2017

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Ulm, Tanille	Early Childhood Education Instr Transferring From Education Specialist (PT)	08/18/2017
Full-time - Grant Funded		
Niebrugge, Amber	Director TRIO SSS Transferring From TRIO SSS Advising Counselor	05/22/2017
Part-time		
Ward, Tania	Counseling - Clerical Worker Transferring From Counseling Intern	05/22/2017

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, and Sullivan. No: None.

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

Motion carried.

27. Adjournment.

Trustee Luther moved and Trustee Deters seconded to adjourn the June 12, 2017, meeting of the Lake Land College Board of Trustees at 7:23 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

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

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

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Vice President for Student Services
DATE: June 22, 2017
RE: 2016-2017 Athletic Accomplishments

Attached is information shared by Mr. Bill Jackson, Director of Athletics, highlighting the successes of our Lake Land College student athletes during the 2016-2017 year.

The many accomplishments of our athletes reflect the outstanding young men and women who participate in athletics at Lake Land College, the strong commitment of our coaches and athletics staff to focus on student success both in the classroom and in their sport, and the contributions of faculty and staff across the college who support students in learning and accomplishing their goals.

This year, we would especially like to celebrate two firsts for the college: 1) all five of our athletic teams qualifying for recognition as NJCAA Academic Teams with each team having an overall team GPA of 3.0 or higher and 2) a fourth place finish at the NJCAA national tournament by the Laker Softball team.

I would like to thank the coaches, faculty and staff for their contributions to the success of our athletes and to congratulate all of our athletes for a great year!

**Lake Land College
ATHLETIC DEPARTMENT HONORS 2016-2017**

Academic Report

2017 NJCAA Academic Team (must have a team GPA of 3.00 or higher):

Baseball, Men's Basketball, Softball, Volleyball, Women's Basketball

2017 NJCAA All-Academic First Team (athlete with 24 credit hours with 4.00 GPA):

Holly Davis – Softball
Courtney Flach – Women's Basketball
Kendra Gengenbacher – Softball
Tyler Schuring – Men's Basketball
Dallas Wilson – Baseball

2017 NJCAA All Academic Second Team (athlete with 24 credit hours with 3.80-3.99 GPA):

Kassidy Bonebrake – Women's Basketball
Abigail Bush – Women's Basketball
Audrey Casey – Softball
Adora Gowin – Volleyball
Kendall Hastings – Softball
Britt Remmers – Softball
Kelly Sager – Softball
Rachel Schultz – Volleyball
Jordan Thoele – Baseball
Daria Voronina – Volleyball
Tristan Warner – Men's Basketball
Callie Williams – Women's Basketball

2017 NJCAA All Academic Third Team (athlete with 24 credit hours with 3.60-3.79 GPA):

Madison Boone – Softball
Hope Collier – Softball
Kelcie Darnell – Volleyball
Katelyn Fisher – Softball
Peyton Hagerman – Baseball
Jeffery Martin – Men's Basketball
Emily Neuhauser – Women's Basketball
Samantha Valentine – Softball
Randall Winger – Baseball

Accumulative GPA of all of our athletes (89) for the 2016-2017 academic year: 3.24

By sport: Women's Basketball – 3.19
Softball – 3.50
Volleyball – 3.26
Men's Basketball – 3.00
Baseball – 3.15

Total number of athletes achieving a 3.0 or higher GPA for the 2016-2017 academic year: 57 of 89

By sport: Softball (18 of 21)
Baseball (16 of 24)
Women's Basketball (10 of 15)
Volleyball (7 of 13)
Men's Basketball (6 of 15)

Athletic Sports Honors

Season Records: Softball – 57/14
Women’s Basketball – 19/12
Men’s Basketball – 14/18
Volleyball – 18/13
Baseball – 22/30

Volleyball

Team Honors

NJCAA Academic Team
Great Rivers Athletic Conference Champions

Individual Honors and Awards

NJCAA Division One All-Region 24: Maria Brasel, Rachel Schultz
Great Rivers Athletic Conference All-Conference 1st Team: Maria Brasel, Rachel Schultz, Nathalya de Souza
Great Rivers Athletic Conference All-Conference 2nd Team: Ryann Ambrose
Great Rivers Athletic Conference Coach of the Year: Ashli Robison

Women’s Basketball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division Two All-American: Kassidy Bonebrake – 2nd Team
NJCAA Division Two Region 24 Player of the Year: Kassidy Bonebrake
NJCAA Division Two All-Region 24 Team: Kassidy Bonebrake, JayLa Davis

Softball

Team Honors

NJCAA Academic Team
NJCAA Division One National Tournament – 4th Place
NJCAA Division One Region 24 Champions
Great Rivers Athletic Conference Co-Champions

Individual Honors and Awards

NFCA Division One All Americans: Emily Oestreich, Haylee Short, Samantha Valentine
NFCA Midwest Regional Team: Emily Oestreich, Haylee Short, Samantha Valentine – 1st Team; Addison Baele, Tegan Murphy – 2nd Team
NJCAA Division One All-American: Emily Oestreich – 2nd Team
NJCAA Division One All-National Tournament Team: Kendra Gengenbacher
NJCAA Division One Region 24 Player of the Year: Kendra Gengenbacher
NJCAA Division One Region 24 All-Tournament Team: Addison Baele, Emily Oestreich, Haylee Short, Samantha Valentine
NJCAA Division One All-Region 24: Tegan Murphy, Emily Oestreich, Haylee Short,

Samantha Valentine

NJCAA Division One Region 24 Coach of the Year: Nic Nelson

Great Rivers Athletic Conference Player of the Year: Emily Oestreich

Great Rivers Athletic Conference All-Conference: Tegan Murphy, Emily Oestreich

Samantha Valentine

Great Rivers Athletic Conference Coach of the Year: Nic Nelson

21 New Individual and Team Records

Baseball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division One All-Region 24 Team: Adam Cox

Great Rivers Athletic All-Conference Team: Adam Cox

Men's Basketball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division One All-Region 24: Josh Jefferson

Great Rivers Athletic Conference All-Conference 1st Team: Josh Jefferson

Lakers Moving On

Baseball

Felix Baez – Bethany College

Adam Cox – Southern Illinois University-Edwardsville or McKendree University

Luis Dominguez – Dominican University

Tyler Haake – Illinois State/Air Force (Academic)

Angel Lopez – Piedmont International University

Blake Marks – Lewis University

Braden McNeely – Shawnee State University

Josh Sampoll – Marion University

Clayton Slifer – Eastern Illinois University

Jordan Thoele – Eastern Illinois University (Academic)

Dallas Wilson – Eastern Illinois University (Academic)

Randall Winger – Mt. Mercy College

Softball

Anna Albaugh – University of Omaha

Madison Boone – Western Illinois University

Audrey Casey – University of Missouri (Academic)

Katelyn Fisher – Wright State, University of Indianapolis or Union College

Bailey Gowin – Union College

Tegan Murphy – Southern Illinois University – Edwardsville or Wright State

Emily Oestreich – Undecided among 21 offers

Samantha Valentine – Middle Tennessee State University
Chloe Wigington – Undecided among offers, considering Union College

Volleyball

Maria Brasel – Indiana University
Nathalya de Souza – Lindsey Wilson College
Catherine Largent – Purdue University (Academic)
Rachel Mullen – University of Illinois (Academic)
Rachel Schultz – Butler University (Academic)
Daria Voronina – Roosevelt University

Men's Basketball

Alex Bohnhoff – University of Southern Indiana (Academic)
Paulo Camilo – Quincy University
Robert DeVries – Quincy University
Estiven Estacio – King University
Jeffery Martin – Lindenwood University-Belleville
Jack Raboin – St. Louis University
Tyler Schuring – Lake Land College PTA Program (Academic)
William Tinsley – Illinois State University
Nnamdi Van Dulm – North Dakota State

Women's Basketball

Kassidy Bonbrake – University of Montevallo
JayLa Davis – Harris-Stowe State
Dymond Randle – Undecided
Cayla Yates – Lindenwood University-Belleville

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
DATE: June 22, 2017
RE: Proposed Revision of Board Policy 05.04.20 Overtime and Compensatory Time for Non-Exempt Employees

The proposed updates to policy 05.04.20 is required in order for Lake Land College to be in compliance with the Fair Labor Standards Act. The proposed changes no longer allow for a non-exempt employee to also hold additional positions (such as an adjunct teacher position) unless there is a staffing emergency. Should any overtime occur due to an employee holding multiple positions, overtime will be paid based on the average hourly wages of both positions. Supervisors are responsible for the submission of accurate time cards.

Thank you.

05.04.20

Overtime and Compensatory Time for Non-Exempt Employees

General:

All overtime must be pre -approved by the employee's immediate supervisor prior to an employee working beyond their regularly scheduled 40 hour work week. Except as may otherwise be provided within this section, overtime will be applicable to all non-exempt employees according to the following provisions:

Supervisor approval is required for all work beyond an employee's normal work hours. This includes working from home, attending required business meetings or conducting any type of college business after work hours. Any work performed without prior supervisor approval may subject an employee to disciplinary action, up to and including discharge.

Summer Schedule:

If the College schedules a four - day summer session where the work day is eight and one -half (8 - 1/2) hours, hours worked between eight and one -half (8 -1/2) and ten (10) in any work day will be paid at the regular hourly rate, and overtime will be paid for all hours in excess of forty (40) hours in one week, in accordance with the requirements set forth in this section.

For Police officers, because of the nature of their responsibilities, time –and – one - half will be earned as compensatory time or paid only for hours worked in excess of forty (40) hours in one week. All hours worked on the first day following the completion of an officer's regularly scheduled work week will be earned or paid at time – and –one -half. All hours from the second day following the completion of an officer's regularly scheduled work week and through the end of the regular work week will be paid at double time.

As outlined above, non- exempt employees who exceed 40 hours of work in a single workweek will be paid at the rate of one and one - half (1 ½) times their regular hourly rate for the hours worked beyond forty (40).

Compensatory Time:

In lieu of receiving overtime pay, non - exempt employees may receive compensatory time - off at a rate of one and one - half (1 ½) hours for each hour worked beyond 40 in a given workweek.

At no time may an employee's accumulated compensatory time - earned exceed 80 hours.

Notwithstanding, the above and to avoid hardship to the College, an employee's supervisor may require the employee to reduce accumulated compensatory time, or schedule the compensatory time - off for the employee, so that the employee does not accumulate more than 80 hours of compensatory time.

An employee who has accrued compensatory time - off shall be permitted to use such time in no less than 1 hour increments, provided that such request does not unduly disrupt the operations of the College. Employees choosing to use their accrued compensatory time -off shall submit a request for their immediate supervisor's approval. An employee's immediate supervisor must approve a request to use compensatory time- off.

Upon separation from employment, an employee will be paid for unused compensatory time - off at their regular final rate of pay. Compensatory time -off is time during which the employee is not working. Therefore, compensatory time -off is not counted as "hours worked" for purposes of overtime compensation.

Additional Positions:

Full-time non-exempt employees may not hold additional positions (such as adjunct teaching) that require work beyond the regularly scheduled 40 hour work week. Part-time non-exempt employees may not hold jobs equaling more than 29 hours per week. ~~Overtime will be paid based on a calculation of average hourly wages of both positions.~~ Exceptions to this guideline may be pre-authorized by the appropriate vice-president, but *only in* the instance of a staffing emergency. An emergency is defined as "a sudden, unexpected occurrence demanding immediate action." Overtime will be paid based on a calculation of average hourly wages of both positions.

Record Keeping:

Supervisors are responsible for monitoring the working schedules of non-exempt employees to maintain accurate records of all time worked ~~for non-exempt employees and~~ ensure time work is recorded appropriately on his/her time sheet. Overtime requirements may not be waived by agreement between the employer and employee.

Adopted November 9, 1998
 Revised May 10, 1999
 Revised June 14, 2004
 Revised December 14, 2015
 (Effective date of January 1, 2016)
 Revised August 14, 2017

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Vice President for Student Services
DATE: June 22, 2017
RE: Proposed Revisions to Board Policy 07.14 Honors Program

Over the past two years, Lake Land College has worked to establish a more comprehensive “Honors Experience” for academically talented students by bringing together Presidential Scholars, Phi Theta Kappa (PTK) Honors Society and the Honors Program.

This past year, Ms. Krista Burrell, Faculty Honors Experience Advisor, and Mr. Steve Garren, Director of Honors Experience, worked to review and recommend changes to eligibility and continuation requirements for PTK and the Honors Program in order to create consistency between the two programs. Establishing consistent requirements will allow students who meet one set of requirements to know that they meet the requirements for engagement in both groups. Consistent requirements will also facilitate improved communication and assist in marketing and recruitment efforts for the Honors Experience.

Krista has already worked with our PTK student organization to update their bylaws in accordance with national PTK requirements. The proposed revisions to Board Policy 07.14 attached will allow for the Honors Program requirements to be consistent with PTK. This fall semester, as part of the scheduled review and approval for the Presidential Scholarship, I plan to make additional recommendations regarding the Scholarship that will increase its consistency with the other two components of the Honors Experience.

The proposed revisions to Board Policy 07.14 Honors Program have been approved by the Academic Standards Committee and I present them to you on their behalf. With your approval, I would like to present the proposed revisions for first reading at the July 10, 2017, meeting of the College Board of Trustees and answer any questions they may have.

Thank you.

2016-2017 Academic Standards Committee: *Bryan Burrell, Academic Counselor; Kathy Black, Division Chair for Business; Cheryl Beam, Nursing Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Kaitlyn Slifer, Student; Tina Stovall, VP for Student Services; Michelle Zumbahlen, Committee Assistant.*

07.14

Honors Program

The Lake Land College Honors Program provides enriched learning opportunities for ~~superior~~ students through special honor classes and the opportunity to participate in independent study for honors credit in specialized areas of interest.

The Honors Program has many advantages including attending class with other academically talented students. In addition to enriched learning opportunities, ~~the~~ Honors Program students:

1. May receive ~~special~~ scholarship aid. ~~Monetary awards are made to approximately fifteen students per term in this program. Scholarship is the primary criteria for the award.~~
2. May be recognized by the “National Dean’s List,” “Who’s Who in American Junior Colleges,” or “All American Scholars.”
3. Will carry honors designation on their transcripts for each honors course successfully completed.
4. May participate in educational field trips, ~~and special~~ social activities and special events.
5. ~~Are guests at the annual Honors Banquet.~~
6. Receive honors recognition at the graduation ceremony.

Students who apply for the Honors Program must meet the following requirements:

1. Plan to pursue an associate’s degree at Lake Land College.
2. Meet ~~two~~ one of the following: graduate in the top ~~ten (10)~~ fifteen (15) percent of their high school class; have an ACT composite score of 2526 or higher or an SAT total score of 1240 or higher, ~~or have a cumulative GPA of 3.5 on a 4 point scale or the equivalent.~~

~~3. Submit two letters of recommendation from teachers, counselors or principals.~~

OR

4. Have a GPA of ~~3.5~~ 3.25 or ~~higher~~ above after the completion of at least 12 semester hours of college-level coursework ~~numbered 040 or above as a Lake Land College student~~ and be enrolled in an associate's degree program at Lake Land College.

3. Once admitted to the Honors Program, students must maintain a Lake Land College GPA of 3.25 or higher.

~~5. Submit a letter of recommendation from a Lake Land College instructor.~~

~~Honors s~~Students must complete the following program requirements in order to graduate as an ~~H~~Honors Program student:

1. Have a cumulative GPA of ~~3.5~~ 3.25 or ~~higher~~ above.

2. Graduate with an associate's degree.

3. Complete four honors courses ~~(specific classes or independent study)~~ for full status graduation. ~~Two of the four required honors courses may be independent study.~~ Complete two honors courses For associate status, ~~need to complete at least two honors options.~~

4. No more than two honors courses may be completed each semester.

5. Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

Adopted November 9, 1998

Revised December 8, 2003

Revised September 8, 2014

Revised

Calendar of Events

Fridays, May 19 - August 11, 2017	Energy Savings Summer Hours begin and end. College is closed.
Monday, July 10, 2017	Special Board Dinner with Phipps Trustee Award Recipient 5 p.m. – Luther Student Center, Backstage Theater 6 p.m. – Board Meeting – Webb Hall 081*
Thursday, August 10, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, August 14, 2017	6 p.m. – Board Meeting – Kluthe Room 220*
Friday, August 18, 2017	7:15 – 8 a.m. Breakfast in Laker Point 8 a.m. Welcome from the President 8:15 a.m. Motivational Guest Speaker 9:15 a.m. All Staff Photo
Thursday, September 7, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, September 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Friday, Sep. 29 – October 1, 2017	Lake Land College 50 th Anniversary Homecoming Weekend
Thursday, October 5, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, October 9, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, October 26, 2017	Fall Board Retreat 12 Noon – 4:30 p.m. West Building Conference Room 072
Thursday, November 9, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, November 13, 2017	6 p.m. – Board Meeting – Webb Hall 081*

*Regularly scheduled monthly Board dinners have been cancelled until further notice.

Thursday, December 7, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, December 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, January 4, 2018	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, January 8, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, February 8, 2018	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, February 12, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, March 8, 2018	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, March 12, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, April 5, 2018	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, April 9, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, May 10, 2018	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, May 14, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, June 7, 2018	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, June 11, 2018	6 p.m. – Board Meeting – Webb Hall 081*

*Regularly scheduled monthly Board dinners have been cancelled until further notice.



Dr. Bullock.

Thank you for the partnership w/ the Mattoon Project Graduation Committee - Our event would not be the success it is without the support of LLC. Your staff, including Connie Compton, Scott Rawlings + Randy Erwin, were a pleasure to work with we appreciate all that LLC does for our program

Thanks Again
2017 Project Graduation

On behalf of the 2017 Project Graduation t-shirt Committee of MHS, we want to thank you for your continued support of the program. Project Graduation could not take place without the generous donation of your wonderful facility for our event. We really appreciate the part you continue to play in making the evening possible for MHS graduating seniors. Thank you!

Keeli Taylor

Elaine Walter-Skandin

Board of Trustees Lake Land College

Resolution No. 0717-001

Date 7/10/17

COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF
Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette,
Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois, Lake Land
College, 5001 Lake Land Boulevard, Mattoon, Illinois

ADOPTION OF 2017 - 2018 BUDGET

For fiscal year beginning July 1, 2017 and ending June 30, 2018.

WHEREAS, the Board of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois (Lake Land College), caused to be prepared in tentative form a budget, and the Secretary of the Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

AND WHEREAS, a public hearing was held on such budget on the 10th day of July 2017, a notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with:

AND, THEREFORE, BE IT RESOLVED by the Board of said Community College District as follows:

Section 1: That the fiscal year of this Community College is fixed and declared to be July 1, 2017 and ending June 30, 2018.

Section 2: That the following budget containing an estimate of the amounts available in each fund as follows: Educational, Operations & Maintenance, Operations & Maintenance (Restricted), Bond and Interest, Auxiliary Enterprises, Restricted Purposes, Audit, and Liability, Protection, & Settlement, each separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said fiscal year:

Educational	\$ 39,091,214
Operations & Maintenance	4,192,758
Operations & Maintenance (Restricted)	529,758
Bond and Interest	6,831,297
Auxiliary Enterprises	2,710,149
Restricted Purposes	22,073,887
Audit	86,096
Liability, Protection, & Settlement	1,701,162
TOTAL.....	\$ 77,216,321

Approved:

Board Chairman

Board Secretary

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0717-002

DATE: July 10, 2017

A RESOLUTION IN SUPPORT OF LAKE LAND COLLEGE COMMEMORATING 50 YEARS OF SERVICE.

WHEREAS, on September 24, 1966, the district referendum was passed establishing Community College District No. 517; and

WHEREAS, on November 22, 1966, the College's first Board of Trustees members were elected; and

WHEREAS, on January 9, 1967, Virgil H. Judge became the College's first president; and

WHEREAS, on February 2, 1967, Lake Land College became the official name of the College; and

WHEREAS, on September 6, 1967, classes began in a variety of short-term buildings, with 629 students enrolled for classes; and

WHEREAS, on October 10, 1967, the permanent location for the College was announced, with a formal dedication held on November 12, 1967; and

WHEREAS, on August 18, 1968, the College's first commencement was held at Mattoon's First Baptist Church for 79 graduates.

NOW, THEREFORE, BE IT RESOLVED by the governing board of Lake Land College, Community College District No. 517, that the College does hereby embrace and endorse an official commemoration and celebratory year of its 50 year anniversary, and in doing so, expresses its collective, sincere and enduring gratitude and support for the College which has grown and prospered as a result of the work of countless faculty, staff, trustees, and other volunteers dedicated to providing excellence in higher education for residents and students of east central Illinois.

ADOPTED this 10th day of July, 2017 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

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services and
Dustha Wahls, Director of Human Resources

DATE: June 22, 2017

RE: Proposed Addition of Board Policy 05.37 Employee Compliance Training

Various federal and state legislation and regulations require Lake Land College to provide all employees specific information/training upon their initial employment with the College and updates at least annually.

As addressed at recent meetings of the President's Cabinet, we are recommending addition of a Board Policy identifying the information/training that is provided to all employees. The policy will confirm the College's commitment to providing the required training and provide guidance in ensuring that all requirements are met.

As noted in the proposed policy, in addition to the information/training provided for all employees, additional information/training is provided for specific positions or workgroups.

The proposed addition of Board Policy 05.37 was presented for first reading at the June 12, 2017, meeting of the College Board of Trustees. No questions or suggestions have been received. I would like to present the policy again for approval at the July 10, 2017, meeting. I am happy to answer any questions.

Thank you.

05.37

Employee Compliance Training

In accordance with federal and state legislation and regulations, Lake Land College is required to provide all employees specific information/training upon their initial employment with the College and updates at least annually. The goal of the information/training is to ensure that all employees understand their related professional obligations.

The Director of Human Resources is charged with ensuring that the required information/training is provided for all employees and that it includes, but is not limited to, the following:

- Abused and Neglected Child Reporting (Board Policy 05.36)
- Anti-Harassment (Board Policy 11.04)
- Drug-Free Workplace (Board Policy 11.07)
- Ethics and Standards of Conduct (Board Policy 11.23)
- Family Educational Rights and Privacy Act (Board Policy 07.11)
- Prohibition of Sexual Discrimination, Harassment and Misconduct (Board Policy 11.04.01)
- Security of Critical and Sensitive Information (Board Policy 11.28)
- Whistle-Blowing and Fraud Protection (Board Policy 11.03)

In addition to the requirements for all employees, the College provides information/training needed to meet federal and state requirements related to specific positions or workgroups.

Adopted:

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Vice President for Student Services
DATE: June 22, 2017
RE: Proposed Revisions to Board Policy 09.19 Unauthorized Animals on Campus

To ensure the College's compliance with the Americans with Disabilities Act (ADA) and to provide guidance for individuals with disabilities who have a service animal they wish to accompany them on campus, I am recommending that the College revise Board Policy 09.19.

The attached recommendations are based upon consultation with Robbins Schwartz and referral to ADA regulations, revised effective March 15, 2011, defining service animals and related provisions. The proposed revisions were reviewed and approved by the Lake Land College departments impacted including Andy Gaines, Academic Counselor/Coordinator of Student Accommodations; Randy Ervin, Chief, Lake Land College Police Department; Dustha Wahls, Director of Human Resources; and Bryan Gleckler, Vice President for Business Services.

Please note the recommended Policy title change to address animals that are authorized to be on campus rather than unauthorized animals. The first paragraph, marked out in the proposed revision, is the current Board Policy 09.19 in its entirety. All text following the first paragraph is new, replacing all prior Policy language.

The proposed revisions to Board Policy 09.19 were presented for first reading at the June 12, 2017, meeting of the College Board of Trustees. No questions or suggestions have been received. I would like to present the policy for approval at the July 10, 2017, meeting. I am happy to address any questions.

Thank you.

09.19

~~Unauthorized~~ Animals on Campus

~~Animals are prohibited from Lake Land College campus buildings, except when authorized by the Vice President for Business Services, or when the use of an animal is required to assist an individual with a documented disability, e.g. seeing eye dog. Individuals who require the use of a service animal due to a documented disability must register with the Office of Disability Services. Any animal that is authorized to be on campus shall be restrained by a cage or leash.¹~~

To promote a safe, clean, and healthy learning environment, Lake Land College prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College facilities and on all College owned property except as permitted by law or approved by the appropriate College official (e.g., persons with a disability who require the assistance of a trained service animal, as defined by law and pursuant to this Policy; specific animals maintained by the College for educational purposes as an integral part of scientific programs of study; and animals used and trained for a law enforcement function by the College's Police Department or outside law enforcement organization).

It is the responsibility of all faculty, staff, students, and visitors to comply with this Policy. Failure to comply with this Policy may result in appropriate action by the College.

In any instance in which an animal authorized to be on College property is involved in an alleged bite or incident where skin is broken, the owner and/or handler must immediately report said incident to the Lake Land College Police Department.

Service Animals

The College is committed to compliance with state and federal laws regarding individuals with disabilities. Pursuant to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to an individual's disability. Service animals are not pets. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. When the service animal is on College property, the service animal must be accompanied by a responsible person (i.e., owner and/or handler) who is solely responsible for the care and control of the service animal.

The following is a non-exhaustive list of work or tasks service animals may perform to assist an individual with a disability:

- Guiding individuals who are blind;
- Alerting individuals with hearing loss;

Board Policy No. 09.19

- Reminding individuals with mental illness to take prescribed medications;
- Alerting others or standing guard over individuals during a seizure episode; or
- Calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

1. Requests for Service Animals

A. Students

Students who have a service animal for their disability which they wish to accompany them on College property must contact the College's Office of Student Accommodations so that the College is on notice that the student will have the service animal on College property on a regular basis. While such students are not required to formally register their service animal with the College, students with a documented disability may seek additional support and accommodations from the College's Office of Student Accommodations. Students who have concerns related to use of a service animal on College property, may address such with the Office of Student Accommodations.

B. Employees

Employees who have a service animal for their disability which they wish to accompany them on College property must contact Human Resources.

C. Visitors

Visitors who have a service animal for their disability are welcome in all areas of campus that are open to the public. Specific questions related to a visitor's use of a service animal on College property may be directed to the College's Office of Student Accommodations.

2. Requirements for Service Animals

- A. Service animals must be trained to provide assistance to an individual with a disability.
- B. The owner and/or handler must be in full control of the animal at all times. The service animal may not be disruptive and/or aggressive while on College property.

Board Policy No. 09.19

- C. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In such cases, the owner and/or handler must maintain control of the animal through voice, signal, or other effective controls.
 - D. Service animals must be licensed in accordance with all applicable Illinois laws and county regulations and owners must follow all requirements for tags and vaccinations.
 - E. Service animals must wear a vest or collar for the safety of the service animal, the individual with a disability, and others.
 - F. Service animals must be kept clean and in good health. The owner and/or handler is expected to clean and dispose of all animal waste.
 - G. The College is not responsible for the care, assistance or supervision of a service animal, including providing food or water for the animal, walking the animal, responding to the animal's need to relieve itself, or otherwise providing a handler for the service animal. Owners and/or handlers are expected to care and supervise their service animals. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the College. The owner and/or handler must care for the needs of the service animal, such as walking the service animal in a previously designated area, cleaning up after the service animal (waste immediately disposed of in proper place), engaging in hand washing after elimination clean up and ensuring the service animal is given water and food when needed.
 - H. Owners and/or handlers of service animals are liable for any damage, harm or injury caused by the animal to other students, staff, visitors, and/or property.
3. Removal of a Service Animal from College Property

Reasonable behavior consistent with the above requirements is expected from service animals and their owners and/or handlers while on College property. The owners and/or handlers of disruptive and/or aggressive service animals may be asked to remove the service animal from College facilities and property. If the improper behavior happens repeatedly, the owner and/or handler may be told they are not permitted to bring the service animal into any College facility or on College property until they take significant steps to mitigate the behavior.

Board Policy No. 09.19

A service animal may be removed from College property for the following reasons:

- Disruptive behavior in a College facility, program or on College property including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating area, other's belongings) and initiation of contact outside of working role as a service animal
- Animal illness;
- Animal is not housebroken;
- Hygiene - dirty, strong odor, not groomed, evidence of having fleas, ticks;
- The animal is out of control and the animal's owner and/or handler does not take effective action to control it; and/or
- Aggressive behavior including, but not limited to, biting, scratching, chasing, kicking, and/or jumping.

4. Conflicting Disabilities

A student or employee who has an allergy to another individual's service animal may qualify for accommodations. To resolve these conflicts as efficiently and effectively as possible, individuals should contact the Office of Student Accommodations (for students) or the Office of Human Resources (for employees), so appropriate accommodations may be considered.

¹~~Mattoon City Ordinance, Section 90.02, Animals Running at Large~~


Adopted April 12, 2005

Revised May 9, 2005

Revised

MEMO

TO: Dr. Josh Bullock, President

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

DATE: June 22, 2017

RE: May 2017 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of May and year to date for Fiscal Year 2017:

Overall Variances:

- *Revenue* – Total May revenue was \$195,596 resulting in an overall unfavorable variance of \$407,912. Due to budgeting state funding to be received throughout the year and receiving 100% in September. Year to date revenue totals \$31,770,856 resulting in a favorable variance of \$1,649,535. This is due to already receiving 100% of state funding plus unbudgeted supplemental funding received in March in the amount of \$428,571.42.
- *Expenditures* – Total May expenditures were \$1,842,031 resulting in an overall favorable variance of \$17,477. Year to date spending totals \$26,795,984 resulting in a favorable operating expenditure variance of \$235,498.

Revenue Variances:

- *ICCB Credit Hour Grant* – May unfavorable variance of \$178,234 due to receiving 100% of state funding in September instead of monthly. Year to date this has an unfavorable variance of \$73,292. The FY17 budgeted amount assumed for this revenue was \$2,138,808 so at this point I anticipate ending the year with an unfavorable variance of \$251,526 for credit hour reimbursement.
- *ICCB Equalization Grant* - May unfavorable variance of \$231,163 due to receiving 100% of state funding in September instead of monthly. Year to date this has a favorable variance of \$301,110. The FY17 budgeted amount assumed for this revenue was \$2,773,959 so at this point I anticipate ending the year with a favorable variance of \$69,946 for equalization reimbursement.

- *Tuition & Fees* – May favorable variance for tuition of \$30,388 and \$20,532 for fees. Year to date, tuition is unfavorable by \$155,174 (however only off \$51,707 as compared to annual budget amount). Fees are favorable by \$46,094 year to date.
- *Other Revenue* – May had an unfavorable variance of \$27,951. This is due to timing of receipts versus the budget projections as the year to date variance is favorable by \$1,323,136 due to the Workforce Development Center revenue being posted and the supplemental state funds received in March.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in May of \$205,577. However, year to date these lines have a favorable variance in the amount of \$396,222. As you will note, I am projecting a total favorable variance for the fiscal year in this line in the amount of \$306,092.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in May in the amount of \$26,279. Year to date these lines have a favorable variance of \$354,886 and I anticipate this favorable variance to grow to \$404,747 by the end of the fiscal year.
- *Instructional* – Had an unfavorable variance in May of \$193,684. This is primarily due to the unfavorable variance in salaries (\$227,579) for the month. This area continues to have favorable variances for materials and supplies, travel expenses, and fixed charges. Year to date this area has a total favorable variance of \$210,244.
- *Academic Support* – Had a favorable variance in May of \$87,845. This is primarily due to favorable variances in salaries and employee benefits. Year to date this area has a favorable variance totaling \$659,598. While all lines have a favorable variance, the largest variances are salaries (\$493,984 due to structural changes not accounted for at budget development), benefits (\$100,577 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat), and general materials and supplies (\$40,061) due to a focus on limiting purchases.
- *Student Services* – Had a favorable variance in May of \$59,055 with the largest variances in salaries, benefits, and general materials and supplies. Year to date this area has a favorable variance totaling \$620,626 with the largest variances being in salaries (\$224,564 due to structural changes not accounted for at budget development), benefits (\$104,033 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat), and general materials and supplies (\$250,892) due to a focus on limiting purchases.
- *Public Service/Continuing Education* – This area had a favorable May variance of \$3,004. The unfavorable variance of \$11,050 in contractual services is due to CBI consulting costs and the unfavorable variance of \$11,504 in general materials and supplies is due to the purchase of additional codes for traffic safety. Year to date this area has a favorable variance totaling \$292,313, driven by a favorable variance in salaries of \$299,288 (again, due to structural changes not accounted for at budget

development). The contractual services line has an unfavorable variance of \$24,318 to the additional CBI consultant spending needed for scheduled trainings. This unfavorable variance is offset by additional revenue received by providing these trainings.

- *Operations & Maintenance* – This area had a favorable May variance of \$24,855. Year to date this area has a favorable variance totaling \$334,946. All lines are favorable with the exception of fixed charges (unfavorable by \$116,050). This is due to the purchase of the Kubota tractor and RTV (which will save money in FY2018) but also not budgeting for the rent cost associated with the Workforce Development Center. Due to the fact that CBI is charged for the rent costs associated with this space, there is also unbudgeted revenue coming in to offset this unbudgeted expenditure.
- *Institutional Support* – Had a favorable May variance of \$2,662 mainly due to substantial favorable variances in benefits, contractual services, and general materials and supplies. Because of the structural changes not accounted for during budget development, the salary and wages line continues to track unfavorably (\$86,382) and will continue throughout the remainder of the fiscal year. Year to date the Institutional Support line is unfavorable by \$484,286. The salary and wage line is unfavorable by \$661,013 for reasons previously mentioned. Benefits have a favorable variance of \$192,235 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat. Contractual services is unfavorable by \$16,878 due to the Recruiter consulting and the IT maintenance contract renewals coming due earlier than budgeted. General materials and supplies is unfavorable by \$14,373 due to the need to purchase textbooks that were not budgeted for but necessary to meet student needs. Finally, fixed charges are unfavorable by \$27,245 due to the Iowa Lakes invoice for Datatel access being approximately \$30,000 higher than budgeted for.
- *Scholarships, Grants, Waivers* – this shows an overall unfavorable variance of \$1,397,943. As previously discussed, this is due to recording the offset from tuition revenues accrued for the Dual Credit program given the fact that tuition is not collected for Dual Credit.

As a comparison, in FY2016, spending through May was \$28,621,384. This year, spending through May nearly \$1.6 million less than FY2016 at \$27,031,482.

Additionally, given the continued uncertain outlook for state funding, supply purchases have been limited only to those that are absolutely necessary. This limitation continues to contribute to the overall positive variances in the General Materials and Supplies category.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	Audited Numbers	FY17 Annual Budget
42	2,500	(2,458)	Revenues:							
-	178,234	(178,234)	Local Sources	7,916,500	8,058,253	(141,753)	-1.76%	6,964,526	6,972,533	8,060,752
-	231,163	(231,163)	ICCB Credit Hour Grant	1,887,282	1,960,574	(73,292)	-3.74%	1,745,075	1,263,864	2,138,808
72,912	91,938	(19,026)	ICCB Equalization Grant	2,843,905	2,542,795	301,110	11.84%	1,382,884	1,382,884	2,773,959
(4,684)	(35,072)	30,388	Other State Sources	1,065,957	716,543	349,414	48.76%	426,905	725,454	1,017,044
30,389	9,857	20,532	Tuition	11,278,561	11,433,735	(155,174)	-1.36%	9,371,228	9,366,709	11,330,268
97,937	125,888	(27,951)	Fees	4,131,453	4,085,359	46,094	1.13%	4,017,660	4,101,281	4,100,609
196,686	604,608	(407,912)	Other Revenue	2,647,198	1,324,062	1,323,136	99.93%	4,421,880	4,241,372	1,469,864
			Total Revenues	31,770,856	30,121,321	1,649,535	5.48%	28,330,058	28,054,097	30,891,304
			Expenditures:							
			Instructional							
692,788	465,208.65	(227,579)	Salary and Wages	10,327,146	10,212,645	(114,502)	-1.12%	10,658,715	10,834,407	10,269,748
162,017	145,121.00	(16,896)	Employee Benefits	1,802,468	1,746,865	(55,602)	-3.18%	1,702,155	1,862,973	1,804,496
33,202	26,275.76	(6,926)	Contractual Services	403,924	429,075	25,151	5.86%	462,905	517,170	460,975
14,441	54,537.10	40,096	General Materials and Supplies	412,359	649,384	237,025	36.50%	424,245	444,295	722,120
6,591	20,038.50	13,448	Travel and Meeting Expenses	32,976	117,071	84,096	71.83%	52,779	56,020	123,592
15,957	10,930.00	(5,027)	Fixed Charges	48,278	69,420	21,142	0.00%	48,980	59,514	72,025
-	9,200.00	9,200	Capital Outlay	7,375	20,310	12,935	63.69%	-	-	83,246
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
924,995	731,311	(193,684)	Total Instructional	13,034,526	13,244,770	210,244	1.59%	13,349,779	13,774,380	13,536,202
			Academic Support							
24,708	88,661.93	63,954	Salary and Wages	415,162	909,145	493,984	54.33%	732,050	801,131	1,008,467
8,013	21,917.85	13,905	Employee Benefits	106,489	207,066	100,577	48.57%	166,968	179,984	228,984
100	-	(100)	Contractual Services	1,583	8,100	6,517	0.00%	2,819	2,819	8,400
2,381	12,247.50	9,866	General Materials and Supplies	161,043	201,104	40,061	19.92%	175,948	178,385	220,277
140	360.00	220	Travel and Meeting Expenses	5,978	19,505	13,527	69.35%	6,147	6,445	59,760
-	-	-	Fixed Charges	4,318	9,250	4,932	53.32%	7,078	7,078	10,300
-	-	-	Capital Outlay	-	-	-	0.00%	13,968	9,967	-
-	-	-	Other	-	-	-	0.00%	-	-	47,510
35,342	123,187	87,845	Total Academic Support	694,572	1,354,170	659,598	48.71%	1,104,978	1,185,806	1,583,698
			Student Services							
102,867	112,207.23	9,340	Salary and Wages	1,311,041	1,535,604	224,564	14.62%	1,320,328	1,408,297	1,662,255
33,452	45,471.08	12,019	Employee Benefits	363,682	467,715	104,033	22.24%	331,887	363,186	512,886
1,887	-	(1,887)	Contractual Services	11,209	832	(10,377)	0.00%	9,322	9,322	14,632
3,339	38,155.15	34,817	General Materials and Supplies	61,552	312,444	250,892	80.30%	56,352	72,742	317,709
300	5,066.56	4,767	Travel and Meeting Expenses	10,068	61,082	51,014	83.52%	47,447	49,637	65,916
-	-	-	Other Expenditures	7,000	7,500	500	0.00%	7,500	7,500	17,500
141,845	200,900	59,055	Total Student Services	1,764,551	2,385,177	620,626	26.02%	1,772,835	1,910,685	2,590,898
			Public Service/Cont Ed							
27,184	54,307.37	27,124	Salary and Wages	308,124	607,412	299,288	49.27%	341,923	389,139	690,971
5,563	2,852.71	(2,710)	Employee Benefits	54,321	46,086	(8,235)	-17.87%	62,083	68,465	48,939
12,226	1,176.00	(11,050)	Contractual Services	42,024	17,706	(24,318)	-137.34%	40,915	48,925	17,712
19,964	8,459.78	(11,504)	General Materials and Supplies	83,034	92,863	9,829	10.58%	66,455	77,818	99,716
925	758.11	(167)	Travel and Meeting Expenses	3,685	9,633	5,948	61.74%	7,230	8,190	11,104
12,635	13,946.01	1,311	Fixed Charges	139,211	148,513	9,302	6.26%	172,522	216,091	162,927
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	500	500	0.00%	678	678	-
78,496	81,500	3,004	Total Public Service/ Cont Ed	630,400	922,713	292,313	31.68%	691,806	809,307	1,031,369
			Operations & Maintenance							
80,004	87,970.21	7,966	Salary and Wages	901,742	1,055,643	153,900	14.58%	1,060,232	1,176,619	1,187,598
27,973	28,600.14	627	Employee Benefits	292,722	314,601	21,879	6.95%	293,024	319,658	355,202
2,578	8,039.00	5,461	Contractual Services	242,198	281,487	39,288	13.96%	345,840	362,890	293,008
7,972	15,599.09	7,627	General Materials and Supplies	97,128	189,441	92,313	48.73%	183,873	192,287	213,004
-	25.00	25	Travel and Meeting Expenses	-	150	150	100.00%	324	324	150
11,132	16,953.18	5,821	Fixed Charges	153,424	37,374	(116,050)	-310.51%	31,786	105,530	38,125
98,414	95,741.25	(2,673)	Utilities	1,069,671	1,101,473	31,802	2.89%	887,482	1,126,806	1,200,915
-	-	-	Capital Outlay	-	111,663	111,663	100.00%	5,495	5,495	107,206
228,073	262,928	24,855	Total Operation and Maint	2,756,886	3,091,832	334,946	10.83%	2,808,055	3,290,610	3,395,208
			Institutional Support							
236,223	149,841.41	(86,382)	Salary and Wages	2,715,887	2,054,873	(661,013)	-32.17%	2,588,025	2,911,468	2,238,153
81,852	101,186.08	19,334	Employee Benefits	774,202	966,437	192,235	19.89%	668,701	880,322	1,067,623
26,780	72,309.90	45,530	Contractual Services	412,982	396,105	(16,878)	-4.26%	466,218	670,421	550,102
20,505	51,182.17	30,677	General Materials and Supplies	534,054	519,681	(14,373)	-2.77%	2,461,342	2,684,707	625,528
8,177	2,670.00	(5,507)	Travel and Meeting Expenses	39,296	41,334	2,038	4.93%	29,735	40,997	58,115
574	575.00	1	Fixed Charges	241,170	213,925	(27,245)	-12.74%	147,618	149,540	214,500
-	-	-	Capital Outlay	5,649	-	(5,649)	0.00%	1,416,836	1,339,474	-
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	1,502,017
991	-	(991)	Other	710,282	756,880	46,599	0.00%	523,409	543,861	-
375,102	377,765	2,662	Total Institutional Support	5,433,522	4,949,235	(484,286)	-9.79%	8,301,884	9,220,791	6,256,038
58,177	91,917	33,740	Scholarships, grants, waivers	2,481,527	1,083,584	(1,397,943)	-129.01%	592,046	588,356	1,205,000
1,842,031	1,859,598	17,477	Total Expenditures	26,795,984	27,031,482	235,498	0.87%	28,621,384	30,779,934	29,598,413
26,516	107,741	81,225	Transfers Out:	630,511	1,185,151	554,640	46.80%	680,723	1,528,661	1,292,892
(1,671,951)	(1,362,741)	(309,210)	Excess of Revenues over Expenditures & Transfers	4,344,361	1,904,888	2,439,672	128.09%	(972,049)	(4,254,498)	(1)

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,163,774.48	958,196.80	(205,577.68)	Salary and Wages	15,979,101.66	16,375,322.31	396,220.65
318,869.02	345,148.86	26,279.84	Employee Benefits	3,393,883.83	3,748,769.81	354,885.98
76,772.83	107,800.66	31,027.83	Contractual Services	1,113,921.01	1,133,304.39	19,383.38
68,601.49	180,180.79	111,579.30	General Materials and Supplies	1,349,169.82	1,964,917.25	615,747.43
16,132.74	28,918.17	12,785.43	Travel and Meeting Expenses	92,001.76	248,775.19	156,773.43
40,298.20	42,404.19	2,105.99	Fixed Charges	586,401.45	478,482.52	(107,918.93)
98,413.76	95,741.25	(2,672.51)	Utilities	1,069,671.18	1,101,473.00	31,801.82
-	9,200.00	9,200.00	Capital Outlay	13,024.00	131,973.06	118,949.06
-	-	-	Contingency Funds	-	-	-
991.36	-	(991.36)	Other Expenditures	717,281.70	764,880.28	47,598.58
1,783,853.88	1,767,590.72	(16,263.16)	Total	24,314,456.41	25,947,897.81	1,633,441.40

Lake Land College
FY2017 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$10,327,145	\$10,212,645	(\$114,500)	\$10,269,748	\$10,597,145	\$10,269,748	(\$327,397)
Salary and Wages - Acad. Support	\$415,162	\$909,145	\$493,984	\$1,008,467	\$440,162	\$1,008,467	\$568,305
Salary and Wages - Stud. Svcs	\$1,311,040	\$1,535,604	\$224,564	\$1,662,255	\$1,421,040	\$1,662,255	\$241,215
Salary and Wages - Public Svc.	\$308,124	\$607,412	\$299,288	\$690,971	\$343,124	\$690,971	\$347,847
Salary and Wages - Maintenance	\$901,743	\$1,055,643	\$153,900	\$1,187,598	\$993,743	\$1,187,598	\$193,855
Salary and Wages - Inst. Support	\$2,715,887	\$2,054,873	(\$661,013)	\$2,238,153	\$2,955,887	\$2,238,153	(\$717,734)
Total Salary and Wages	\$15,979,100	\$16,375,322	\$396,222	\$17,057,192	\$16,751,101	\$17,057,193	\$306,092

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,802,468	\$1,746,865	(\$55,602)	\$1,804,496	\$1,862,467	\$1,804,496	(\$57,971)
Employee Benefits - Acad. Support	\$106,489	\$207,066	\$100,577	\$228,984	\$115,489	\$228,984	\$113,495
Employee Benefits - Stud. Svcs	\$363,682	\$467,715	\$104,033	\$512,886	\$397,182	\$512,886	\$115,704
Employee Benefits - Public Svc.	\$54,321	\$46,086	(\$8,235)	\$48,939	\$60,322	\$48,939	(\$11,383)
Employee Benefits - Maintenance	\$292,722	\$314,601	\$21,879	\$355,202	\$322,720	\$355,202	\$32,482
Employee Benefits - Inst. Support	\$774,202	\$966,437	\$192,235	\$1,067,623	\$855,202	\$1,067,623	\$212,421
Total Employee Benefits	\$3,393,884	\$3,748,770	\$354,886	\$4,018,130	\$3,613,382	\$4,018,129	\$404,747

MEMO

TO: Lake Land College Board of Trustees

FROM: Jacqueline S. Joines, CFRE - Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: July 5, 2017

RE: Gift of Equipment - Dental Hygiene Lab

The Lake Land College Foundation received a gift from Heartland Dental, Inc. that provided for an upgrade of facilities and equipment for Northwest Building Room 114, the Dental Hygiene Lab. Heartland Dental, Inc. made the upgrade possible through a cash gift and through their purchasing power and discount from their vendors for a total impact of \$850,000.

I respectfully request the Board of Trustees move to accept the equipment and educational resources purchased through this gift from Heartland Dental, Inc. and provided to the College by the Lake Land College Foundation.

MEMO

TO: Josh Bullock, President
FROM: Karla A Hardiek, Division Chair Allied Health/ Nursing Instructor
CC: Jon Althaus, Vice President for Academic Services
DATE: June 22, 2017
RE: Birthing Simulator Bid

Attached is a bid tabulation sheet detailing bid information for a birthing simulator to be used by the Allied Health Division in the nursing and emergency medical services departments. The supplier submitting a bid to specifications was Gaumard Scientific Company for the amount of \$22,679.00.

This was the only supplier identified who was able to meet bid specifications and, therefore, qualified to submit a bid.

We respectfully request Board of Trustees approval of the bid for this equipment at their regularly scheduled meeting on July 10, 2017.

LAKE LAND
COLLEGE
BID TABULATION

5001 Lake Land Boulevard
Mattoon, Illinois 61938

Birthing Simulator
Project No. 2017-007
BID DATE: June 15, 2017 - 2:00 PM

CONTRACTOR	Base Bid								
Gaumard Scientific Co., Inc. Sarasota, Florida	\$22,679								

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services

CC:

DATE: June 27, 2017

RE: Approval of Bid for Preventive Maintenance and Air Filter Replacement

Preventive maintenance is an important part of facilities management, and is essential for the continued performance and safety of the college's heating, air-conditioning and ventilation equipment, and helps to improve equipment life and avoid unplanned maintenance costs.

Changing air filters provides several benefits in addition to maintaining healthy air quality, such as extending the life of the HVAC units, and helping to keep energy costs down.

Lake Land College solicited bids for Preventive Maintenance and Air Filter Replacement. Work will include cleaning of equipment, providing and installation of filters, parts, fittings, and any other accessories required to provide complete Mechanical Equipment Preventive Maintenance and Air Filter Replacement for the college HVAC systems.

The Base Bid is for (four) four complete filter changes and the accompanying preventive maintenance.

Sycamore Engineering, Inc., of Terre Haute, Indiana was the low bidder for the work with a bid of \$41,950.

I recommend the Trustees approve the bid from Sycamore Engineering, Inc. for the amount of \$41,950.00 for Preventive Maintenance and Air Filter Replacement. I am available should you have any questions or concerns.

Attachment

LAKE LAND COLLEGE BID TABULATION

5001 Lake Land Boulevard
Mattoon, Illinois 61938

Mechanical Equipment Preventive Maintenance and Air Filter Replacement


Project No. 2017-008

BID DATE: June 22, 2017 - 2:00 PM

CONTRACTOR	Base Bid								
Reliable Plumbing and Heating Company Champaign, Illinois	\$49,000								
Sycamore Engineering, Inc. Terre Haute, Indiana	\$41,950								
Industrial Mechanical Mattoon, Illinois	\$70,691								

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: June 28, 2017

Re: Property and Casualty Insurance Consultant/Broker of Record

Given the expiration of the current property and casualty insurance consultant contract with Bushue Human Resources, the college has embarked on a bid process to conclude with a new contract for these services. This solicitation process included public bidding and then face to face presentations by the vendors to Lake Land College staff on the details of their respective proposal.

Below is a listing of the firms who submitted proposals:


<u>Firm Name</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Bushue Human Resources *Assumes functioning as consultant only – commissions would remain in premium cost	\$4,990	\$5,015	\$5,040
Dimond Bros. Insurance *Assumes functioning as consultant through April 15, 2018. Becomes Broker of Record upon new policy/policy renewal date (April 16, 2018)	\$15,625	\$25,000	\$25,000
First Mid Insurance Group *Assumes functioning as Broker of Record beginning immediately **Fee for consultant services only would be \$10,000/year.	\$35,000	\$35,000	\$35,000
Alliant Mesirow Insurance Services *Assumes functioning as Broker of Record beginning immediately	\$29,500	\$29,500	\$29,500
J.W. Terrill *Assumes functioning as Broker of Record beginning immediately	\$45,000	\$45,000	\$45,000

By having the consultant also serve as the college's Broker of Record, Lake Land should be able to reduce its premium costs substantially by having commissions removed from the annual premiums.

I recommend the Board of Trustees approve a three year property and casualty contract for Dimond Bros. Insurance to serve as the college's consultant/broker of record.

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: June 28, 2017

Re: City of Paris Lease for Plastics Injection Molding Program

Lake Land College is entering into an innovative public/private partnership with the City of Paris and North American Lighting (NAL) to establish a certificate program in Plastics Injection Molding. NAL is providing equipment, technical expertise, and materials to keep the equipment operational. Lake Land College is developing and providing curriculum and faculty and the City of Paris is providing leased space to Lake Land College at a reduced rate to make this partnership viable. This program will develop graduates for employers across the area, not just NAL, with entry-level skills to serve as molding technicians in organizations manufacturing press-molded plastic components or products.

The details of the lease with the City of Paris are a 3-year lease, beginning August 1, 2017, with two 1-year renewals at a rate of \$350/month. The space we are leasing is within the former high school in Paris, Illinois.

I recommend the Trustees approve this lease of space with the City of Paris so the College can initiate this public/private partnership to establish a certificate program in Plastics Injection Molding.

Attachments

LEASE

This Lease made and entered into this 1st day of August, 2017, by and between the City of Paris (hereinafter "Lessor") and Lake Land College (hereinafter "Lessee"), WITNESSETH:

In consideration of the rents, covenants, conditions and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **PREMISES:**

Lessor hereby leases, demises and lets unto Lessee, and Lessee does hereby lease and rent from Lessor, on the terms, agreements, covenants and conditions hereinafter set forth, the following described premises:

The former auto-shop, adjacent classroom and common area containing the restrooms located within the former Industrial Arts Building at the old Paris High School located at 314 South Central Avenue, Paris, Illinois

(hereinafter sometimes the "premises" or the "demised premises").

2. **LEASE TERM:**

a. The initial term of this Lease shall be for a period of three (3) years, commencing on the 1st day of August, 2017, and expiring on the 31st day of July, 2020, without notice by either Lessor or Lessee, any custom, usage, practice, law, statute or ordinance to the contrary notwithstanding.

b. Lessor may, at Lessor's sole discretion, grant to Lessee the option to renew this Lease at the conclusion of the initial term for a period of one (1) year, commencing on the 1st day of August, 2020, and expiring on the 31st day of July, 2021, upon the same terms, agreements, covenants, and conditions as contained herein. Thereafter, the Lessor may, at the Lessor's sole discretion, continue to grant the Lessee the option to renew this Lease at the conclusion of the optional term for a period of one (1) year, commencing on the 1st day of August, 2021, and expiring on the 31st day of July, 2022, upon the same terms, agreements, covenants and condition as contained herein.

c. Either Party may terminate this Lease by providing the other Party with a written notice of termination on or before June 1st of the termination year.

3. RENT:

Rent for the three (3) year term of this Lease shall be Three Hundred Fifty and 00/100 Dollars (\$350.00) per month, which rent shall be paid in advance on or before the first day of the term, by check payable to the order of Lessor at City Hall, 206 South Central Avenue, Paris, IL 61944, or at such other address as Lessor may designate.

4. LESSEE'S USE OF THE PREMISES:

During the initial term of this Lease and any renewal term, Lessee shall use the demised premises for community college classrooms, office space, and related uses, and shall comply with all applicable laws and ordinances of all governmental authorities having jurisdiction thereof

5. UTILITIES:

During the initial term of this Lease and any renewal term hereof, Lessee agrees to pay all utility costs for electricity, water and sewage, trash removal and all other utilities or services used by Lessee.

6. MAINTENANCE, REPAIRS AND IMPROVEMENTS:

a. **Maintenance.** Lessee agrees to keep and maintain the demised premises in a clean, neat, safe and orderly condition. All maintenance and repairs shall be the responsibility of the Lessor and this shall include the parking lot, lawn care, and snow removal.

b. **Improvements.** Lessee shall not make, or suffer to be made, any alterations, repairs or improvements to the demised premises, without first obtaining the signed, written consent of Lessor. Lessee agrees to keep the demised premises free and clear of any and all liens arising out of any work performed or material furnished to or by, or obligations incurred by Lessee. If Lessee or its agents, servants, guests, invitees, patrons or employees damage the demised premises or any of the common areas, Lessee agrees to immediately repair the same.

7. TRADE FIXTURES:

Lessee shall have the right to install and maintain in and on the demised premises such trade fixtures and other equipment as it shall deem necessary to the conduct of its business, all of which shall remain the property of Lessee and may be removed by Lessee at any time.

8. **INSURANCE:**

- a. **Fire and Extended Coverage.** Lessor shall be responsible for maintaining fire and extended coverage insurance on the demised premises, in policy limits it deems appropriate, and Lessee shall have no responsibility as to such insurance. Lessee shall maintain fire and extended coverage insurance on its contents located in or upon the demised premises, and Lessor shall have no responsibility as to such insurance or damage or loss that may occur thereto.
- b. **Liability Insurance.** During the term hereof Lessee agrees to obtain and maintain liability insurance covering the use and ownership of the demised premises. Lessee agrees that said liability insurance shall be in amounts of not less than \$1,000,000 per person, and \$2,000,000 for each occurrence in the aggregate for bodily injury, and \$100,000 property damage. Such policies shall name Lessee, Lessor, Lessor's successors and assigns and Lessor's mortgagees, if any, as insureds thereunder.
- c. **Insurance Policies.** Lessee agrees to pay all insurance premiums on the policies it is herein required to maintain hereunder, when due and prior to delinquency, and upon request, to furnish Lessor with a copy of such insurance policies, together with certifications by the insurers that said policies are in full force and effect. All such policies shall contain a provision that no termination of the coverage or change of policy shall be effective without first giving Lessor thirty (30) days advance notice.
- d. **Cross Waivers of Subrogation.** Lessor hereby releases Lessee, and Lessee hereby releases Lessor, said release to apply and extend to each party's successors and assigns, from and against any and all claims, demands, liabilities or obligations whatsoever for damage to the property or loss of rents or profits of either releasing party, resulting from or in any way connected with any fire, accident, or other casualty on the demised premises, whether or not such fire, accident or other casualty shall have been caused by the negligence or contributory negligence of either party, or any successor or assignee of either of them, or by any agent, associate or employee of either of them, if such damage or loss results from a peril insured against under any insurance contract which at the time of such damage or loss does not prohibit waiver of subrogation rights prior to a loss thereunder.

9. **LOSS AND INDEMNITY:**

Lessee covenants and agrees to defend, indemnify and hold Lessor harmless of and from any all losses, liabilities, damages, injuries, claims, demands, suits, actions and causes of action, whether for personal injury or property damage, costs and expenses of every kind, nature and description, whether or not covered by insurance, including legal fees and defense costs of Lessee and Lessee's employees, agents, guests, customers and invitees, suffered in, upon or about the demised premises, or arising out of or relating in any way to Lessee's or Lessee's employee's, agent's, negligent use, operation of or presence in or on the demised premises during the term of this Lease.

Lessor covenants and agrees to defend, indemnify and hold Lessee harmless of and from any all losses, liabilities, damages, injuries, claims, demands, suits, actions and causes of action, whether for personal injury or property damage, costs and expenses of every kind, nature and description, whether or not covered by insurance, including legal fees and defense costs of Lessor and Lessor's employees, agents, guests, customers and invitees, arising out of or relating in any way to Lessor's or Lessor's employee's, agent's, negligent, reckless or intentional misconduct during the term of this Lease.

10. CASUALTY:

In the event the demised premises shall be damaged by fire, flood, windstorm, earthquake or any other casualty to such an extent that the premises cannot be restored to as good a condition as it was prior to such damage within ninety (90) days thereafter, either Lessor or Lessee shall have the right to cancel and terminate this Lease, in which event rents shall be adjusted as of the date of the damage or destruction; and if neither party exercises such right to cancel this Lease within thirty (30) days after such damage, or such repairs can be made within a period of ninety (90) days, Lessor agrees to repair the demised premises with due diligence, and until such repairs are completed, all rentals payable hereunder shall abate, unless Lessee shall continue to use at least fifty percent (50%) of the floor area of the demised premises, in which event the rental shall be reduced to an amount proportionate to the undamaged floor space used by Lessee during such repair period.

11. LESSEE'S BREACH OF COVENANT:

- a. In the event Lessee shall fail to pay the rent as herein provided when it becomes due and/or shall fail to perform any of the covenants and agreements of this Lease, the performance of which is herein required of Lessee, then the Lessee shall be in breach of this Lease and Lessor, in addition to whatever other rights against Lessee it may have, shall have the right to demand the remedying of said breach or breaches by serving written notice on Lessee, and if at the expiration of five (5) days from the service of

said notice, Lessee has not remedied said breach or breaches, then Lessor shall have the right to re-enter the demised premises, repossess the said premises, evict Lessee and/or others therein, remove and/or distrain the property of Lessee therein, and in the discretion of Lessor, re-let the demised premises. Lessor shall have all other rights and remedies as may be available at law or in equity, including specific performance. Repossession made by Lessor as provided in this paragraph shall not relieve Lessee from the payment of rent during the unexpired portion of the term of this Lease; but in the event Lessor re-lets the demised premises after such repossession and prior to the expiration of this Lease, Lessee's liability for rent shall be credited with all rent received by Lessor from said re-letting from the time of re-letting to the expiration of this Lease, except Lessee shall receive no surplus over and above its liability for rent. Waiver by Lessor of any breach of this Lease, whether in a single instance or repeatedly, shall not be construed as a waiver of its rights under this Lease because of similar or additional breaches. Further, such waiver shall not in any manner be construed as a waiver by Lessor of Lessee's obligation to strictly adhere to the terms and conditions of this Lease, nor as a waiver of any claim for damages or other remedy by reason of such breach.

- b. In the event Lessor shall fail to perform any of the covenants and agreements of this Lease, the performance of which is herein required of Lessor, then Lessor shall be in breach of this Lease and the Lessee, in addition to whatever other rights against Lessor it may have, shall have the right to demand the remedying of said breach or breaches by serving written notice on Lessor, and if at the expiration of five (5) days from the service of said notice, Lessor has not remedied said breach or breaches, then Lessee shall have the right to terminate this Lease. Lessee shall have all other rights and remedies as may be available at law or in equity.

12. HAZARDOUS SUBSTANCES:

Lessee represents and warrants that it will not keep, dispose of or release any "Hazardous Substance" (as hereinafter defined) upon, in or at the demised premises. Nor will it keep, dispose of or release any asbestos, polychlorinated biphenyls (PCB's), lead base paints or petroleum products, including crude oil, or any fraction of it, and any natural gas, natural gas liquids, synthetic gas, and liquefied natural gas on the premises, except in accordance with applicable law. For purpose of this paragraph 16, the term "Hazardous Substance" means any substance which is a hazardous

substance as defined by the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, and amendments thereto.

13. RULES OF PUBLIC OFFICERS:

Lessee agrees to comply with the rules, regulations, orders, laws, statutes and ordinances of the duly constituted public authorities governing the use and occupancy of the demised premises. Lessee agrees, at its expense, to obtain any license, permit or approval required for Lessee's occupancy and use of the demised premises.

14. ATTORNEYS' FEES:

Breach of this Lease, or any extension or renewal thereof by either Party shall entitle the other Party to claim and recover as damages all reasonable costs, attorneys' fees and expenses incurred in connection with the enforcement of this Lease.

15. INSPECTION BY LESSOR:

Lessor and Lessor's designees, agents, representatives, servants and employees shall have the right to enter the demised premises at all reasonable times to inspect and examine the demised premises and to make repairs for the preservation or maintenance of the demised premises which Lessee has failed to make.

16. INSPECTION BY LESSEE/SURRENDER:

a. Lessee, prior to taking possession of the premises, shall be satisfied with the condition thereof, and the taking of possession shall be conclusive evidence against Lessee that the premises were in satisfactory condition when Lessee took possession.

b. Lessee shall quit and surrender the demised premises at the end of the term hereof or any renewal thereof, in a clean and good condition, normal wear and tear excepted. Should Lessee fail to vacate the premises at the termination of this Lease, either at the end of a term or upon prior termination, the maximum charge permitted by law shall be due and payable to Lessor for every day, or fraction of each day, past the termination date.

17. SUBLET AND ASSIGNMENT:

This Lease may not be assigned, nor the demised property sublet or assigned in whole or in part by the Lessee without first receiving the signed written consent of Lessor.

18. TIME OF THE ESSENCE:

The time for performance of the obligations of the parties is of the essence of this Lease.

19. SUCCESSION OF OBLIGATIONS:

The covenants and agreements contained herein shall be obligatory upon and inure to the benefit of the parties hereto and their respective successors and assigns; provided that nothing herein contained shall permit the Lessee to assign this Lease without the prior written consent of Lessor.

20. CHOICE OF LAW & SEVERABILITY:

This Lease shall be construed pursuant to the laws of the State of Illinois. If any portion or section of this Lease should be determined illegal, invalid or unenforceable by a court of competent jurisdiction, said determination shall not effect or abrogate the remainder of this Lease, which shall remain in full force and effect.

21. NOTICES:

Notices here under shall be in writing and, except as otherwise herein provided, shall be effective upon hand delivery thereof, or by mailing thereof by Certified Mail, Return Receipt Requested, postage prepaid, addressed as follows:

LESSOR:

City of Paris
206 South Central Avenue
Paris, IL 61944

LESSEE:

Lake Land Community College
5001 Lake Land Blvd.
Mattoon, IL 61938

or at such other address as may from time to time be designated by either party by like notice to the other party.

IN WITNESS WHEREOF, the parties have hereto signed and sealed the foregoing Lease on the day and year first written above.

LESSOR:

CITY OF PARIS

LESSEE:

BOARD OF TRUSTEES,
LAKE LAND COMMUNITY COLLEGE

By:



Its Mayor

By:

Its Chairperson

ATTEST:

ATTEST:



Its City Clerk


Its

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
DATE: June 27, 2017
RE: Continued Employment of Grant Funded Employees

I respectfully request the Lake Land College Board of Trustees approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of Lake Land College. When and if contracts are received for these grants, I also request the authorization to rescind these termination notices and reemploy affected personnel. Although this is a practice we regret having to enact, we feel it is in the college's best interest based on the uncertain financial conditions.

MEMO

TO: Dr. Jonathan Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

CC:

DATE: June 21, 2017

RE: Surplus Equipment


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

- 1 – Vantage Electric Van, Long bed, 2 seats – VIN 1V9E2SPA08C113189
- 1 – Vantage Vango PMXi, 7 passenger- 5 speed – VIN LFBJBBB175JA00006
- 1 – Vantage Van Electric– Panel side, 7 passenger – VIN 1V9C5SPA59C113267
- 1 – Metro Microvan – gas, 7 passenger 5 speed – VIN KNAAN8D12K422298

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

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

MEMO

TO: Dr. Jonathan Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

CC:

DATE: June 26, 2017

RE: Dental Surplus Equipment

Below are items that have become surplus. These items were replaced with new by Heartland Dental:

- 15 – Adec Assistant chairs
- 14 – Adec task chairs
- 13 – Adec Dental Units
- 2 – Gendex Xray units

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

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BOARD OF TRUSTEES OF LAKE LAND COLLEGE DISTRICT NO. 517
AND
BOARD OF TRUSTEES OF BLACK HAWK COMMUNITY COLLEGE DISTRICT NO. 503**

This Agreement is made and entered into this 14th day of June, 2017, by and between the Board of Trustees of Lake Land College No. 517, Mattoon, Illinois ("Lake Land") and the Board of Trustees of Black Hawk College District No. 503, Moline, Illinois, ("Black Hawk") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the Public Community College Act.

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

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

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

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

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

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

Section 1 Incorporation of the Preamble Recitals

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

Section 2 Authorization to Offer Programs

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

Section 3 Description of Programs to be Offered

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

Kewanee Life Skills Re-Entry Center:

- Commercial Custodial Maintenance
- Restaurant Management
- Any other such program requested by IDOC during the term of this agreement.

East Moline Correctional Center:

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

Section 4 Term of Agreement

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

Section 5 Early Termination

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

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

Section 6 Required Filings

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

Section 7 Miscellaneous Provisions

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

If to LAKE LAND COLLEGE:
Dr. James R. Hull
Vice President for Work Force
Solutions in Community Education
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938
Jhull17327@lakelandcollege.edu

If to BLACK HAWK COLLEGE:
Mr. Steven Frommelt
Vice President for Finance and
Administration
Black Hawk College
6600 34th Avenue
Moline, IL 61265
frommelts@bhc.edu

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

with a copy to counsel:
Matt Pappas
Pappas O'Connor, P.C.
1617 Second Avenue, Suite 300
Rock Island, IL 61201
mpappas@pappasoconnor.com

B. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless in writing and approved by the Parties' respective governing boards.

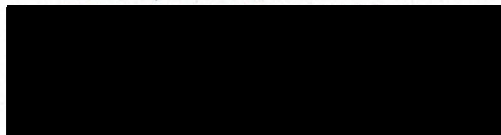
C. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

D. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument.

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

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

**Board of Trustees
Black Hawk College
District No. 503
Moline, Illinois**



Dave Storm, Chairperson

Richard R. Fiems, Chairperson

Ann Deters, Secretary



Tim A. Black, Secretary

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
July 10, 2017**

The following employees have a family medical eligible event

Iverson, Mary Beth	FMLA	06/22/2017
Meek, Marlene	FMLA	06/26/2017

Additional Appointments

The following employee is recommended for an additional appointment

	Position	Effective Date
Part-time		
Black, Kathy	CBI Leadership Instructor Primary Position is Division Chair Bus/Bus Instr	06/12/2017

End Additional Appointments

The following employee is ending their additional appointment

	Position	Effective Date
Part-time		
Shook, Ciara	Pathways Substitute Instructor	05/22/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time, Grant Funded		
Ward, Tania	TRIO Student Support Services Advising Counselor (PT to FT status)	07/11/2017
Part-time		
Barnes, Jeff	Dual Credit Coordinator	05/15/2017
Foreman, Ashley	Special Needs Note Taker	06/05/2017
Huelsbusch, Ryan	Special Needs Note Taker	06/05/2017
Oakley, Mahayla	Special Needs Note Taker	06/05/2017
Part-time - Grant Funded		
Wild, Shirley	Adjunct DOC College Funded Instructor	06/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Guyette, Phyllis	Custodian - Retiree	06/30/2017
Nolen, Viola	Corr Ofc Asst-Big Muddy CC	07/07/2017

Part-time

Brandenburg, Zach	Perkins Student Worker - Business	05/12/2017
Bulthouse, Jessica	Adj Faculty Social Science	05/27/2016
Burton, Marie	Adult Education Instructor	05/04/2017
Diltz, Emma	Marketing & PR Intern	06/05/2017
Estacio, Estiven	Print Shop Student Asst	06/15/2017
Fitzgerald, Andrew	Perkins Stu Wrkr - Technology	06/01/2017
Fox, Darrell	Tutor - Associate-Lrng Asst	12/31/2016
Gipson, Christian	Perkins Student Worker - Business	05/12/2017
Johnston, Kaylee	Counseling - Student Worker	05/12/2017
Kamidi, Gloria	International Stu Ambassador	06/01/2017
Kettleson, Joshua	Adj Faculty Business	05/12/2017
Lester, Jenna	Talent Search Tutor - Bachelor	06/15/2017
Musselwhite, Justin	Adult Education Instructor	06/27/2017
Musselwhite, Tiffany	Adult Education Instructor	05/03/2017
Overstreet, Janna	Adj Faculty Social Science	05/27/2016
Page, Hariam	Adj Faculty Technology	05/26/2017
Prusacki, Dana	Adj Doc College Funded Instr	05/01/2016
Rau, Christian	Kluthe Test Proctor	05/10/2017
Shawron, Mary	Marketing & PR Intern	06/05/2017
Sowa, Cathy	Microcomputer Support Specialist	05/15/2017
Thompson, Lowell	Groundskeeper	05/26/2017
Walk, Aaron	Adj Faculty Social Science	05/27/2016

College Work Study's

Bishop, Octazia	College Work Study Counseling	05/12/2017
Deters, Derrick	College Work Study Physical Plant	02/17/2017

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Miller, Theodore	Custodian - First Shift Transferring From 2 nd Shift Custodian	07/01/2017