

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

July 16, 2018

Regular Meeting No. 619

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



Regular Meeting No. 619
Monday, July 16, 2018, 6:00 p.m.
Webb Hall 081, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of June 11, 2018, Regular Meeting.
2. Approval of Minutes of June 11, 2018, Closed Session.
3. Approval of Agenda of July 16, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
5. Destruction of Tape Recording of January 12, 2017, Closed Session.

II. Public Hearing on Fiscal Year 2019 Operating Budget.

III. Hearing of Citizens, Faculty and Staff.

IV. Committee Reports.

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

V. Business Items.

A. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 0718-001 to Adopt Fiscal Year 2019 Operating Budget.	27
2. Approval of ICCB Program Review Report.	28
3. Acceptance of Reporting of May 2018 Financial Statements.	29-35
4. Approval of Continued Employment of Grant-Funded Employees (Non-Faculty).	36
5. Acceptance of FY19 Cooperative Work Study Program Grant Award.	37
6. Approval of Addendum to Intergovernmental Agreement with Black Hawk Community College District No. 503 for Educational Services with IDOC.	38-39
7. Approval of MOU with Lake Land College Paraprofessionals Union for Clarification of Wage Rates.	40-41
8. 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 appointment, employment or compensation of specific employees.	

[Return to Open Session - Roll Call]

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| 9. Appointment of Dean for Guided Pathways for Student Success as Discussed in Closed Session. | |
| 10. Approval of Human Resources Report as Discussed in Closed Session. | 42-46 |

B. Non-Action Items.

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| 1. 2017-2018 Athletic Accomplishments. | 47-49 |
| 2. Department Update – Campus Police. | |
| 3. Summer 2018 Enrollment Report. | |
| 4. Calendar of Events. | 50-51 |
| 5. Correspondence. | 52 |

VI. Other Business. (Non-action)

VII. Adjournment.

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



Regular Board Meeting No. 618
Webb Hall, Room 081, Mattoon, IL
June 11, 2018

Minutes

Call to Order.

Vice Chair Reynolds, in the absence of Chair Storm, called the June 11, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

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

Trustees Absent: Mr. Bruce Owen and Mr. Dave 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. Jim Hull, Vice President for Workforce Solutions and Community Education; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Approval of Consent Items.

Trustee Deters moved and Trustee Steward seconded to approve the following consent items:

1. Approval of Minutes of May 14, 2018, Regular Meeting.
2. Approval of Minutes of May 14, 2018, Board Retreat.
3. Approval of Minutes of May 14, 2018, Closed Session.
4. Approval of Agenda of June 11, 2018, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

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

Education Fund	\$	452,432.04
Building Fund	\$	42,429.94
Site & Construction Fund	\$	63,569.77
Bond & Interest Fund	\$	109,842.05
Auxiliary Services Fund	\$	25,806.99
Restricted Purposes Fund	\$	441,256.19
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	230,333.88
Student Accts Receivables	\$	11,124.81
Total	\$	1,376,795.67

For details of bills refer to:

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

6. Destruction of Tape Recording of December 12, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted events and awards ceremonies from the recent ICCTA Annual Convention. He congratulated Lake Land College staff or alumni who received various ICCTA awards.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda.

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Finance.

Trustee Deters, Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda.

Buildings & Site.

Vice Chair Reynolds, on behalf of Committee Chair Owen, said the Committee had not met since the last regular Board meeting and she had no report at this time.

Student Report.

Student Trustee Philpot updated the Board on information she learned while recently attending the ICCB-Student Advisory Committee leadership training and she highlighted upcoming Laker Visit Days in which student ambassadors will assist with tours and campus visits.

President's Report.

Dr. Bullock said:

- At the June 1, 2018, ICCTA conference, Trustee Doris Reynolds was honored for 25 years of service as a Trustee at Lake Land College. On behalf of the entire Lake Land family he thanked Trustee Reynolds for her service to our College!
- The new Lake Land College marquee sign was installed last week and is in the same location as the prior lighted sign. The sign was set back 130 feet from the center of the highway in accordance with the state of Illinois right-of-way. Over the next several weeks the College will be removing and trimming trees to enhance visibility of the sign.
- Over the past month the College has not received any additional FY18 credit hour reimbursement or equalization payments from the State of Illinois.
- For FY 2018, we have received 30.0% of the invoiced funds for the Illinois Department of Corrections (paid through October) and 62.3% of the invoiced funds for the Illinois Department of Juvenile Justice programs (paid through January).
- Trustees Doris Reynolds and Mike Sullivan were both recently honored as members of the Top 50 most influential people in Lake Land's 50 year history. Dr. Tina Stovall, Vice President for Student Services, also received this honor. Congratulations to all of those nominated and recognized.

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Business Items.

Non-action Items.

Presentation of FY 2019 Budget.

Trustees reviewed the proposed FY 2019 Budget Book and heard a presentation from Mr. Gleckler regarding the FY 2019 Budget. Mr. Gleckler and President Bullock answered various questions by Trustees. Dr. Bullock said approval of the FY 2019 Budget will be requested during the July 16, 2018, regular Board meeting, and that the proposed FY 2019 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

Trustee Deters said the Finance Committee met recently for an in-depth review of this agenda item. She said the Committee's consensus was to recommend to the Board approval of the FY 2019 Budget.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed two items of correspondence.

Action Items.

Approval of Organizational Charts.

Trustees reviewed proposed organizational charts for each unit of the College. Dr. Bullock said all key changes had been discussed with the Board during the May 14, 2018, Board meetings, and he highlighted key changes related to the position of Dean for Guided Pathways. He also said that the proposed organizational charts do not yet include a new position related to data analytics but partial-year funding for some type of data analytics position is built into the proposed FY 2019 budget.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the organizational charts.

Trustee Sullivan moved and Trustee Steward seconded to approve as presented the organizational charts effective July 1, 2018.

There was no further discussion.

Roll Call Vote:

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

Approval of Revisions to Board Policy 07.17.01 – *Incomplete Grade*.

Trustees reviewed a memorandum from Dr. Tina Stovall, Vice President for Student Services, regarding proposed revisions to the above-referenced Policy. Dr. Bullock said recommended changes were submitted as first reading for Board consideration during the May 2018 regular meeting and that the administration has received no additional comments or requests for changes.

Trustee Deters moved and Trustee Cadwell seconded to approve as presented proposed revisions to Board Policy 07.17.01 – *Incomplete Grade*.

There was no further discussion.

Roll Call Vote:

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

Adoption of New Board Policy 06.16.01 – *Credit for Military Experience*.

Trustees heard a recommendation from Dr. Stovall for the adoption of the above-referenced Policy to address Public Act 100-0195 – Educational Credit for Military Experience Act requiring that each Illinois institution of higher education adopt a policy regarding its awarding of academic credit for military training. Dr. Stovall said the proposed new language describes the College's current practices for awarding academic credit for military experience which, in accordance with PA 100-0195, must now be adopted as College policy. Dr. Stovall also requested that the Board waive first reading and adopt the new policy at the June 11, 2018, regular Board meeting for submission to the Illinois Community College Board in advance of the June 30, 2018, requested submission date.

Trustee Sullivan moved and Trustee Deters seconded to adopt as presented new Board Policy 06.16.01 – *Credit for Military Experience*.

There was no further discussion.

Roll Call Vote:

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

Acceptance of Reporting of April 2018 Financial Statements.

Trustees reviewed the April 2018 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This

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information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts and a salary and benefits summary. Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2018.

Trustee Deters said the Finance Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the financial statements.

Trustee Deters moved and Trustee Steward seconded to approve the April 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

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 Sullivan moved and Student Trustee Philpot seconded to delegate authority to the College President to enter into contracts or agreements during FY 2019 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, Reynolds, Steward and Sullivan. No: None.

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Two Lease Renewal Agreements.

Trustees reviewed a memorandum from Mr. Gleckler regarding his recommendation to approve agreements to renew two leases for another year. Mr. Gleckler said the lease agreements are with LWIA and LWIA 23/CEFS for program operations located at the Workforce Development Center (sub-leases). Trustees reviewed the proposed lease renewal agreements.

Trustee Steward moved and Trustee Cadwell seconded to approve two lease renewal agreements as presented between the College and Local Workforce Investment Board and

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LWIA 23/CEFS Economic Development Corporation for the period July 1, 2018, through June 30, 2019.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Caterer List.

Trustees reviewed a memorandum from Ms. Chris Kramer, Director of Auxiliary Services, requesting that the Board authorize nine caterers to do business with the College during the next fiscal year. Mr. Gleckler presented on this recommendation.

Trustee Sullivan moved and Student Trustee Philpot seconded to approve the list of nine caterers as follows to authorize each caterer to do business with the College in the next fiscal year:

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

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of RAMP Document.

Trustees reviewed the proposed FY 2020 Resource Allocation Management Plan (RAMP) document and heard a recommendation from Mr. Gleckler for the Board to approve this document for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. He said the project narrative states this includes: "Rehabilitation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall and Child Care Lab." Please note that the Rural Development Technology Building has been removed per Mr. Gleckler's discussion with a representative at ICCB who has confirmed this project is already on the list maintained at ICCB since it was approved and appropriated in 2010. Mr. Gleckler said if the Renovation of Existing

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Buildings Project would be approved and appropriated, the total local match for the project would be at least \$9,781,400.

Trustee Cadwell moved and Trustee Deters seconded to approve as presented the FY 2020 RAMP document for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

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

Trustees heard recommendations from Dr. Bullock and Mr. Gleckler for a 4.0% base salary adjustments for administrative, supervisory and support employees, excluding correctional centers. Mr. Gleckler said the recommendation is consistent with what was agreed upon with the College's collective bargaining groups, with the formula for the increase being based upon a percentage of state funding the College receives for credit hour reimbursement, equalization and supplemental funding compared to FY 2015 levels into the College's operating fund. Dr. Bullock and Mr. Gleckler also provided a recommendation that administrative, supervisory and support staff impacted by the new salary guidelines and Hay structure changes recently discussed with the Board be brought up to their targeted salary levels effective July 1, 2018, with the impact of these increases accounted for in the FY 2019 Budget.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the base salary increase of 4.0% for FY 2019 for administrative, supervisory and support employees, excluding correctional center employees, and the adjustments for those staff impacted by the salary guideline changes effective July 1, 2018.

Trustee Sullivan moved and Trustee Steward seconded to approve a base salary increase of 4.0% for FY 2019 for administrative, supervisory and support employees, excluding correctional center employees, and the adjustments for those staff impacted by the salary guideline changes effective July 1, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

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Approval of Resolution No. 0618-014 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.

Trustee Deters said the Finance Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of Resolution No. 0618-014.

Trustee Steward moved and Student Trustee Philpot seconded to approve as presented Resolution No. 0618-014 authorizing the Treasurer to transfer up to \$5,000,000 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 2018 Department of Corrections contractual payments. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Resolution No. 0618-015 to Authorize Treasurer to Transfer Interest Earned from Working Cash.

Trustees reviewed the above-referenced Resolution.

Trustee Deters said the Finance Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of Resolution No. 0618-015.

Trustee Sullivan moved and Trustee Steward seconded to approve as presented Resolution No. 0618-015 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, Section 805/3-33. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

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Approval of Resolution No. 0618-016 to Authorize Treasure to Invest Funds.

Trustees reviewed the above-referenced Resolution and heard a request from Dr. Bullock to approve this Resolution.

Trustee Deters moved and Student Trustee Philpot seconded to approve as presented Resolution No. 0618-016 to authorize the College Treasurer to invest funds. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Resolution No. 0618-017 Ascertaining the Prevailing Wage Rates.

Trustees reviewed the above-referenced Resolution and heard a recommendation from Mr. Gleckler to approve this Resolution as it is a legal requirement of all public bodies to ascertain the prevailing wage rates applicable to each type of trade or labor engaged in construction, remodeling or other public works at the College. Mr. Gleckler said the schedule of wage rates, effective September 1, 2017, is determined by the Illinois Department of Labor.

Trustee Deters said the Finance Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of Resolution No. 0618-017.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented Resolution No. 0618-017 to ascertain prevailing wage rates for the coming year. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Resolution No. 0618-018 Providing for the Issue of Not to Exceed \$17,000,000 General Obligation Community College Bonds, Series 2018B, for the Purpose of Paying Claims against the Community College District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof.

Trustees reviewed the above-referenced Resolution and Trustees heard a recommendation from Mr. Gleckler to approve this Resolution. Mr. Gleckler said this is the final step required by

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the Board for the issuance of up to \$17,000,000 in bonds to fund the renovation/construction of the Board and Administration Center and the Luther Student Center. He said a public hearing was held during the May 2018 regular Board meeting, all required public notifications have been issued, and the administration has received no public comment on our intent to issue the bonds. Dr. Bullock said, upon Board approval of this final Resolution, the College will conduct a bond sale on the morning of Tuesday, June 12, 2018.

Trustee Deters moved and Trustee Steward seconded to approve as presented Resolution No. 0618-018 providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds, Series 2018B, for the purpose of paying claims against the Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Autoclave/Sterilizer.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve the bid from STERIS Corporation of Mentor, Ohio, in the amount of \$31,213 for the purchase of an autoclave sterilizer to be used in the College's microbiology classes. Trustees reviewed the bids received from three different vendors.

Trustee Cadwell moved and Trustee Steward seconded to approve as presented the bid from STERIS Corporation of Mentor, Ohio, in the amount of \$31,213 for the purchase of an autoclave sterilizer to be used in the College's microbiology classes.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Beverage and Vending Services Provider.

Trustees heard a recommendation from Mr. Gleckler and reviewed a memorandum from Ms. Kramer for the Board to approve Pepsi MidAmerica as the College's beverage and vending services provider. Trustees reviewed details of the proposal submitted by Pepsi MidAmerica.

Trustee Steward moved and Student Trustee Philpot seconded to approve Pepsi MidAmerica as the College's beverage and vending services provider and authorize the College administration to enter into an agreement as presented with Pepsi MidAmerica.

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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Membership in Governmental Telecommunications Consortium.

Trustees heard a recommendation from Mr. Gleckler for Lake Land College to join the Government Telecommunications Consortium with Coles County, City of Charleston, City of Mattoon, and Eastern Illinois University. Trustees reviewed the proposed mission statement of the Consortium and the proposed inter-agency agreement. Mr. Gleckler said creation of this Consortium is the first step to taking control of our own area network in Coles County to help control telecommunication costs, increase performance, and allow us to better adapt to rapid changes in technology. Trustees learned the first project will be to create and upgrade the county-wide network, including the construction of a tower (not on Lake Land property) to establish a microwave network. Mr. Gleckler said the cost of this initiative will be \$50,000 per member to be paid over two years. He also said that once implemented, the College will save at least \$3,100 per year by no longer being part of a leased network. Additionally, Mr. Gleckler referenced the strong partnerships the College has with our other local law enforcement entities included in the proposed Consortium.

Trustee Deters said the Finance Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the College becoming a member of the proposed Government Telecommunications Consortium.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the College becoming a member of the Government Telecommunications Consortium, with other members including Coles County, City of Charleston, City of Mattoon, and Eastern Illinois University, and pay up to \$50,000 over a two-year period for the creation of the microwave network.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Contract with Lake Land College Custodial Association.

Trustees reviewed the proposed contract with the Lake Land College Custodial Association. Mr. Gleckler said many of the proposed changes seek to align contract language with Board policy. He said that the proposed base salary rate increases align with other collective bargaining groups and that the Custodial Association ratified the contract at its meeting held June 6, 2018.

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Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed contract with the Lake Land College Custodial Association.

Trustee Steward moved and Student Trustee Philpot seconded to approve as presented the contract with the Lake Land College Custodial Association for the period July 1, 2018, through June 30, 2021.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Contract with AFSCME.

Trustees heard a recommendation from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for the Board to approve a proposed three-year contract with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO for the period July 1, 2018, through June 30, 2021. Trustees reviewed the proposed contract. Dr. Hull said the College's ability to renew its contract with the Illinois Department of Corrections (IDOC) for providing educational services to inmates is dependent upon the College's renewed contract with AFSCME. Dr. Hull highlighted proposed benefit changes and pay increases for various AFSCME clerical and instructor positions associated with the correctional programs at 22 of the 23 facilities in which Lake Land provides educational services to inmates. He said instructors at the Vandalia Correctional Center are not part of AFSCME and are included in the Lake Land College Faculty Association. Dr. Hull said IDOC has given approval for the contract with AFSCME to provide salary raises totaling 5.0% over the three year period, with a 3.0% raise provided in year one and a 1.0% raise provided in years two and three. Trustees learned AFSCME had recently ratified the proposed contract. Dr. Bullock and Dr. Hull answered various questions by Trustees regarding the contractual services relationship between the College, IDOC and AFSCME.

Trustee Sullivan moved and Trustee Steward seconded to approve as presented the contract with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO for the period July 1, 2018 through June 30, 2021.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Contract for Educational Services with Illinois Department of Corrections.

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Trustees heard a recommendation from Dr. Hull to approve a proposed three-year contract with the Illinois Department of Corrections (IDOC) for the College's ongoing educational services for inmates at 23 of the state's correctional centers. Trustees reviewed the proposed contract. Dr. Hull highlighted values of the contract, revenues, indirect costs, and the pass-through nature of contract for services with AFSCME. Dr. Bullock requested Board approval of the contract because of the positive community benefit resulting from providing education services to inmates and the fact that the college earns some revenue to support overhead costs from the contract. He said in the coming year approximately 8,000 to 8,500 IDOC correctional students will participate in educational programming.

Trustee Deters moved and Trustee Steward seconded to approve as presented the proposed contract with the Illinois Department of Corrections (IDOC) in which the College will provide educational services for IDOC for the period July 1, 2018, through June 30, 2021.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Acceptance of Plastics Equipment Transfer from Eastern Illinois University.

Trustees heard a request from Dr. Bullock for the Board to accept the transfer of seven items of equipment from Eastern Illinois University (EIU) to be used by the College's Plastics Injection Molding Program. Trustees reviewed a memorandum from Dr. Bullock which details the seven items of equipment. Dr. Bullock said we are extremely appreciative of the ongoing collaboration and partnerships with the EIU Board of Trustees, President Glassman, and Dr. Austin Chaney, EIU School of Technology Chair, and for their commitment to assist regional employers in meeting the need for plastics technicians.

Trustee Sullivan moved and Trustee Steward seconded to accept as presented the transfer of seven items of equipment from Eastern Illinois University into the College's inventory to be used by the Technology Division for the Plastics Injection Molding Program.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Closed Session.

7:05 p.m. – Trustee Cadwell moved and Student Trustee Philpot seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21) [Illinois General Assembly 2017 et. Seq.], to discuss the minutes of meetings lawfully closed under this Act for the semi-annual review.

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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Return to Open Session – Roll Call.

7:12 p.m.

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

Trustees Absent: Mr. Bruce Owen and Mr. Dave Storm, Chair.

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

Following discussion on the topic in closed session, Trustee Deters moved and Trustee Sullivan seconded to approve the release of seven sections of closed session minutes for the six-month period since December 11, 2017, including sections 2, 3 and 8 of the March 12, 2018, meeting, and sections 1 through 4 of the May 14, 2018, meeting, 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. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Stovall provided highlights of two new support staff positions including the Coordinator for Strategic Student Communication and Initiatives and the Financial Aid Verification Specialist. Dr. Stovall said reporting changes for the Coordinator for Strategic Student Communication and Initiatives are included in the organizational charts approved by the Board earlier in the agenda. She also said the administration is not eliminating the current Financial Aid Outreach Specialist position but rather placing this on hold and using this funding to support an additional Financial Aid Verification Specialist position.

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Trustee Cadwell motioned and Trustee Sullivan seconded to approve the following Human Resources Report:

The following employees are recommended for leave

Klauser, Ryan	FMLA	05/11/2018-06/22/2018
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Daniels, Tori	Student Assistance Specialist-Honors E Primary Position is Pathways Classroom Assistant	06/04/2018
Hunt, Richard	Adjunct for CBI Primary Position is CBI Leadership Instructor	05/14/2018
Pryor, Justin	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	05/01/2018
Pryor, Justin	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	05/01/2018
Sanderson, Ronald	Adjunct for CBI Primary Position is Adj Faculty Technology	05/14/2018
Uphoff, Beulah	Center for Business and Industry Instr Primary Position is Basic Nurse Assistant Instr	05/09/2018
Van De List, Elizabeth	Administrative Assistant to Allied Health Primary Position is Kluthe Test Proctor	06/25/2018

Part-time - Grant Funded

Coe, Beth	TRIO SSS Student Assistant Primary Position is Work n Learn	05/14/2018
Pryor, Justin	Perkins Student Worker - Business Primary Position is Tutor - Student Lrng Asst	05/10/2018
Pryor, Justin	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	05/01/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bonebrake, Kassidy	Special Needs Note taker	12/31/2017
Bowling, Emily	Print Shop Student Assistant	12/03/2017
Carpenter, Nathan	Tutor	04/24/2018
Tingley, Joey	Allied Health Clinical Instr	08/30/2017

Position Recommendation

The following position has been recommended by the Lake Land College President's Cabinet

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Coordinator for Strategic Student Communication and Initiatives – Support Staff
 (Level 13)

Financial Aid Verification Specialist – Support Staff – (Level 13). This will be an
 additional position.

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Titsworth, Haley	Marketing Digital Content Coordinator	06/19/2018
Full-time Grant Funded		
Nolen, William L	Correctional Horticulture Instructor IYC Harrisburg	06/04/2018
Unpaid Volunteer		
Garner, Alexis	Financial Aid Intern	05/21/2018
Lumley, Harley	Peer to Peer Assistant - Agriculture	08/20/2018
Porter, Amory	Assistant Softball Coach Unpaid Volunteer	05/07/2018
Schackmann, Erin	Dual Credit Instructor	05/17/2018
Van Pelt, Paul	Dual Credit Instructor	05/22/2018
Part-time		
Feldkamp, Darren	Police Officer	05/14/2018
Kepley, Chris	Police Officer	05/14/2018
Madlem, Cody	Temporary Groundskeeper	05/16/2018
Piescinski, Leah	Admissions and Records Student Asst	05/10/2018
Rhine, Lydia	Print Shop Technician Assistant	05/16/2018
Seiler, Trent	Police Officer	05/14/2018
Zuhone, Mary	Marketing and Public Relations Intern	05/01/2018
Part-time - Grant Funded		
Horsman, Hallie	Agriculture Education Intern	05/14/2018
Peters, Cassie	Agriculture Education Intern	05/14/2018
College Work Studys		
Ashcraft, Coartnee	College Work Study - Early Childhood Edu	05/01/2018
Strohl, Brittany	College Work Study - Early Childhood Edu	05/01/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Allen, Jason	DOC First Aid/CPR Instructor	05/15/2018
Arneson, Jon	DOC First Aid/CPR Instructor	05/15/2018
Arnett, Robert	DOC First Aid/CPR Instructor	05/15/2018

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Arnett, Sarah	DOC First Aid/CPR Instructor	05/15/2018
Barfield, Donald	DOC First Aid/CPR Instructor	05/15/2018
Batton, Brian	DOC First Aid/CPR Instructor	05/15/2018
Bedolla, Gabriel	DOC First Aid/CPR Instructor	05/15/2018
Bernabei, Thomas	DOC First Aid/CPR Instructor	05/15/2018
Blackley, William	DOC First Aid/CPR Instructor	05/15/2018
Blair, Timothy	DOC First Aid/CPR Instructor	05/15/2018
Bowers, Daniel	DOC First Aid/CPR Instructor	05/15/2018
Bunch, Tosha	DOC First Aid/CPR Instructor	05/15/2018
Burgert, Bethany	DOC First Aid/CPR Instructor	05/15/2018
Burns, Chad	DOC First Aid/CPR Instructor	05/15/2018
Calvert, Ricky	DOC First Aid/CPR Instructor	05/15/2018
Carlock, Brian	DOC First Aid/CPR Instructor	05/15/2018
Cawthon, Matthew	DOC First Aid/CPR Instructor	05/15/2018
Chavez, Luis	DOC First Aid/CPR Instructor	05/15/2018
Cheek, Kyle	DOC First Aid/CPR Instructor	05/15/2018
Colbert, Elizabeth	Work and Learn - Student Life	05/08/2018
Coles, Regina	DOC First Aid/CPR Instructor	05/15/2018
Cooper, John	DOC First Aid/CPR Instructor	05/15/2018
DeSanti, Bradley	DOC First Aid/CPR Instructor	05/15/2018
Delgado, Jose	DOC First Aid/CPR Instructor	05/15/2018
Dickerson, Gayla	DOC First Aid/CPR Instructor	05/15/2018
Eilers, John	DOC First Aid/CPR Instructor	05/15/2018
Elberson, Glen	DOC First Aid/CPR Instructor	05/15/2018
Fishel, Robert	DOC First Aid/CPR Instructor	05/15/2018
Ford, Ross	DOC First Aid/CPR Instructor	05/15/2018
Garry, John	DOC First Aid/CPR Instructor	05/15/2018
Goldman, Marc	DOC First Aid/CPR Instructor	05/15/2018
Grawe, Todd	DOC First Aid/CPR Instructor	05/15/2018
Halfacre, William	DOC First Aid/CPR Instructor	05/15/2018
Hatfield, Elizabeth	DOC First Aid/CPR Instructor	05/15/2018
Hendry, Robert	DOC First Aid/CPR Instructor	05/15/2018
Heriaud, Chad	DOC First Aid/CPR Instructor	05/15/2018
Holton, Wendy	DOC First Aid/CPR Instructor	05/15/2018
Ingles, Kevin	DOC First Aid/CPR Instructor	05/15/2018
Jackson, Michelle	DOC First Aid/CPR Instructor	05/15/2018
Johnson, Gregory	DOC First Aid/CPR Instructor	05/15/2018
Jones, Craig	DOC First Aid/CPR Instructor	05/15/2018
Justice, Daniel	DOC First Aid/CPR Instructor	05/15/2018
Kempf, Stacey	DOC First Aid/CPR Instructor	05/15/2018
Lambie, John	DOC First Aid/CPR Instructor	05/15/2018
Law, Bryon	DOC First Aid/CPR Instructor	05/15/2018
Lewison, Kaleena	DOC First Aid/CPR Instructor	05/15/2018
Marshall, Christopher	DOC First Aid/CPR Instructor	05/15/2018
Martinez, Raul	DOC First Aid/CPR Instructor	05/15/2018
Masters, Corey	DOC First Aid/CPR Instructor	05/15/2018

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Merano, Angela	DOC First Aid/CPR Instructor	05/15/2018
Middleton, Aaron	DOC First Aid/CPR Instructor	05/15/2018
Miller, Jerry	DOC First Aid/CPR Instructor	05/15/2018
Mitchell, Michael	DOC First Aid/CPR Instructor	05/15/2018
Moffett, David	DOC First Aid/CPR Instructor	05/15/2018
Palmer, Robert	DOC First Aid/CPR Instructor	05/15/2018
Parker, Felisha	DOC First Aid/CPR Instructor	05/15/2018
Patton, Tamilia	DOC First Aid/CPR Instructor	05/15/2018
Phelps, Travis	DOC First Aid/CPR Instructor	05/15/2018
Pork, Victoria	DOC First Aid/CPR Instructor	05/15/2018
Redman, Michael	DOC First Aid/CPR Instructor	05/15/2018
Reffett, James	DOC First Aid/CPR Instructor	05/15/2018
Rensing, Scott	DOC First Aid/CPR Instructor	05/15/2018
Riffey, Darin	DOC First Aid/CPR Instructor	05/15/2018
Roach, Charles	DOC First Aid/CPR Instructor	05/15/2018
Sanson, Troy	DOC First Aid/CPR Instructor	05/15/2018
Schulte, Richard	DOC First Aid/CPR Instructor	05/15/2018
Schwartz, Ned	DOC First Aid/CPR Instructor	05/15/2018
Shreve, Joe	DOC First Aid/CPR Instructor	05/15/2018
Stock, David	DOC First Aid/CPR Instructor	05/15/2018
Stump, Scott	DOC First Aid/CPR Instructor	05/15/2018
Taylor, Jeffery	DOC First Aid/CPR Instructor	05/15/2018
Thompson, Frank	DOC First Aid/CPR Instructor	05/15/2018
Thompson, William	DOC First Aid/CPR Instructor	05/15/2018
Tourville, John	DOC First Aid/CPR Instructor	05/15/2018
Wehmhoff, Anthony	DOC First Aid/CPR Instructor	05/15/2018
Whitten, Tony	DOC First Aid/CPR Instructor	05/15/2018
Williams-Faulkner, Lynette	DOC First Aid/CPR Instructor	05/15/2018
Woodward, James	DOC First Aid/CPR Instructor	05/15/2018
Wyatt, Michael	DOC First Aid/CPR Instructor	05/15/2018
Yocum, Ricky	DOC First Aid/CPR Instructor	05/15/2018

Full-time-Grant Funded

Bahney, Steve	Associate Dean Jacksonville CC	06/15/2018
Corning, Julie	Corr Ofc Asst-Graham CC	04/30/2018
Hale, Aubrey	Alternative Education Instructor	06/30/2018
Kile, Sabrina	Alternative Education Instructor	06/30/2018
Miller, Christopher	Corr Horticulture Instr-WICC	05/11/2018
Muffler, Dirk	Director of Adult & Alternative Ed	07/13/2018
White-Landrus, Mariah	Alternative Education Caseworker	06/15/2018

Part-time

Caldwell, Maddison	Agriculture Education Intern	05/03/2018
Davison, Nicole	Allied Health BNA Cln Instr	12/31/2017
Demond, Daniel	IDOC CPR Instructor	10/01/2017
Dust, Jennifer	Adj Faculty Business	12/31/2017
Foreman, Ashley	Special Needs Note Taker	09/01/2017

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Francis, Sue	Adj Faculty Humanities	05/01/2018
Grimes, Chloe	Special Needs Note Taker	12/31/2017
Huelsbusch, Ryan	Special Needs Note Taker	12/31/2017
Isaacs, Angela	Adj Doc College Funded Instr	06/30/2017
Kauffman, Layne	Perkins Student Worker - Ag	05/07/2018
Kemper, Dalton	Perkins Student Worker - SSE	04/06/2018
Landstrom, Anna	Perkins Student Worker Ag	05/09/2018
Mersman, Lauren	Special Needs Note Taker	12/31/2017
Moening, Mary	Agriculture Education Intern	05/03/2018
Oakley, Mahayla	Special Needs Note Taker	12/31/2017
Ruholl, Linda	Perkins Test Proctor	12/31/2017
Stewart, Jordan	Perkins Student Worker - John Deere	05/07/2018
Stone, Trey	Adj Faculty Business	12/31/2017
Tegeler, Amber	Tutor - Student Lrng Asst Ctr	12/31/2017
Wesselmann, Jennifer	Adj Doc College Funded Instr	12/31/2017

College Work Study

Shick, Nathaniel	College Work Study Mailroom	04/11/2018
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Transfers/Promotions

The following employee is recommended for a change in position

Full-time

Browning, Braddi	Academic Services Specialist Transferring From Adm Asst to Fieldhouse Operations	06/04/2018
Wrobria Roberts	Adm Asst to Fieldhouse Operations Transferring From Financial Aid Specialist	06/25/2018

Full-time - Grant Funded

Kerkhoff, Abigail	Correctional Remedial Bridge Instructor- SWICC Transferring From Corr Career Tech Instr-SWICC	05/29/2018
Rios, Lisa	Correctional Career Technology Instructor- East Moline CC Transferring From Corr Off Asst East Moline CC	06/04/2018
Strohl, Christine	Director of Adult and Alternative Education Transferring From Director Community Outreach	06/04/2018

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Part-Time Staff Hourly Increases.

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Trustees heard a recommendation from Mr. Gleckler and reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding Board approval of a \$0.10 per hour increase effective July 1, 2018, for all current part-time employees. Mr. Gleckler said that when the administration requested Board approval of FY 2019 part-time rates and stipends earlier in the year, we were not yet sure if a raise for current part-time employees would be recommended due to the pending state budget.

Trustee Deters moved and Trustee Sullivan seconded to approve a \$0.10 per hour increase effective July 1, 2018, for current part-time employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Storm. Student Advisory Vote: Philpot voted yes.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Student Trustee Philpot seconded to adjourn the June 11, 2018, meeting of the Lake Land College Board of Trustees at 7:18 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/

Board of Trustees Lake Land College

Resolution No. 0718-001

Date 7/16/2018

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 2018 - 2019 BUDGET

For fiscal year beginning July 1, 2018 and ending June 30, 2019.

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 16th day of July 2018, 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, 2018 and ending June 30, 2019.

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	\$ 48,997,483
Operations & Maintenance	4,826,676
Operations & Maintenance (Restricted)	10,890,000
Bond and Interest	6,795,646
Auxiliary Enterprises	2,780,612
Restricted Purposes	26,491,728
Audit	87,502
Liability, Protection, & Settlement	1,835,759
TOTAL.....	\$102,705,406

Approved:

Board Chairman

Board Secretary

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Lisa Madlem, Director of Academic Support & Assessment

DATE: June 20, 2018

RE: FY 2018 ICCB Program Review Report

As required by the Illinois Community College Board (ICCB), Lake Land College completes an annual review of programs on a rotational basis and submits a mandatory detailed report to them. Below is a complete list of programs reviewed this year. I respectfully request Board of Trustee approval for this year's report at the July 9th meeting.

Programs Reviewed

Associate in Applied Science – Civil Engineering Technology

Associate in Applied Science – Civil Engineering Technology/Advanced Technical Studies

Associate in Applied Science – Civil Engineering Technology Coop

Associate in Applied Science – Computer-Aided Design Technology

Associate in Applied Science – Building Construction Technology

Associate in Applied Science – Fire Science Technology

Associate in Applied Science – Dental Hygiene

Associate in Applied Science – Paramedical Services

Associate in Applied Science – Office Management

Associate in Applied Science – Office Assistant Executive

Certificate – Emergency Medical Services

Certificate – Paramedical Services

Certificate – Esthetics

Certificate – Cosmetology

Certificate – Computer-Aided Drafting

Certificate – Building Construction Technology

DOC Certificate – Culinary Arts I

DOC Certificate – Culinary Arts II

DOC Certificate – Restaurant Management I

DOC Certificate – Restaurant Management II

Academic Discipline Review – Mathematics


Cross-Disciplinary Instruction – Remedial Developmental Mathematics

Student and Academic Support Services – Career Services

Student and Academic Support Services – Tutoring and Testing Center

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: June 28, 2018

RE: May 2018 Financial Statement Summary

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

Area(s) of Concern:

- Tuition revenue –The year to date unfavorable variance remains significant in tuition revenue in the amount of \$1,378,951. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment as tuition for FY2018. When you remove this variable from the year to year comparison, we are actually down 2.9% as compared to FY2017 and we had budgeted a 3.0% decline.
- Fees – The year to date unfavorable variance in fees continues during the month of May. The May variance was unfavorable by \$53,177 increasing the total year to date unfavorable variance to \$668,122. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment for FY2018. When you remove this variable from the year to year comparison, we are actually up 6.3% as compared to FY2017.

Given that these variances have continued for several months and now total approximately \$2.0 million, it is important to evaluate the expenditure side in order to offset what appears to be lower than anticipated revenue for these areas. In evaluating expenditures year to date, if this unfavorable variance in revenue continues, I am projecting it to be made up by the following favorable variances in expenditures for this year:

- Salaries/Wages and benefits – Projected year end favorable variance of \$300,000
- General Materials and Supplies - Projected year end favorable variance of \$825,000
- Contractual Services - Projected year end favorable variance of \$250,000
- Travel & Meeting Expenses – Projected year end favorable variance of \$175,000
- Utilities – Projected year end favorable variance of \$100,000

- Other & Contingency lines – Projected year end favorable variances totaling \$475,000
- Capital Outlay – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

Total projected favorable expenditure variances - \$2,225,000

****Note that this favorable expenditure variance is in addition to the \$2,758,850 we identified at the beginning of the year that is earmarked for fund balance.***

Overall Variances:

- *Revenue* – Total May revenue was \$692,191 resulting in an overall unfavorable variance of \$491,767 compared to the budgeted level. This unfavorable variance is primarily driven by not receiving a credit hour reimbursement during the month of May. Year to date, revenue has an unfavorable variance of \$2,075,496 (driven by the unfavorable variances in tuition and fees). Given that part of this unfavorable variance is simply due to the timing of receipt of state payments for credit hour and equalization, we will likely end FY2018 with a total unfavorable variance in revenue of approximately \$1.7 million (tuition & fee issue previously mentioned).
- *Expenditures* – Total May expenditures were \$2,437,803 resulting in an overall unfavorable variance of \$126,483. Year to date, spending has a favorable variance of \$2,856,668. I anticipate this favorable variance to decrease slightly for the remainder of the fiscal year and ultimately land around \$2.2 million favorable. Additionally, this favorable variance does not account for the additional \$2,758,850 we identified at the beginning of the year that is earmarked to go towards fund balance.

Revenue Variances:

- *Local Sources* – Through May, this line is unfavorable by \$106,482 which has to do with reductions in CPPRT funding from the State of Illinois.
- *ICCB Credit Hour Grant* – Unfavorable variance for the month of May by \$430,713 due to the timing of receipt of state payments for credit hour reimbursement during the month. Overall, this line has an unfavorable variance of \$57,797 but this is solely due to the timing of receipt of state funding. This variance will come into line with the budgeted assumptions by the end of the fiscal year.
- *ICCB Equalization Grant* – No variance for the month of May due to receiving an equalization payment during the month of May. Year to date this line has an unfavorable variance of \$389,943 but will be in line with the budgeted assumptions by the conclusion of the fiscal year.
- *Tuition & Fees* – Already discussed at length above. May favorable variance for tuition of \$15,451 and \$53,177 unfavorable variance for fees. Year to date,

tuition has an unfavorable variance of \$1,378,951 and fees are unfavorable by \$668,122.

- Other State Sources – Unfavorable variance for May in the amount of \$82,741 due to the timing of the receipt of CTE funding from the State of Illinois. Year to date this line is only unfavorable by \$7,215.
- *Other Revenue* – May had a favorable variance of \$59,414 due to higher than anticipated CDL and CBI revenue for the month. Year to date this line now has a favorable variance totaling \$300,041.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in May of \$148,162. This is partially attributable to processing the increases for those staff impacted by the compensation guideline revisions that were adopted in April. Year to date these lines are favorable by \$303,863.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in May in the amount of \$1,071. Year to date these lines are unfavorable by \$14,974; however, we are projecting that by the end of the year that these lines will have a slightly favorable variance.
- *Instructional* – Had an unfavorable variance in May of \$92,905 which was due to salaries being unfavorable by \$155,753 (timing). Overall, this area is favorable by \$668,905 year to date.
- *Academic Support* – Had an unfavorable variance in May of \$16,842 which is primarily due to an unfavorable variance in General Materials & Supplies (\$13,286). Despite the variance in this area for the month, the year to date favorable variance in General Materials & Supplies is \$20,561. Year to date, this area has an overall favorable variance of \$1,461.
- *Student Services* – Had a favorable variance in May of \$17,889. This area had consistent favorable variances in all lines for the month. Year to date, this area has an overall favorable variance of \$159,888.
- *Public Service/ Continuing Education* – This area had an unfavorable May variance of \$1,209. Year to date this area is unfavorable by \$12,661 with the bulk of this unfavorable variance due to an unanticipated recording of a gift in kind in the amount of \$11,850.
- *Operations & Maintenance* – This area had a favorable May variance of \$15,046. Year to date the favorable variance is \$518,653 with \$100,000 being in Capital Outlay due to not expending what was budgeted for Air Handlers for the Luther Student Center. In addition, year to date utilities is favorable by \$115,526 and salaries are favorable by \$185,015.
- *Institutional Support* – Had an unfavorable May variance of \$141,388. Contractual services was unfavorable in May due to paying our Datatel annual

license in May when we had budgeted to pay it earlier in the year. Also, Other is unfavorable by \$89,825 due to instructional supplies needed for the EMS program. Year to date this area has a favorable variance totaling \$1,105,051. The bulk of this favorable variance is from the following lines: \$113,731 is due to adding in the Strategic Initiatives that were outlined in the August 10th memo from Dr. Bullock to the Board of Trustees, \$281,846 is in general materials and supplies, and \$571,000 are in contingencies and other.

- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$92,926 for the month of May. Year to date this line is favorable by \$415,371.

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	FY17 Final Audited Numbers	FY18 Annual Budget
Revenues:										
-	-	-	Local Sources	8,358,518	8,465,000	(106,482)	-1.26%	7,916,500	7,910,562	8,922,204
89,478	520,192	(430,713)	ICCB Credit Hour Grant	3,480,480	3,538,277	(57,797)	-1.63%	1,887,282	5,262,447	4,058,469
389,943	389,943	(0)	ICCB Equalization Grant	3,899,433	4,289,376	(389,943)	-9.09%	2,843,905	5,113,746	4,679,320
84,936	167,677	(82,741)	Other State Sources	968,861	977,076	(7,215)	-0.74%	1,065,957	2,039,866	1,050,557
(1,585)	(17,036)	15,451	Tuition	9,636,028	11,014,979	(1,378,951)	-12.52%	11,278,561	11,305,696	11,027,972
4,140	57,317	(53,177)	Fees	3,972,945	4,641,067	(668,122)	-14.40%	4,131,453	4,085,240	4,534,505
125,278	65,865	59,414	Other Revenue	1,293,468	993,427	300,041	30.20%	2,625,418	2,409,866	1,119,843
-	-	-	Gift in Kind	232,973	-	232,973	100.00%	25,348	115,578	-
692,191	1,183,957	(491,767)	Total Revenues	31,843,786	33,919,202	(2,075,496)	1	31,774,424	38,243,002	35,392,870
Expenditures:										
Instructional										
1,001,535	845,782	(155,753)	Salary and Wages	10,639,285	10,512,632	(126,653)	-1.20%	10,349,625	10,352,825	10,593,866
171,832	169,640	(2,193)	Employee Benefits	1,830,148	1,904,325	74,177	3.90%	1,802,468	1,948,994	1,973,963
40,138	64,500	24,362	Contractual Services	305,537	549,310	243,773	44.38%	403,924	472,541	558,690
47,467	68,897	21,429	General Materials and Supplies	268,163	731,850	463,687	63.63%	387,011	456,549	732,461
4,844	15,123	10,479	Travel and Meeting Expenses	34,193	134,014	99,821	74.49%	32,976	35,246	146,460
6,482	15,200	8,718	Fixed Charges	37,571	73,650	36,079	0.00%	48,278	48,278	72,225
1,348	1,400	52	Capital Outlay	3,859	37,755	33,896	89.78%	7,375	7,375	36,554
-	-	-	Other Expenditures	-	-	-	0.00%	923	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	0.00%	25,348	-	-
1,273,446	1,180,542	(92,905)	Total Instructional	13,274,631	13,943,536	668,905	4.80%	13,057,927	13,322,729	14,112,239
Academic Support										
31,282	27,067	(4,215)	Salary and Wages	345,850	330,059	(15,791)	-4.78%	415,162	433,397	351,255
6,685	7,152	466	Employee Benefits	83,434	76,252	(7,182)	-9.42%	106,489	114,371	83,404
627	1,000	373	Contractual Services	1,590	4,000	2,410	0.00%	1,583	1,682	3,000
19,124	5,838	(13,286)	General Materials and Supplies	188,744	209,305	20,561	9.82%	161,043	173,870	205,214
330	150	(180)	Travel and Meeting Expenses	8,407	6,485	(1,922)	-29.64%	5,978	7,678	9,310
-	-	-	Fixed Charges	4,990	8,375	3,385	40.42%	4,318	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
58,049	41,207	(16,842)	Total Academic Support	633,015	634,476	1,461	0.23%	694,572	735,316	659,683
Student Services										
118,643	123,781	5,138	Salary and Wages	1,367,664	1,456,904	89,240	6.13%	1,311,041	1,377,954	1,550,363
32,955	36,271	3,316	Employee Benefits	369,687	385,072	15,385	4.00%	363,682	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	11,209	11,209	9,322
3,896	6,959	3,063	General Materials and Supplies	68,946	93,933	24,987	26.60%	61,552	67,705	95,914
1,922	4,545	2,623	Travel and Meeting Expenses	12,872	39,348	26,476	67.29%	10,068	10,759	38,038
-	3,750	3,750	Other Expenditures	7,450	11,250	3,800	0.00%	7,000	7,000	7,500
167,417	175,306	17,889	Total Student Services	1,835,941	1,995,829	159,888	8.01%	1,764,551	1,872,731	2,122,477
Public Service/Cont Ed										
31,903	26,811	(5,092)	Salary and Wages	333,252	337,659	4,407	1.31%	308,124	356,447	372,432
4,412	5,932	1,520	Employee Benefits	59,907	51,921	(7,986)	-3.82%	54,321	59,098	53,853
1,444	1,350	(94)	Contractual Services	35,151	29,220	(5,931)	-20.30%	42,024	42,315	34,620
4,893	7,249	2,356	General Materials and Supplies	108,597	111,448	2,851	2.56%	83,034	107,233	127,528
405	355	(50)	Travel and Meeting Expenses	3,163	3,628	465	12.83%	3,685	4,126	3,807
12,478	12,628	150	Fixed Charges	139,827	139,210	(617)	-0.44%	139,211	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,850	-	(11,850)	0.00%	-	-	-
55,534	54,324	(1,209)	Total Public Service/ Cont Ed	685,747	673,086	(12,661)	-1.88%	630,400	721,417	744,950
Operations & Maintenance										
78,562	90,042	11,480	Salary and Wages	874,190	1,059,205	185,015	17.47%	901,742	1,026,001	1,174,469
25,163	25,677	513	Employee Benefits	277,627	273,759	(3,868)	-1.41%	292,722	318,114	301,434
6,444	11,879	5,435	Contractual Services	168,364	206,469	38,105	18.46%	242,198	344,505	215,435
29,228	27,496	(1,732)	General Materials and Supplies	147,891	251,862	103,971	41.28%	97,128	125,184	271,195
-	-	-	Travel and Meeting Expenses	-	125	125	100.00%	-	-	150
9,930	11,180	1,250	Fixed Charges	158,202	122,980	(35,222)	-28.64%	153,424	227,294	134,160
96,023	94,123	(1,900)	Utilities	950,421	1,065,947	115,526	10.84%	1,069,671	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	-	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
245,351	260,397	15,046	Total Operation and Maint	2,576,694	3,095,347	518,653	16.76%	2,756,886	3,207,652	3,436,489
Institutional Support										
249,332	249,612	279	Salary and Wages	2,758,719	2,926,364	167,645	5.73%	2,715,887	3,028,892	3,089,526
66,566	61,872	(4,694)	Employee Benefits	748,059	656,558	(91,501)	-13.94%	774,375	750,399	930,711
155,849	31,826	(124,023)	Contractual Services	438,733	431,476	(7,257)	-1.68%	412,982	610,853	616,253
39,373	118,578	79,205	General Materials and Supplies	606,968	888,814	281,846	31.71%	534,054	611,916	1,388,391
4,368	15,990	11,622	Travel and Meeting Expenses	49,130	116,040	66,910	57.66%	39,296	51,843	121,330
1,147	6,475	5,328	Fixed Charges	210,429	234,200	23,771	10.15%	241,170	242,519	228,300
742	7,339	6,597	Capital Outlay	7,943	49,188	41,245	0.00%	5,649	9,089	43,634
864	14,928	14,063	Contingency Funds	56,490	417,265	360,776	0.00%	-	26,960	487,221
89,825	-	(89,825)	Other	213,866	425,000	211,134	0.00%	710,282	987,604	4,417,729
39,941	-	(39,941)	Strategic Initiatives	331,269	445,000	113,731	0.00%	-	-	445,000
-	-	-	Gifts In Kind	63,248	-	(63,248)	0.00%	-	-	-
648,007	506,619	(141,388)	Total Institutional Support	5,484,855	6,589,906	1,105,051	1	5,433,695	6,320,074	11,768,095
-	92,926	92,926	Scholarships, grants, waivers	707,768	1,123,139	415,371	36.98%	2,480,605	2,506,810	1,170,066
2,437,803	2,311,320	(126,483)	Total Expenditures	25,198,651	28,055,319	2,856,668	10.18%	26,818,636	28,686,729	34,013,999
-	116,905	116,905	Transfers Out:	552,629	1,261,966	709,337	56.21%	630,511	1,271,915	1,378,871
Excess of Revenues over Expenditures & Transfers										
(1,745,612)	(1,244,267)	(501,345)		6,092,428	4,601,917	1,490,509	32.39%	4,325,277	8,284,358	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Variance
1,511,257.60	1,363,094.90	(148,162.70)	Salary and Wages	16,318,959.99	16,622,823.00	303,863.01
307,614.00	306,542.62	(1,071.38)	Employee Benefits	3,362,861.67	3,347,887.00	(14,974.67)
204,501.70	110,555.23	(93,946.47)	Contractual Services	958,697.74	1,229,797.00	271,099.26
143,981.52	235,016.92	91,035.40	General Materials and Supplies	1,387,308.38	2,287,212.00	899,903.62
11,669.87	36,163.00	24,493.13	Travel and Meeting Expenses	107,764.78	299,640.00	191,875.22
30,036.36	45,482.51	15,446.15	Fixed Charges	551,019.33	578,415.00	27,395.67
96,023.07	94,122.71	(1,900.36)	Utilities	950,420.77	1,065,947.00	115,526.23
2,089.15	8,738.74	6,649.59	Capital Outlay	11,801.62	201,943.00	190,141.38
864.07	14,927.50	14,063.43	Contingency Funds	56,490.27	417,266.00	360,775.73
89,824.81	3,750.00	(86,074.81)	Other Expenditures	221,316.48	436,250.00	214,933.52
2,397,862.15	2,218,394.13	(179,468.02)	Total	23,926,641.03	26,487,180.00	2,560,538.97

Lake Land College
FY2018 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>		<i>Projected Actual</i>	<i>Budgeted</i>	<i>Variance</i>
Salary and Wages - Instructional	\$10,639,285	\$10,512,632	(\$126,653)	\$10,593,886	\$10,642,612	\$10,593,886	(\$48,726)
Salary and Wages - Acad. Support	\$345,850	\$330,059	(\$15,791)	\$351,255	\$382,351	\$351,255	(\$31,096)
Salary and Wages - Stud. Svcs	\$1,367,664	\$1,456,904	\$89,240	\$1,550,363	\$1,434,576	\$1,550,363	\$115,787
Salary and Wages - Public Svc.	\$333,252	\$337,659	\$4,407	\$372,432	\$371,274	\$372,432	\$1,158
Salary and Wages - Maintenance	\$874,190	\$1,059,205	\$185,015	\$1,174,469	\$991,449	\$1,174,469	\$183,020
Salary and Wages - Inst. Support	\$2,758,719	\$2,926,364	\$167,645	\$3,089,526	\$3,081,124	\$3,089,526	\$8,402
Total Salary and Wages	\$16,318,960	\$16,622,823	\$303,863	\$17,131,931	\$16,903,386	\$17,131,931	\$228,545

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>		<i>Projected Actual</i>	<i>Budgeted</i>	<i>Variance</i>
Employee Benefits - Instructional	\$1,830,148	\$1,904,325	\$74,177	\$1,973,963	\$1,987,705	\$1,973,963	(\$13,742)
Employee Benefits - Acad. Support	\$83,434	\$76,252	(\$7,182)	\$83,404	\$96,350	\$83,404	(\$12,946)
Employee Benefits - Stud. Svcs	\$369,687	\$385,072	\$15,385	\$421,340	\$410,478	\$421,340	\$10,862
Employee Benefits - Public Svc.	\$53,907	\$51,921	(\$1,986)	\$53,853	\$61,823	\$53,853	(\$7,970)
Employee Benefits - Maintenance	\$277,627	\$273,759	(\$3,868)	\$301,434	\$308,033	\$301,434	(\$6,599)
Employee Benefits - Inst. Support	\$748,059	\$656,558	(\$91,501)	\$930,711	\$835,279	\$930,711	\$95,432
Total Employee Benefits	\$3,362,862	\$3,347,887	(\$14,975)	\$3,764,705	\$3,699,668	\$3,764,705	\$65,037

\$293,582

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
DATE: July 3, 2018
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 federally 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 in the event the anticipated grant funds are not received.

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: June 27, 2018

RE: Acceptance of FY19 Illinois Cooperative Work Study Grant

I am pleased to inform you that the Illinois Board of Higher Education has selected Lake Land College to receive a Fiscal Year 2019 Illinois Cooperative Work Study (ICWS) grant in the amount of \$36,647.61. As with any state-funded grant program, this award is contingent upon legislative appropriation to IBHE.

A participation level of approximately 20 students is anticipated, as funds allow, and financially needy students will fill at least 90 percent of the available positions. Thirteen (13) employers have committed their participation for 2019. All employers will pay 50 percent of students' wages, and students will be required to complete three learning objectives and to research Illinois job opportunities in their career field. The program is designed to create new employer/college partnerships and to encourage many employers to join Lake Land's existing co-op employment program. Employers in that program pay 100 percent of student wages.

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Dr. Jim Hull, Vice President for Workforce Solutions and Community Education

CC:

DATE: July 5, 2018

RE: Approval of an Addendum to an Intergovernmental Agreement
Between Lake Land College District No. 517 and Black Hawk College District No. 503

An intergovernmental agreement was entered into between Lake Land College and Black Hawk College on June 14, 2017 per the rules set forth by the Illinois Community College Board, Section 1501.307 of the System Rules. Lake Land College was authorized to offer curricula/credit courses pursuant to a contract with the Illinois Department of Corrections in correctional facilities located within Black Hawk College's boundaries. Through the original intergovernmental agreement, Black Hawk College agreed to allow Lake Land College to offer courses in both the Kewanee Life Skills Re-Entry Center and the East Moline Correctional Center for a period of 5 years, ending June 30, 2022.

At the request of the Director of the Illinois Department of Corrections, an addendum to the original agreement has been requested to allow Black Hawk College to provide one (1), non-credit welding course to eight (8) inmates of the Kewanee Life Skills Re-Entry Center between July 1, 2018 and September 1, 2018. Thereafter, the addendum becomes null and void.

We respectfully request that the Board approve this addendum at its July 16, 2018 regularly scheduled meeting.

BR#9321

**ADDENDUM TO AN 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 addendum is made and entered into this 28 day of June, 2018, by and between the Board of Trustees of Lake Land College District No. 517 (hereinafter "Lake Land College") and the Board of Trustees of Black Hawk Community College District No. 503 (hereinafter "Black Hawk College"). Lake Land College and Black Hawk College will be referred to collectively as "the Parties" in this Agreement. The purpose of this addendum is to memorialize the Parties' agreement as to the instruction of welding courses at Black Hawk College's campus in Kewanee, Illinois and addend it to the Intergovernmental Agreement entered into by the Parties on the 14th day of June, 2017.

Section 1 Welding Program

The Parties agree Black Hawk will provide one non-credit course in welding to 8 inmates of the Kewanee Life Skills Re-Entry Center in accordance with the terms of this addendum.

Section 2 Term of the Agreement

This addendum shall provide for Black Hawk to deliver this non-credit programming commencing in July, 2018 and ending no later than September 1, 2018. Thereafter, this addendum shall not renew unless mutually agreed to in writing by the Parties.

Section 3 Limitation of Addendum.


This addendum is being entered into by the Parties in response to a direct request by the Director of the Illinois Department of Corrections. Except as expressly provided in this Addendum, this contract does not alter, amend, or modify the Parties' Intergovernmental Agreement signed on June 14, 2017.

The parties by their respective officers have executed this Addendum on the dates set forth below.

Lake Land College
District No. 517
Mattoon, Illinois

Black Hawk College
District No. 503
Moline, Illinois

Dave Storm, Chairperson


Richard P. Fiems, Chairperson



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: July 3, 2018

Re: MOU with Paraprofessionals on Clarification of Wage Increases

We are requesting the Board to approve the attached MOU with the Paraprofessionals Association which reflects the intent both parties had at the bargaining table of how wage increases would be applied for the upcoming year.

As a result of the starting salary increasing by 3% for these positions, there are some employees who would earn slightly less than the new starting salary for new positions. Additionally, given the 4% increase level, there are a few paraprofessional employees that would benefit slightly more with the 4% increase rather than the \$0.50/hour increase. The overall impact of these clarifications is \$1,128.19 impacting a total of 11 employees.

I recommend the Board of Trustees approve this Memorandum of Understanding with the Paraprofessionals Association clarifying the intent on how these wage increases would be applied for Fiscal Year 2019.

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

and

THE LAKE LAND COLLEGE PARAPROFESSIONAL UNION, LOCAL 6028

This is an agreement between both parties, mentioned above; to amend and clarify the current contract language regarding Article VIII, Wage Rates for the 7/1/2018-6/30/2019 year to read as follows: Employees within 20.0% of the minimum salary for their respective position level (defined in Appendix A) effective July 1, 2018 shall receive an increase in base wages equivalent to \$0.50 per hour or up to the minimum starting salary for their respective position level, whichever is greater. In the event that the value of the annual wage rate increase for the remaining association members exceeds the value of the \$0.50 per hour flat rate increase, the employee(s) shall receive whichever increase is greater.

This agreement does not set a precedent for either party.

The agreement is made on the 16th day of July, 2018.

[Redacted Signature]

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

[Redacted Signature]

Date

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

Date

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
July 16, 2018**

The following employees are recommended for leave

Barker, Jana	FMLA	06/18/2018-07/30/2018
Zumbahlen, Michelle	FMLA	08/02/18-10/25/2018

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Shook, Ciara	Dual Credit Instructor Primary Position is Adj Reading Instructor	06/22/2018
Part-time		
Hartrich, Elizabeth	Center for Business and Industry Instr Primary Position is Dental Hygiene Instructor	06/15/2018
Kingery, Rachael	Tutor - Bachelor's Community Education Primary Position is Adj Reading Instructor	06/11/2018
Lenz, William	Print and Courier Assistant Primary Position is College Work Study-Printshop	05/15/2018
Melton, Jennifer	Adjunct Faculty Social Science Primary Position is Academic Counselor	06/04/2018
Mustafa, Munia	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Mustafa, Munia	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Semple, Lynn	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Semple, Lynn	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Semple, Lynn	Tutor - Bachelor's Degree - Learning Asst. Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Part-time - Grant Funded		
Semple, Lynn	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	06/06/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Rudibaugh, Mike	Perkins Coordinator	07/05/2018
Part-time		
Brumleve, Gregory	Adjunct Instructor Technology & Substitute Instructor Math/Science	06/07/2018
Butler, Patricia	Tutor	06/07/2018
Davis, Michael	College Work Study-Business	06/20/2018
Smithenry, Stacey	Tutor	04/30/2018
Turner, Gail	Adjunct Faculty Technology	05/31/2016
VanDeList, Elizabeth	Administrative Assistant Allied Health	06/25/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Part-time		
Robison, Josh	Dual Credit Coordinator	05/27/2018
Unpaid Volunteer		
Stremming, Morgan	Student Accommodations Graduate Assistant	06/01/2018
Full-time		
Dailey, Madison	Health & Physical Education Instructor	08/17/2018
Lynch, Mason	Custodian	07/17/2018
Pollock, Michael	Computer Programmer	07/17/2018
Zumbahlen, Michelle	Coordinator for Strategic Student Communication & Initiative	07/17/2018
Full-time - Grant Funded		
Brandenburg, Eric	Alternative Education Instructor	08/06/2018
Gile, Lamour	Correctional Automotive Technology Instructor/ Graham Correctional Center	07/03/2018
Ingmire, Randall	Associate Dean of Correctional Program/ Lincoln Correctional Center	07/02/2018
Jackson, Dustin	Construction Occupations Instructor/ Taylorville Correctional Center	08/13/2018
Knollenberg, Dustin	Associate Dean of Correctional Program/ Logan Correctional Center	07/02/2018
Pender, Amber	Correctional Office Assistant/Sheridan CC	07/17/2018
Roberts, Kara	Associate Dean of Correctional Program/ Lawrence Correctional Center	07/10/2018
Spiller, Kevin	Correctional Career Technology Instructor/ Pinckneyville Correctional Center	07/10/2018

Summers, Stacey	Correctional Cosmetology Instructor/Dixon CC	07/02/2018
Taylor, Debra	Correctional Office Assistant/Vandalia CC	07/16/2018
Teague, Kimberly	Custodial Maintenance Instructor/Joliet	07/16/2018
Weilmuenster, Diane	Correctional Office Assistant/Southwestern CC	07/09/2018

Part-time

Carlen, Kyle	Physical Plant Assistant	07/02/2018
Elliott, Timothy	IDOC CPR Instructor	06/14/2018
Gass, Cody	Clinical Dentist	07/02/2018
Keller, Kelly	Adjunct Faculty Humanities Division	08/20/2018
Kramer, Isaac	Temporary Groundskeeper	06/04/2018
Minor, Craig	Allied Health BNA Clinical Instructor	08/20/2018
Mustafa, Munia	Tutor - Bachelor's Degree - Learning Asst	06/06/2018
Rhoads, Sarah	Temporary Groundskeeper	05/30/2018
Romack, Venita	Adjunct Faculty Humanities Division	08/20/2018
Swalls, Tiffany	Dual Credit Coordinator	01/02/2018

Part-time - Grant Funded

Mango, Barbara	Adjunct DOC College Funded Instructor	06/04/2018
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Beck, Jacklynn	Peer to Peer Asst/Math & Science	06/07/2018
Farris, Skylar	CWS - Veterans Affairs	06/20/2018
Gregory, Sandy	TRIO Talent Search Unpaid Intern	06/07/2018
Hearon, Paris	TRIO Talent Search Unpaid Intern	08/15/2013
Setzer, Richard	CWS - Veterans Affairs	06/20/2018
Shaw, Cody	CWS - Veterans Affairs	06/20/2018

Part-time

Abernathy, Caleb	Tutor - Student Lrng Asst Center	05/07/2018
Ames, Lilly	Newspaper Ed Student News	05/14/2018
Bright, Eric	Adj Faculty Math/Science	05/30/2018
Bush, Kodey	Tutor - Student Lrng Asst Center	05/09/2018
Carpenter, Nathan	Chemistry Lab Student Asst	06/07/2018
Carr, Craig	Dual Credit Coordinator	06/20/2018
Cook, Wendy	TRIO Talent Search Tutor	05/15/2016
Craig, Cameron	Adj Faculty Math/Science	06/20/2018
Crawford, Donald	Dual Credit Coordinator	06/20/2018
Crisman, Jeffrey	Adj Faculty Math/Science	05/31/2018
Dial, Josette	Tutor - Student Lrng Asst Center	04/26/2018
Fleming, Shauna	Outreach Adv/Men TRIO DC	11/20/2017
Frederick, Matt	Adj Faculty Technology	12/31/2017
Gardner, Baylor	Marketing & PR Intern	05/15/2018

Gates, Linda	Adj Faculty Social Science	06/07/2018
Gingerich, Landon	Chemistry Lab Student Asst	05/30/2017
Hale, Aaron	Dual Credit Coordinator	06/20/2018
Hall, Ashley	Adj Faculty Math/Science	05/08/2017
Janes, Thomas	Adj Faculty Math/Science	06/20/2018
Jobe, Bryan	Tutor - Associate-Lrng Asst	05/10/2018
Klayman, Charles	Adj Doc College Funded Instr	06/20/2018
Klingeman, Chris	Adj Doc College Funded Instr	05/31/2018
Lee, Yu Jin	International Stu Ambassador	04/30/2018
McConkey, Doris	TRIO Talent Search Tutor	05/15/2017
McKibben, Nicole	TRIO SSS Student Assistant	06/07/2018
Merryman, Reilly	Physical Plant Assistant	06/27/2018
Mounce, Kristina	Perkins Student Worker – Social Science	05/07/2018
Norris, Harvey	Chemistry Lab Student Asst	05/21/2018
Oberfeldt, Catrina	Newspaper Ed Student News	06/04/2018
Oh, Hyuntaek	International Stu Ambassador	04/30/2018
Rader, Elizabeth	Talent Search Tutor - Bachelor	05/15/2017
Roan, Derby	Newspaper Ed Student News	05/14/2018
Roedl, Brenda	Adj Faculty Math/Science	05/08/2017
Smith, Steve	IDOC CPR Instructor	06/26/2018
Snyder, Autum	Chemistry Lab Student Asst	05/15/2018
Taylor, Virginia	IDOC CPR Instructor	06/25/2018
Thoele, Lynsey	Talent Search Tutor - Bachelor	05/15/2017
Thomas, Christy	Dual Credit Coordinator	06/20/2018
Tshilombo, Gael	Tutor-Student Community Ed	04/17/2018
Turner, Gail	Adj Faculty Technology	06/20/2018
Wallis, Tiffany	Newspaper Ed Student News	05/04/2018
Winchester, Megan	Perkins Stu - Allied Health	05/11/2018
Worthington, Sarah	Adj Faculty Math/Science	05/21/2017
Yealick, Sabrina	Tutor-Bachelor's-LRC	05/07/2018

College Work Studys

Beck, Jillian	College Work Study-Math/Science	06/07/2018
Bryant, Austin	College Work Study-Printshop	05/20/2018
Collings, Sophie	College Work Study-Social Science	06/20/2018
Eilers, Cassandra	College Work Study Math/Science	12/19/2015
Geisler, Alexander	College Work Study-Printshop	04/08/2018
Kollman, Bryce	College Work Study-Printshop	05/20/2018
Konesko, Ronald	College Work Study-Men's Basketball	06/20/2018
Newkirk, Cindy	College Work Study Early Child	06/20/2018
Noll, Brenden	College Work Study-Business	06/20/2018
Pierson, Chloe	College Work Study-Business	06/20/2018
Pierson, Megan	College Work Study-Printshop	05/06/2018
Prather, Jonathon	College Work Study-CCS	05/15/2018
Ruff, Tiffany	College Work Study Early Childhood	06/20/2018
Vogel, David	College Work Study-CCS	05/15/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Byard, April	Community & Professional Program Specialist Transferring From Administrative Asst to CBI Operations	07/01/2018
Gabel, Kennedy	Financial Aid Verification Specialist From: Financial Aid Outreach Coordinator (part-time)	07/17/2018
Full-time Grant Funded		
Harney, Malea	Associate Dean Jacksonville CC From: Associate Dean Western IL CC	07/16/2018
Kingery, Rachael	Alternative Education Instructor From: IEL Instructor/Tutor/Adjunct (part-time)	08/06/2018
Wright, Diane	Alternative Education Caseworker From: Education Specialist (part-time)	07/30/2018
Part-time - Grant Funded		
Darnell, Kelcie	Tutor - Associate's TRIO Transferring From Tutor Student	06/18/2018

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Vice President for Student Services
DATE: July 5, 2018
RE: 2017-2018 Athletic Accomplishments

Attached is information shared by Mr. Bill Jackson, Director of Athletics, highlighting the success of our Lake Land College student athletes during the 2017-2018 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.

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!

ATHLETIC DEPARTMENT HONORS 2017-2018

Academic Report

2018 NJCAA Academic Team (must have a team GPA of 3.00 or higher):
Softball, Volleyball, Women's Basketball

2018 NJCAA All-Academic First Team (athlete with 24 credit hours with 4.00 GPA):
Addison Baele (Softball)
Molly McElwee (Softball)

2018 NJCAA All-Academic Second Team (athlete with 24 credit hours with 3.80-3.99 GPA):
Madison Bostick (Softball)
Abigail Bush (Women Basketball)
Jamie Sandschafer (Women Basketball)
Callie Williams (Women Basketball)
Emily Watson (Volleyball)
Taylor Williams (Volleyball)
Deidra Schaal (Volleyball)
Mitchell Shaw (Baseball)
Sam Gubbins (Baseball)

2018 NJCAA All-Academic Third Team (athlete with 24 credit hours with 3.60-3.79 GPA):
Kendall Hastings (Softball)
Holly Marousek (Softball)
Dakota Crowder (Women Basketball)
Avery Jackson (Women Basketball)
Kelcie Darnell (Volleyball)

Accumulative GPA of all of our athletes (102) for the 2017-2018 academic year: 3.09
By sport: Women's Basketball – 3.45
Softball – 3.31
Volleyball – 3.26
Men's Basketball – 2.58
Baseball – 2.8
Cheer – 2.8

Total number of athletes achieving a 3.0 or higher GPA for the 2017-2018 academic year: 60 of 102
By sport: Softball (18 of 21)
Baseball (8 of 24)
Women's Basketball (13 of 13)
Volleyball (10 of 14)
Men's Basketball (4 of 17)
Cheer (7 of 13)

Athletic Honors by Sport

Season Records

By sport: Softball – 48/18
 Women's Basketball – 22/11
 Men's Basketball – 17/14
 Volleyball – 15/24
 Baseball – 13/33

Volleyball

Individual Honors and Awards

NJCAA Division One All-Region 24: Ryann Ambrose, Alexandra Becker
 Great Rivers Athletic Conference All-Conference 1st Team: Ryann Ambrose, Alexandra Beckers
 Great Rivers Athletic Conference All-Conference 2nd Team: Brooklynn Elsas
 Great Rivers Athletic Conference Sportsmanship Award: Kristy Burford

Women's Basketball

Team Honors

NJCAA Division Two Region 24 Runner-Up

Individual Honors and Awards

NJCAA Division Two All-Region 24 Team: Avery Jackson
 Great Rivers Athletic Conference All-Conference 1st Team: Avery Jackson
 Great Rivers Athletic Conference Freshman of the Year: Avery Jackson

Men's Basketball

Individual Honors and Awards

NJCAA Division One All-Region 24: Josh Jefferson, Amel Kuljuhovic
 Great Rivers Athletic Conference All-Conference 1st Team: Josh Jefferson, Amel Kuljuhovic

Softball

Team Honors

NJCAA Division One National Tournament – 12th Place
 NJCAA Division One Region 24 Champions

Individual Honors and Awards

NJCAA Division One Region 24 Player of the Year: Holly Marousek
 NJCAA Division One All-Region 24: Braylyn Burdick, Allison Helton, Madeline Adams,
 Kendall Hastings, Alina Lance, Addison Baele
 Great Rivers Athletic Conference All-Conference: Alina Lance, Addison Baele, Madeline Adams

Baseball

Individual Honors and Awards

Great Rivers Athletic All Conference: Garrett Brachbill

Calendar of Events

Fridays, May 18 - August 10, 2018	Summer Hours of Operation. College is closed on Fridays.
Thursday, July 12, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081
Monday, July 16, 2018 (Third Monday of Month)	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, August 9, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, August 13, 2018	5 p.m. – Board Dinner – Kluthe Center 6 p.m. – Board Meeting – Kluthe Center, Room 220
Friday, August 17, 2018	Fall Opening Day – Field House 7:30 a.m. – Light Breakfast 8:00 a.m. - Presentations
Thursday, September 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, September 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, October 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, November 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081

Monday, December 10, 2018

5 p.m. – Board Dinner – Webb 081

6 p.m. – Board Meeting – Webb 081



Your kindness and sympathy

at this time

is more deeply appreciated

than any word of thanks

can ever express

Board of Trustees & President Bullock,
Nathan & I would like to thank
you for your thoughtfulness
and the garden basket.

Thank you,
Nathan & Maria Miller