

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

July 15, 2019

Regular Meeting No. 631

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

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



Regular Meeting No. 631
Monday, July 15, 2019, 6:00 p.m.
Webb Hall 081, Mattoon
Agenda

I. Routine.

A. Call to Order.

B. Seating of Newly Appointed Trustee and Appointment to Board Committee.

C. Roll Call.

D. 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 10, 2019, Regular Meeting.
2. Approval of Minutes of June 10, 2019, Board Retreat.
3. Approval of Minutes of June 10, 2019, Closed Session.
4. Approval of Agenda of July 15, 2019, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

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

II. Public Hearing on Fiscal Year 2020 Operating Budget.

III. Hearing of Citizens, Faculty and Staff.

IV. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan Mr. Kevin Curtis
B. Resource & Development	Mr. Mike Sullivan
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Gary Cadwell
E. Foundation	Ms. Doris Reynolds
F. Student Report	Ms. Shelbie Kile
G. President's Report	Dr. Josh Bullock

V. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. 2018-2019 Athletic Accomplishments.	21-24
2. Guided Pathways Annual Report.	25-36
3. Monthly Data Point Discussion.	
4. Calendar of Events.	37
5. Correspondence.	38

B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 0719-001 to Adopt Fiscal Year 2020 Operating Budget.	39-70
2. Approval of ICCB Program Review Report.	71
3. Acceptance of Reporting of May 2019 Financial Statements.	72-77
4. Approval of Organizational Charts.	78-83
5. Acceptance of Illinois Cooperative Work Study Grant Award.	84-86
6. Approval of Bid for Preventative Maintenance and Air Filter Replacement Project.	87-88
7. Closed Session.	

Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) closed session is called to discuss the employment or performance of specific employees.

[Return to Open Session - Roll Call]

8. Approval of Human Resources Report.

89-92

VI. Other Business. (Non-action)

VII. Adjournment.

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



Regular Board Meeting No. 630
Board and Administration Center, Room 011, Mattoon, IL
June 10, 2019

Minutes

Call to Order.

Chair Reynolds called the June 10, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon.

Roll Call.

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

Trustees Absent: Ms. Shelbie Kile, Student Trustee.

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

Approval of Consent Items.

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

1. Approval of Minutes of May 13, 2019, Regular Meeting.
2. Approval of Minutes of May 13, 2019, Closed Session.
3. Approval of Agenda of June 10, 2019, Board of Trustees Meeting.
4. 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	\$	647,223.60
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Building Fund	\$	194,934.91
Site & Construction Fund	\$	1,082,751.09
Bond & Interest Fund	\$	393,136.74
Auxiliary Services Fund	\$	24,947.14
Restricted Purposes Fund	\$	601,772.84
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	21,576.83
Student Accts Receivables	\$	24,439.97
Total	\$	2,990,783.12

For details of bills refer to:

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

5. Destruction of Tape Recording of December 11, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted legislative updates, events and awards ceremonies from the recent ICCTA Annual Convention. He congratulated Ms. Annette Lynch, Lake Land College student, for winning the ICCTA Lifelong Learner Award.

Resource & Development.

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

Finance.

Trustee Storm, 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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Buildings & Site.

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

Foundation.

Chair Reynolds encouraged all trustees to make a financial contribution to the Foundation. She also said the Foundation raised more than \$40,000 at its recent annual golf outing.

Student Report.

There was no report. Student Trustee Kile was not in attendance.

President's Report.

Dr. Bullock said:

- For Fiscal Year (FY) 2019, we have received a total of \$3,965,988 for services provided through January for the Illinois Department of Corrections contract. We have billed a total of \$2,614,644 to the Department of Corrections for February through May services that remains outstanding.
- We have received a total of \$278,613 for services provided through January from the Illinois Department of Juvenile Justice contract for FY 2019. A balance of \$152,002 remains outstanding for February through May services.
- For FY 2019 credit hour reimbursement, we have received 11 payments thus far totaling \$5,490,041, with only \$512,528 remaining outstanding for the year.
- We have received 11 equalization payments thus far for FY 2019 totaling \$5,421,735. A total of \$492,880 remains outstanding for the year.

Business Items.

Non-action Items.

Presentation of FY 2020 Budget.

Trustees reviewed the proposed FY 2020 Budget Book and heard a presentation from Mr. Gleckler regarding the FY 2020 Budget. Mr. Gleckler and President Bullock answered various questions by Trustees. Dr. Bullock said approval of the FY 2020 Budget will be requested during the July 15, 2019, regular Board meeting, and that the proposed FY 2020 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

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Trustee Storm said the Finance Committee met recently for an in-depth review of this agenda item. He said the Committee's consensus was to recommend to the Board approval of the FY 2020 Budget as presented.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Acceptance of Reporting of April 2019 Financial Statements.

Trustees reviewed the April 2019 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This 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.

Trustee Storm 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 Storm moved and Trustee Cadwell seconded to approve the April 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

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 Trustee Storm 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.

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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Caterer List.

Trustees reviewed a memorandum from Ms. Chris Kramer, Director of Auxiliary Services, requesting that the Board authorize 11 caterers to do business with the College during the next fiscal year. Mr. Gleckler presented on this recommendation.

Trustee Sullivan moved and Trustee Walk seconded to authorize the following 11 caterers to do business with the College in the next fiscal year:

- Bid Al's Shake-Ups, Charleston
- Don Sol, Mattoon
- Firefly Grill, Effingham
- Hunan's Chinese Restaurant, Mattoon
- Kep's Cooking, Mattoon
- Mattoon Golf and Country Club, Mattoon
- Niemerg's Steak House, Effingham
- Pauly's BBQ and Catering, Mattoon
- Scotty's Brewhouse, Mattoon
- Subway, Mattoon
- Yoder's Kitchen, Arthur

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of RAMP Document.

Trustees reviewed the proposed FY 2021 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. 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 Workforce Development Center." If the Renovation of Existing Buildings Project would be approved and appropriated, the total local match for the project would be at least \$10,123,300.

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Trustees learned that the Rural Development Technology Building and the Workforce Development Center have been removed per Mr. Gleckler's discussion with a representative at ICCB who has confirmed these projects are already on the list maintained at ICCB. These projects were previously approved, appropriated and referred to CDB, the funds have just not yet been released.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the FY 2021 RAMP document for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

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 base salary adjustment 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. Given the budget that was recently adopted by the state, staff would receive the 4.0% increase based on this formula and as detailed on Mr. Gleckler's memorandum. The financial impact of the proposed 4.0% base salary increase for administrative, supervisory and support staff totals \$145,362 on the general operating funds and an additional \$109,932 on the ancillary funds.

Chair 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.

Trustee Walk moved and Trustee Storm seconded to approve as presented a base salary increase of 4.0% for FY 2020 for administrative, supervisory and support employees, excluding correctional center staff.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Part-Time Staff Hourly Increase.

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Trustees heard recommendations from Dr. Bullock and Mr. Gleckler for the Board to approve a ten cent per hour increase effective July 1, 2019, for all current part-time employees.

Trustee Storm moved and Trustee Sullivan seconded to approve as presented a 10 cent per hour increase effective July 1, 2019, for current part-time employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of FY 2020 Base Salary Schedule, Excluding Correctional Centers.

Trustees reviewed a memorandum from Ms. Wahls regarding a recommendation to approve the FY 2020 Salary Grades and Ranges Schedule. Trustees also heard a recommendation from Mr. Gleckler for approval of the schedule and he said the recommended Schedule reflects a 3% increase in the minimum starting salary and a 4% increase on the maximum salary level from the FY 2019 Schedule. He also said this is consistent with the recommended salary increase level for current employees.

Trustee Sullivan 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 salary schedule as presented.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the FY 2020 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Planned Retirement Incentive Adjustment for Current Participants Not Included in a Collective Bargaining Group.

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler to restore the annual salary increase to 6% effective July 1, 2019, for eight current employees who were approved participants of the College's planned retirement program as of July 1, 2018, not included in a collective bargaining group, and impacted by last year's planned retirement changes. Dr. Bullock and Mr. Gleckler also recommended the Board increase the corresponding bonus payout for these eight employees upon retirement by 4.5% for the one year that their salary increase was at the 3% level instead of 6%.

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Trustee Curtis moved and Trustee Sullivan seconded to restore the annual salary increase to 6% effective July 1, 2019, for eight current employees who were approved participants of the College's planned retirement program as of July 1, 2018, not included in a collective bargaining group, and impacted by last year's planned retirement changes. Additionally, the motion was to increase the corresponding bonus payout for these same eight employees upon retirement by 4.5% for the one year that their salary increase was at the 3% level instead of 6%.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Resolution No. 0619-009 to Authorize Treasurer to Transfer Interest Earned from Working Cash.

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

Trustee Cadwell moved and Trustee Storm seconded to approve as presented Resolution No. 0619-009 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, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Resolution No. 0619-010 to Authorize Treasure to Invest Funds.

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

Trustee Walk moved and Trustee Storm seconded to approve as presented Resolution No. 0619-010 to authorize the College Treasurer to invest funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

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Motion carried.

Approval of Continued Employment of Federally Grant-Funded Employees.

Trustees reviewed a memorandum from Ms. Wahls requesting approval from the Board to send honorable termination notices to all permanently federally grant-funded, full-time and part-time, non-faculty employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. Mr. Gleckler said although this is a practice the administration regrets having to enact, he feels it is in the College's best interest in the event the anticipated federal grant funds are not received.

Trustee Sullivan moved and Trustee Walk seconded to approve the sending of honorable termination notices to all permanently federally grant-funded, full-time and part-time, non-faculty employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Contract Renewal for Educational Services with Illinois Department of Juvenile Justice.

Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, requested the Board approve a three-year contract renewal commencing July 1, 2019, with the Illinois Department of Juvenile Justice (IDJJ) for the College to continue offering educational services at Harrisburg, Illinois, Youth Center and St. Charles, Illinois, Youth Center. Trustees reviewed details of the contract renewal and learned that under the terms of the contract all costs are reimbursed to the College either through ICCB reimbursement or through IDJJ funds. Trustees reviewed details of the proposed contract renewal.

Trustee Curtis moved and Trustee Storm seconded to approve a three-year contract renewal commencing July 1, 2019, with the Illinois Department of Juvenile Justice (IDJJ) for the College to continue offering educational services at Harrisburg, Illinois Youth Center and St. Charles, Illinois Youth Center.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Lease Renewal Agreements.

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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 Sullivan moved and Trustee Walk seconded to approve two lease renewal agreements as presented between the College, as lessor, and Local Workforce Investment Board and LWIA 23/CEFS Economic Development Corporation, as lessee or sub-lessee, for the period July 1, 2019, through June 30, 2020, for the property at 305 Richmond Ave East, Mattoon.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Closed Session.

6:50 p.m. – Trustee Curtis moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c) (1), (3) and (21), to discuss the appointment, employment, compensation, performance or dismissal of specific employees; to discuss the selection of a person to fill the Board seat vacancy; and to review the minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Return to Open Session – Roll Call.

7:36 p.m.

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

Trustees Absent: Ms. Shelbie Kile, Student Trustee.

Approval of Candidate to Fill Board Vacancy as Discussed in Closed Session.

Trustee Storm moved and Trustee Sullivan seconded to approve Mr. Tom Wright of Dieterich, Illinois, to serve as Trustee for the unexpired term of Ms. Ann Deters until the next

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consolidated general election to be held in April of 2021. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of General Leave of Absence Without Pay Request by a Custodial Services Supervisor.

Trustee Sullivan moved and Trustee Walk seconded to approve the request for a general leave of absence without pay by Mr. Art Turner, Custodial Services Supervisor, for the period May 10, 2019, through June 2, 2019. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

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

Following discussion on the topic in closed session, Trustee Curtis moved and Trustee Walk seconded to approve the release of closed session minutes within the six-month period since December 10, 2018, including section 2 of the March 11, 2019, Board meeting, sections 1 and 2 of the April 8, 2019, Board meeting, and sections 1 and 2 of the May 13, 2019, Board meeting, and not approve the release of closed session minutes for section 1 of the December 10, 2018, Board meeting, sections 1 and 2 of the February 11, 2019, Board meeting, and section 1 of the March 11, 2019, 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, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report.

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Following discussion on the topic in closed session, Trustee Cadwell motioned and Trustee Storm seconded to approve the following Human Resources Report:

Flowers, Tim	FMLA	4/19/19-5/31/19
Kepley, Kirk	FMLA	5/28/19-6/16/19
Pearce, Clark	FMLA	4/18/19-5/30/19
Shumard Shelton, Lisa	FMLA – Intermittent	5/16/19-6/17/19
Turner, Art	Leave of Absence w/o Pay	5/10/19-6/02/19

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Lynch, Annette	Admissions and Records Student Assistant Primary Position is Perkins Student Worker	05/01/2019
Robison, Walter	Technical Training Specialist - CBI Primary Position is Adjunct Faculty Technology	05/01/2019
Smith, Dylan	Special Needs Note Taker Primary Position is Perkins Student Worker	06/03/2019
Turner, Nash	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	05/06/2019
Turner, Nash	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	05/06/2019

Part-time - Grant Funded

Elmendorf, Gerald	Trio Bus Driver Primary Position is CWS TRIO	04/25/2019
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Philpot, Tessa	Lake Land Student Trustee	04/15/2019
Starwalt, William	Newspaper Editor Student News	05/05/2019

Position Recommendation

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

Department of Corrections Special Projects Manager - Class TBD
Emergency Services Programs Coordinator – Support Staff, Level 13

New Hire-Employees

The following employees are recommended for hire

Position	Effective Date
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Full-time - Grant Funded

Howard, Corbett	Correctional Career Technology Instructor- East Moline CC	05/21/2019
Lercher, James	Correctional Maintenance Instructor- Lincoln CC	06/03/2019
Monti, Francesca	Correctional Office Assistant – Hill CC	06/10/2019
Pender, Diane	Correctional Office Assistant-Sheridan CC	07/02/2019
Thomas, Parnell	Correctional Auto Technology Instructor- Hill CC	05/21/2019
Webb, Amber	TRIO SSS Advising Counselor	06/11/2019

Part-time

Baptiste, Gerdeley	Library Assistant	05/28/2019
Evans, Kassidy	Fitness Center Specialist	03/12/2019
Gann, Alanson	Laker Mallard Mascot Talent	05/10/2019
Jenkins, Adam	Police Officer	05/06/2019
Loy, Cathy	Dual Credit Coordinator	01/02/2019
Stremming, Morgan	Counseling Services Specialist	05/01/2019
Turner, Nash	Tutor - Student Learning Assistance Ctr	05/06/2019

Part-time - Grant Funded

Elmore, Deana	Adjunct DOC College Funded Instructor	06/03/2019
Roos, Sandra	Adjunct DOC College Funded Instructor	06/03/2019
Scherer, Amy	Adjunct DOC College Funded Instructor	06/03/2019
Smith, Lucille	Agriculture Education Intern	05/14/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Addison, Ryan	Corr Comm Cooking Instr-East Moline CC	05/31/2019
Denniston, Robert	Corr Custodial Maint Instr-Hill CC	05/17/2019
Jones, Michael	Corr Custodial Instr-Kewanee	05/14/2019
Kepley, Kirk	Police Officer	06/16/2019
Schnorf, Martin	Corr Career Tech Instr -Vandalia CC, Retiree	04/30/2019
Shull, Dennis	Corr Construction Occ Instr – Lincoln CC	05/08/2019
Watts, Lori	Corr Ofc Asst-Robinson CC	05/31/2019
Part-time		
Aiken, Pearl	Newspaper Ed Student News	03/10/2019
Buenker, Abigail	Newspaper Ed Student News	05/05/2019
Curll, Steve	Adj Doc College Funded Instr	05/13/2019
Donovan, Zoe	Newspaper Ed Student News	05/05/2019
Filipiak, James	Adj Faculty Math/Science	05/20/2019
Hackler, Madolyn	Newspaper Ed Student News	05/05/2019
Harvey, Matthew	Newspaper Ed Student News	05/05/2019

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Hendryx, Trevor	Newspaper Ed Student News	05/20/2019
Hill, Domonique	Marketing & PR Intern	04/26/2019
Lecrone, Andre	Commercial Driver Training Instr	04/30/2019
Light, Lisa	Adj Faculty Social Science	05/10/2019
Maguire, John	Adj Faculty Social Science	05/10/2019
Peoples, Tyrese	Newspaper Ed Student News	11/04/2018
Reel, Courtney	Newspaper Ed Student News	05/05/2019
Washkowiak, Allison	Library Assistant	04/29/2019
Watson, Jacob	Library Assistant	05/10/2019

Transfers/Promotions

The following employees have a change in position

Full-time Tenure Track

Haskenherm, Tara	Nursing Instructor	08/16/2019
	From: Simulation Lab Coordinator (FT)	
Hoenes, Casey	Nursing Instructor	08/16/2019
	From: Allied Health Clinical Instructor (PT)	

Full-time - Grant Funded

Harrington, Elizabeth	Administrative Assistant to Dean of Correctional Programs	05/20/2019
	Transferring From Assistant to Dean of Corrections (FT)	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Walk. No: None.

Absent: Student Trustee Kile.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Sullivan moved and Trustee Storm seconded to adjourn the June 10, 2019, meeting of the Lake Land College Board of Trustees at 7:40 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Mr. Doris Reynolds, Board Chair

 Mr. Gary Cadwell, Board Secretary

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Beth R. Gerl, Vice President for Student Services

DATE: June 28, 2019

RE: 2018-2019 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 2018-2019 academic 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 athletic staff to focus on student success both in the classroom and in their athletic event, 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!

Lake Land College
ATHLETIC DEPARTMENT HONORS 2018-2019

Academic Report

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

2018 NJCAA All-Academic First Team (athlete with 24 credit hours with 4.00 GPA):
Maria Gentry (Volleyball)
Mitchell Shaw (Baseball)
Liberty Jamison (Women's Basketball)

2018 NJCAA All-Academic Second Team (athlete with 24 credit hours with 3.80-3.99 GPA):
Sam Gubbins (Baseball)
Wes Harrell (Baseball)
Natalie Gordon (Softball)
Frankie Izard (Softball)
Sophie Cooper (Softball)
Delaine Johnson (Softball)

2018 NJCAA All-Academic Third Team (athlete with 24 credit hours with 3.60-3.79 GPA):
Ashlyn Clem (Volleyball)
Mikayla Fultz (Volleyball)
Ashlyn MacDonald (Volleyball)
Katie Tarkington (Volleyball)
Bryce Lohman (Baseball)
Quinton Helmuth (Baseball)
Jamie Young (Baseball)
Drew Yazzie (Baseball)
Sophie Cooper (Softball)
Delaine Johnson (Softball)
Avery Jackson (Women's Basketball)
Aislinn Parish (Women's Basketball)
Jamie Sanschafer (Women's Basketball)
Darell Phillips (Men's Basketball)

Accumulative GPA of all of our athletes (102) for the 2018-2019 academic year: 3.12

By Sport: Volleyball – 3.44
Softball – 3.28
Women's Basketball – 3.25
Baseball – 3.02
Men's Basketball – 2.7
Cheer – 3.04

Total number of athletes achieving a 3.0 or higher GPA for the 2018-2019 academic year: 60 of 102

By sport: Softball (11 of 17)
Baseball (17 of 30)
Women's Basketball (9 of 11)
Volleyball (14 of 15)
Men's Basketball (3 of 14)
Cheer (9 of 15)

Athletic Sports Honors

Season Records

By Sport: Softball – 52/19
 Women’s Basketball – 24/8
 Men’s Basketball – 11/20
 Volleyball – 27/14
 Baseball – 11/34

Volleyball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division One All-Region 24: Alexandra Beckers, Jannah Mullen, and Ashlyn Macdonald

Great Rivers Athletic Conference All-Conference Team: Ashlyn Macdonald, Alexandra Beckers, Brooklynn

Elsas, Kristy Burford

Great Rivers Athletic Conference Freshman of the Year: Ashlyn Macdonald

Great Rivers Athletic Conference Sportsmanship Award: Kristy Burford

Women’s Basketball

Team Honors

NJCAA Academic Team

Finished 2nd in the GRAC

Region 24 Runner up

Individual Honors and Awards

NJCAA 2nd Team All American: Avery Jackson

NJCAA Division Two All-Region 24: Avery Jackson, Jamie Sandschafer

Great Rivers Athletic Conference All-Conference: Avery Jackson, Jamie Sandschafer

Softball

Team Honors

NJCAA Academic Team

Region 24 Champion

2nd place in the GRAC

Individual Honors and Awards

NJCAA Division One Region 24 Player of the Year: Frankie Izard

NJCAA Division One All-Region 24: Delanie Johnson, Frankie Izard, Abe Lea

NJCAA Division One All-Region 24 Tournament: Delanie Johnson, Allison Helton, Amaya Eubanks, Abe Lee

Great Rivers Athletic Conference All-Conference: Delanie Johnson, Frankie Izard, Abe Lea

NFCA All-Region 24 Teams 1st Team: Frankie Izard

NFCA All Region 24 Teams 2nd Team: Abe Lee, Delanie Johnson, Amaya Eubanks

NFCA All-American 1st Team: Frankie Izard

Baseball

NJCAA Academic All American Team

Individual Honors and Awards

Great Rivers Athletic All Conference: Ryan Drayer

Lakers Moving On

Baseball

Mitchell Shaw University of New Mexico Highlands
Brandon Puckett Marion University
Sam Kimmorley Menlo College
Brett Basye Minot State University
Nic Hutchinson Indiana State (Academic)
Sam Gubbins SIU Edwardsville (Academic)

Volleyball

Arielly Christina deSouza – Bethel University
Alexandra Beckers – Illinois State University (Academic)
Jannah Mullen – Illinois State University (Academic)
Kristy Burford – North Carolina State University (Academic)
Brooklynn Elsas – University of Illinois Champaign Urbana (Academic)
Lexi Rankin – Illinois State University (Academic)
Ashley Bartley – PTA Lake Land College (Academic)
Taylor Williams – PTA Lake Land College (Academic)

Men's Basketball

Josh Brewer – Miami (OH)
Allante Harper – Indiana University Kokomo (IN)
Tromon Weston – Indiana University Northwest (IN)
Jani Griffith – Bethel University (IN)
Scott McGann – Salem University (WV)

Softball

Olivia Haas – Saint Abrose
Sydney Rawlings – Colorado Christian
All other Sophomores have offers but not made commitments yet

2018-2019

GUIDED PATHWAYS ANNUAL REPORT



PREPARED BY:

Darci Cather

Dean of Guided Pathways for Student Success

LAKE LAND
COLLEGE

IN THIS REPORT

Introduction	3
GPLT members	4
Scale of Adoption	5
Student Focus Groups	6
Program Mapping Pilot	8
Meta-Majors	9
Next Steps	10

2018-2019

INSTITUTIONAL**PRIORITIES:**

1. Faculty & Staff Engagement
2. Conduct staff and student focus groups
3. Pilot mapping process in Agriculture Division
4. Design meta-majors/areas of study

UNDERSTANDING GUIDED PATHWAYS FOR STUDENT SUCCESS

For the FY 2019-2021 Strategic Plan, Lake Land College has identified two Key Focus Areas, which are meant to unite the College community in the pursuit of a few systemic, crucial strategies. The first Key Focus Area is to implement Guided Pathways to Success (GPS), while expanding K-12 and university partnerships, to provide a clear pathway to meaningful educational or career outcomes. The Guided Pathways Model is an integrated, institution-wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from her/his point of entry to attainment of high-quality postsecondary credentials and careers with value in the labor market.

Central to the pathways model are clear, educationally coherent program maps—which include specific course sequences, progress milestones, and program learning outcomes—that are aligned to what will be expected of students upon program completion in the workforce and in education at the next level in a given field. Students are helped from the start to explore academic and career options, choose a program of study, and develop a plan based on the program maps. These plans simplify student decision-making, and they enable colleges to provide predictable schedules, frequent feedback, and targeted support as needed to help students stay on track and complete their programs more efficiently. They also facilitate efforts by faculty to ensure that students are building the skills across their programs that they will need to succeed in employment and further education.

GUIDED PATHWAYS ESSENTIAL PRACTICES

Clarify Paths to Students' End Goals

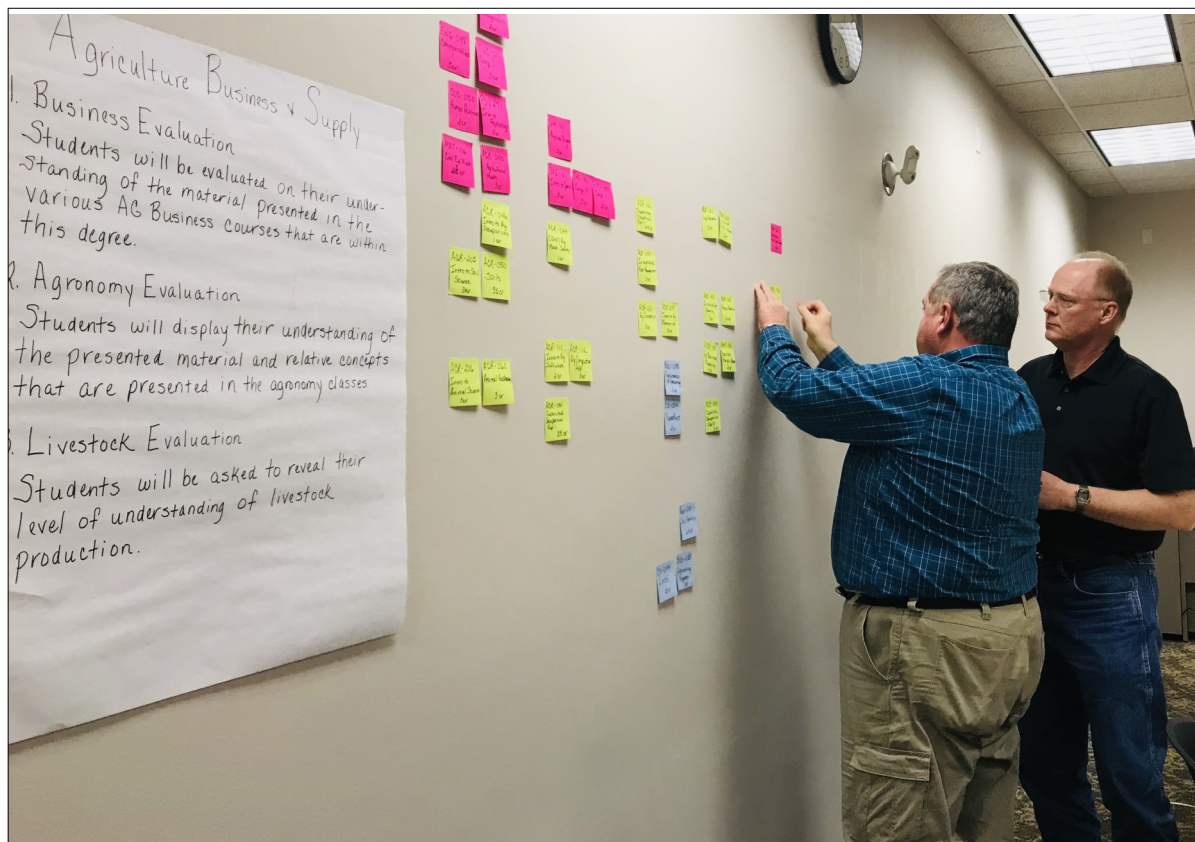
Help Students Choose and Enter a Path

Help Students Stay on the Path

Ensure that Students are Learning

GUIDED PATHWAYS LEADERSHIP TEAM

TEAM MEMBER	AREA OF REPRESENTATION
Darci Cather	Guided Pathways Leadership Team Chair
Jennifer Melton	Academic Counselor
Bryan Burrell	Academic Counselor
Ryan Wildman	Agriculture Instructional Faculty
Dyke Barkley	Agriculture Instructional Faculty
Cheryl Beam	Allied Health Instructional Faculty
Cassandra Porter	Allied Health Instructional Faculty
James Munger	Business Instructional Faculty
Brenda Hunzinger	Math and Science Instructional Faculty
Matthew Greider	Social Science and Education Instructional Faculty



SCALE OF ADOPTION FACULTY SELF-ASSESSMENT

The Guided Pathways Scale of Adoption were facilitated by the Guided Pathways Leadership Team. The questions were drawn from the CCRC's Guided Pathways Essential Practices: Scale of Adoption Self-Assessment. The assessment focused on four major areas:

- Mapping Pathways to Student End Goals
- Helping Students Choose and Enter a Pathway
- Keeping Students on the Path
- Ensuring that Students are Learning

CCRC's tool is designed to help colleges assess how far they are toward adopting essential guided practices at scale. The essential practices are examined in CCRC's book, *Redesigning America's Community Colleges: A Clearer Path to Student Success* by Thomas Bailey, Shanna Smith Jaggars, and Davis Jenkins (Harvard University Press, 2015).

This assessment is designed to help colleges establish a baseline and develop a plan for implementing guided pathways at scale.

All seven (7) instructional divisions completed the self-assessment as well as two non-instructional divisions – Counseling Services and Library Services. Some divisions completed the assessment as a group, while others completed it individually. Participants identified if practices were not occurring, not systemic, planning to scale, scaling in progress, at scale, or did not know. Priorities were determined from those practices identified as not occurring, not systemic, or not aware.

SCALE OF ADOPTION PRIORITIES	% IDENTIFIED AS NOT OCCURRING/ NOT SYSTEMIC/ DON'T KNOW
1. Assistance is provided to students who are unlikely to be accepted into limited-access programs, such as nursing or culinary arts, to redirect them to another more viable path to credentials and a career.	85.9%
2. Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.	78.6%
3. Every new student is helped to explore career/college options, choose a program of study, and develop a full-program plan as soon as possible.	67.7%
4. The college works with high schools and other feeders to motivate and prepare students to enter college-level coursework in a program of study when they enroll in college.	67.6%
5. The college assesses effectiveness of educational practice (e.g. using CCSSE or SENSE, etc.) and uses the results to create targeted professional development.	67.2%
6. Special supports are provided to help academically unprepared students to succeed in the "gateway" courses for the college's major program areas—not just in college-level math and English.	66.2%
7. Detailed information is provided on the college's website on the employment and further education opportunities targeted by each program.	65.7%
8. The college schedules courses to ensure students can take the courses they need when they need them, can plan their lives around school from one term to the next, and can complete their programs in as short a time as possible.	63.4%

STUDENT FOCUS GROUPS

The Guided Pathways Student Focus Groups were conducted by the Dean of Guided Pathways. The questions for the focus groups were drawn from EAB's "Student Focus Group Guide" and Career Ladders Project's "Bringing Student Voices to Guided Pathways Inquiry and Design." All students volunteered to participate and responses were recorded anonymously. Four (4) focus

groups were held on two (2) Lake Land College campuses: Mattoon Main Campus and Effingham Kluthe Center. Fifty-five (55) students participated in the focus groups. Of these students, 44% were female and 56% were male. 94.5% of students were full-time and 5.5% were part-time. Moreover, 1.8% were Asian, 5.5% were Hispanic, 7.3% were African American, and 85.4% were White.

Students were asked questions about choice of college, attendance barriers, choosing classes, schedule availability, modality preferences, registration bottlenecks, major selection and change, and stop-outs. Out of the focus groups, the following themes were identified.



STUDENT FOCUS GROUP THEMES

Choice of College	Students chose to attend LLC because it is affordable, close-to-home, and familiar. They also attend LLC for small classes, one-on-one instruction, and re-training opportunities.
Attendance Barriers	Students identified challenges with transportation and work schedules. Students interviewed had a preference for every other day schedule and 9-3 times.
Choosing Classes	Students determine major and transfer requirements when choosing classes. They complete research on their own and take General Education classes first. They employ degree audit and work with their advisors.
Obstacles in Choosing Classes	Students identified that advisors sometimes want students to take classes that they do not need and that advisors tend to follow catalog which is written for one primary transfer institution. Students also stated that sometimes necessary classes are only offered yearly or not offered at the needed campus.
Schedule Availability	Students indicated that they would like to see spring schedule available when registering for fall that they could plan out an entire year. Students also would like to know when classes are going to be cancelled earlier and would like to speak to their faculty advisor earlier.
Modality Preference	Students stated a preference for traditional classes, but appreciate a variety of modalities offered for flexibility. Students are interested in block schedule if it would provide greater structure and eliminate excessive gaps in between classes. Some students preferred 50 minute classes.
Registration Bottlenecks	Some students identified they do not know how to use Degree Audit, are not sure how to sign up for Mod classes, and have previously signed up for classes that do not count as General Education requirements. Others indicated a preference for reminders on when Mod classes start. Students expressed appreciation for the 10-day drop rule.
Choosing a Major	Students utilized the following to choose a major: career data, Bureau of Labor Statistics, completed classes they enjoyed, and advisors. Over half of the students had changed majors at least once with one student changing his major eight (8) times.
Stop-Outs	Students identified other students who had quit or stopped out for the following reasons: <ul style="list-style-type: none"> • Student did not want to complete the work. • Work was too difficult. • Student was too distracted/needed to mature. • Student desired to go straight to work.
Other Comments	Students expressed a desire that instructors would place grades, syllabi, and dates in Canvas. Students expressed concern over online textbooks. Students commended several individual faculty members including Matt Landrus, Andrea Bright, Jodi Birdwell, Ben Cohen, and Scott Rhine.

PROGRAM MAPPING AGRICULTURE

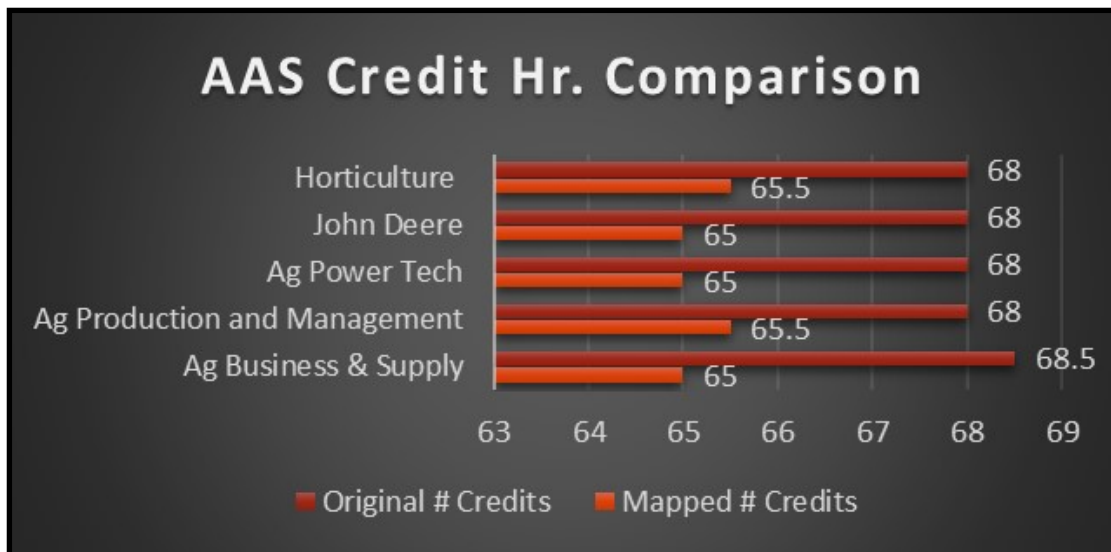
In Spring 2019, the GPLT embarked on mapping all programs within the Agriculture Division. The GPLT worked with the Agriculture Division Chair and Program Coordinators to map five Associates of Applied Science, two Associates of Arts, and five certificates.

The Goal of Program Mapping is two-fold:

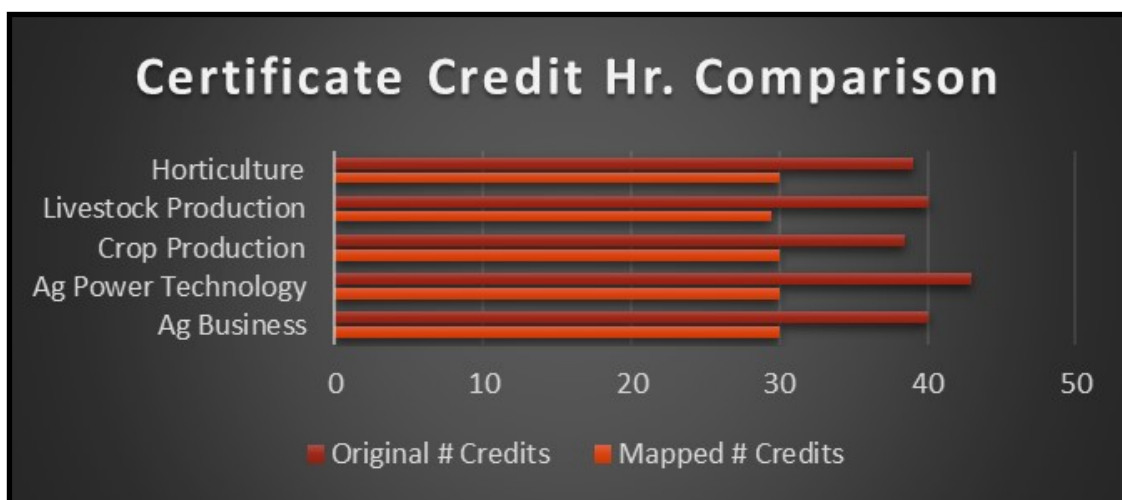
1. Create clear curricular pathways aligned to requirements for further education and/or career goals.
2. Ensure that learning is happening with intentional outcomes.

Program maps are designed to chart out the exact sequence of courses students need to complete

a credential, and offer students structure in the form of a clear and direct path to graduation. During the mapping process, faculty and counselors work together to ensure that each certificate stacks into the associates degree and that hands-on learning opportunities are embedded in each program. Maps are designed to reduce the time to degree completion.



4.3% Reduction in Overall Ag AAS Degree Credit Hours
 Average Savings of \$474.25 per AAS Agriculture Student



25.4% Reduction in Overall Ag Certificate Credit Hours
 Average Savings of \$1499.23 per Certificate Ag Student

12.1% Overall Credit Hour Reduction in Ag AAS and Certificate

AREAS OF STUDY/META-MAJOR CREATION

Meta-Majors, or Areas of Study, are a collection of academic programs that have common or related content. Areas of Study are designed to cluster groups of majors around related career goals, giving students an opportunity for early career

exploration. They are designed to:

1. Provide students a clear pathway to graduation;
2. Help students make connections between their studies and different career tracks;
3. Help improve student retention;
4. Streamline the process of major selection by limiting choice at the onset.



GUIDED PATHWAYS: OUR NEXT STEPS

For the upcoming 2019-2020 academic year, the Guided Pathways Leadership Team will concentrate on several key initiatives, as the College moves toward full implementation of a Guided Pathways Model. These initiatives include:

1. Complete **program mapping process** in all remaining academic divisions.
2. **Identify necessary supports** to help academically underprepared students.
3. Identify and finalize **redesign needs in scheduling**.
4. Identify gaps, research best practices, and determine **appropriate student planning/tracking tool** that will support a Guided Pathways model.



CONTACT:

Darci Cather
Dean of Guided Pathways

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Office: West Building, 032
<https://www.lakelandcollege.edu/guided-pathways/>

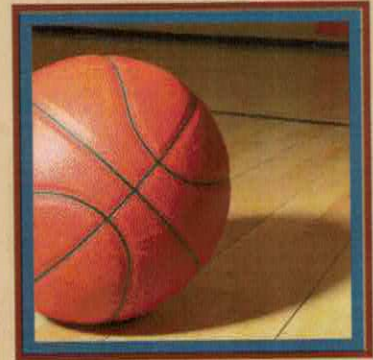
Calendar of Events

Fridays, May 17 - August 9, 2019	Energy Savings Summer Hours. College is Closed on Fridays.
Thursday, August 8, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, August 12, 2019	5:15 p.m. - Board Dinner – Kluthe Center, Room 219 6 p.m. - Board Meeting – Kluthe Center, Room 220
Friday, August 16, 2019	Fall Opening Day Field House 8 – 10 a.m.
Thursday, September 5, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, September 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 28, 2019	Lake Land College Homecoming Weekend
Thursday, October 10, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Luther Student Center Grand Re-Opening Event More Details to be Released at a Later Time
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break

*Thank you for
your words of sympathy,
your voice of concern,
your gesture of caring
and the love you offer.*

*The Family of
Jim Dudley*

*Sincerely,
Carol Jean Dudley
& family*



THANK YOU

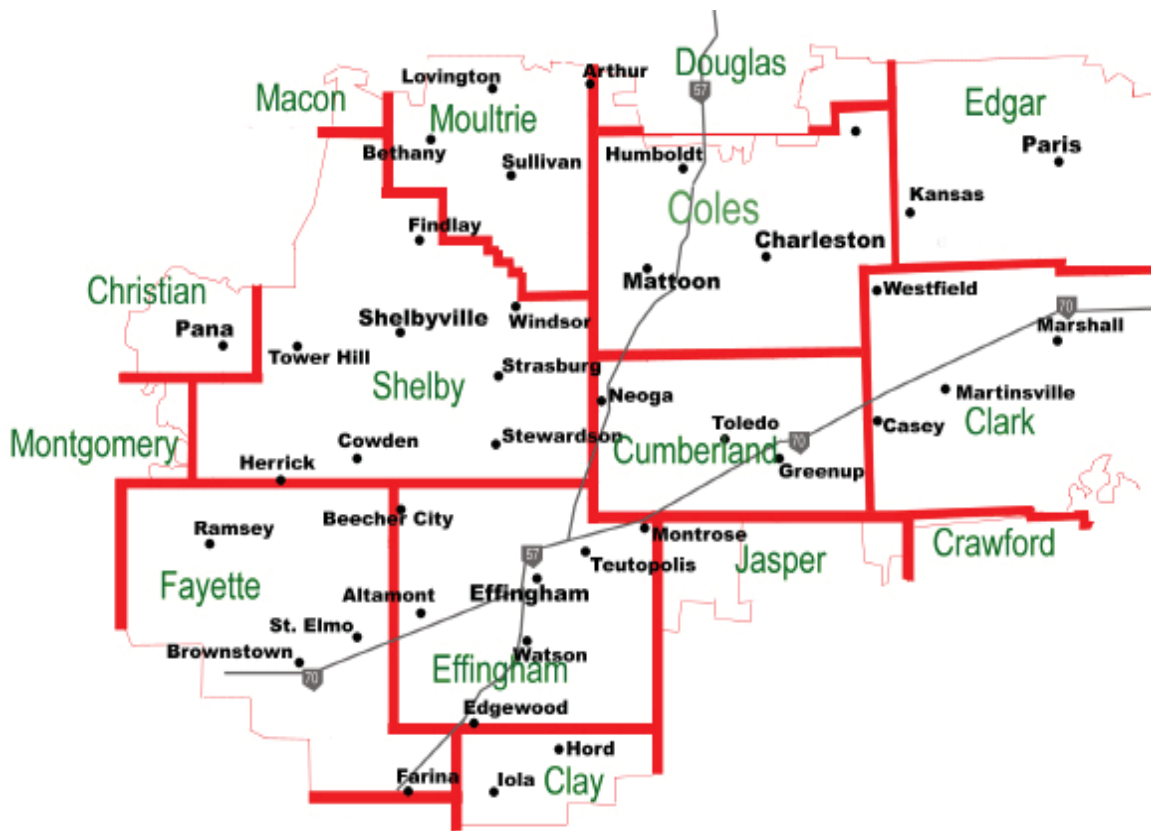
FISCAL YEAR 2020 BUDGET



LAKE LAND
COLLEGE

LAKE LAND COLLEGE

DISTRICT NO. 517



BOARD OF TRUSTEES

- Ms. Doris Reynolds, Chair
- Mr. Mike Sullivan, Vice Chair
- Mr. Gary Cadwell, Secretary
- Mr. Kevin Curtis
- Mr. Dave Storm
- Ms. Denise Walk
- Ms. Shelbie Kile, Student Trustee

COLLEGE PRESIDENT

Dr. Jonathan Bullock, President

LAKE LAND

COLLEGE

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LAKE LAND COLLEGE

To: Lake Land College Board of Trustees

From: Dr. Josh Bullock, President

Subject: Proposed 2020 Fiscal Year Operating Budget

Date: June 5, 2019

Presented in the following pages is the proposed FY 2020 budget for Lake Land College.

The total FY 2020 budget for all funds (including operating and restricted purpose funds) is \$108,998,333, an increase of \$6.3 million over the FY 2019 budget of \$102,705,406. The FY 2020 Operations and Maintenance Fund (Fund 3) saw an increase of \$1.45 million related to campus projects, while the Educational Fund (Fund 1) saw an increase of \$5 million for the technology refresh and loan receipt and repayment.

The FY 2020 operating budget (Fund 1 and Fund 2) is presented as a balanced budget with estimated income of \$58,869,199, and corresponding expenditures of \$58,869,199. This represents an expenditure increase of \$5.0 million. Excluding increased expenditures for the technology refresh, loan repayment and mandated State University Retirement System (SURS) pass through funding, the total operating expenditures for all other College operations decreased by nearly 2.0%.

Revenue and expenditure assumptions used in developing the operating budget follow. Note that the College budget is predicated on level funding from the Illinois Community College Board for credit hour reimbursement and equalization grants compared with FY 2019.

Revenue Increases:

- A textbook rental fee adjustment will generate \$54,170 in additional revenue.
- Increased revenue for CPR training of \$104,000.
- Rental increase from Lake Land Print Shop of \$25,000.
- Bond and loan proceeds for the technology refresh of \$5,000,000.
- A State University Retirement System (SURS) pass through amount increase of \$740,000.

Revenue Decreases:

- An anticipated four percent decline in enrollments will create an estimated tuition and fee revenue loss of \$411,869 compared to FY 2019.
- Adjustment to local source revenue for tax abated properties of \$329,348.

Expenditure Increases:

- Compensation adjustments for contractual and non-contractual staff will increase expenditures by \$426,207.
- Anticipated health insurance rate increases will add \$154,121 to expenditures.
- Annualizing compensation for new FY 2019 positions will account for \$92,583 in new expenditures.
- A State University Retirement System (SURS) pass through amount increase of \$740,000.
- Planned retirement increases of \$325,000.
- Implementation of new 403B/457 plan matching incentive of \$34,966.
- Increase in adjunct teaching rate of \$25 per credit hour will increase expenditures by \$50,239.
- Utility increases will add \$87,312 to expenditures.
- Dual Credit Distance Learning Initiative Grant Match of \$45,162.
- Implementation of a student enrollment incentive of \$100,000.
- Two new full-time faculty positions, one support position and shifting of one part-time to full-time position totaling \$160,768.

Expenditure Decreases:

- Savings from expenditure adjustments of \$2,101,585.

The FY 2020 budget is presented after careful and thorough planning to ensure it maintains the College's solid financial foundation and the quality educational experience our students have grown to expect, while also proactively advancing the mission of the College and future success of our students and the district.

FINANCIAL STRUCTURE

Revenues and Expenditures of Lake Land College are divided into various funds to accomplish the overall mission and objectives of the College. Those funds are defined as follows:

EDUCATION FUND

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational programs of the college.

OPERATIONS AND MAINTENANCE FUND

The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, rental of buildings and property for community college purposes, payment of all premiums for insurance upon buildings and building fixtures, salaries of janitors, technicians, or other custodial employees; all costs of fuel, lights, gas, water, telephone service and custodial supplies and equipment; and the cost of professional surveys of the condition of College buildings.

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition.

BOND AND INTEREST FUND

The Bond and Interest Fund is used to account for payment of principal, interest, and related charges on any outstanding bonds.

AUXILIARY ENTERPRISES FUND

The Auxiliary Enterprises Fund accounts for College services and activities which are self-supporting and are not absolutely essential to the mission of the College. Examples of these activities are: Food Service, Bookstore, Athletics and Student Organizations.

RESTRICTED PURPOSES FUND

The Restricted Purposes Fund is for the purpose of accounting for monies that have external restrictions regarding their use.

WORKING CASH FUND

The Working Cash Fund is used to account for the proceeds of Working Cash Bonds. By making temporary transfers, the Working Cash Fund is used as a source of working capital. Such temporary transfers assist operating funds in meeting the demands for ordinary and necessary expenditures of temporary low cash balances.

TRUST AND AGENCY FUND

The Trust and Agency Fund is used to receive and hold funds when the College serves as custodian or fiscal agent for another body. The College has an agency rather than a beneficial interest in these monies. There is no budget for this fund.

AUDIT FUND

The Audit Fund is established for recording the payment of auditing expenses and the audit tax levy.

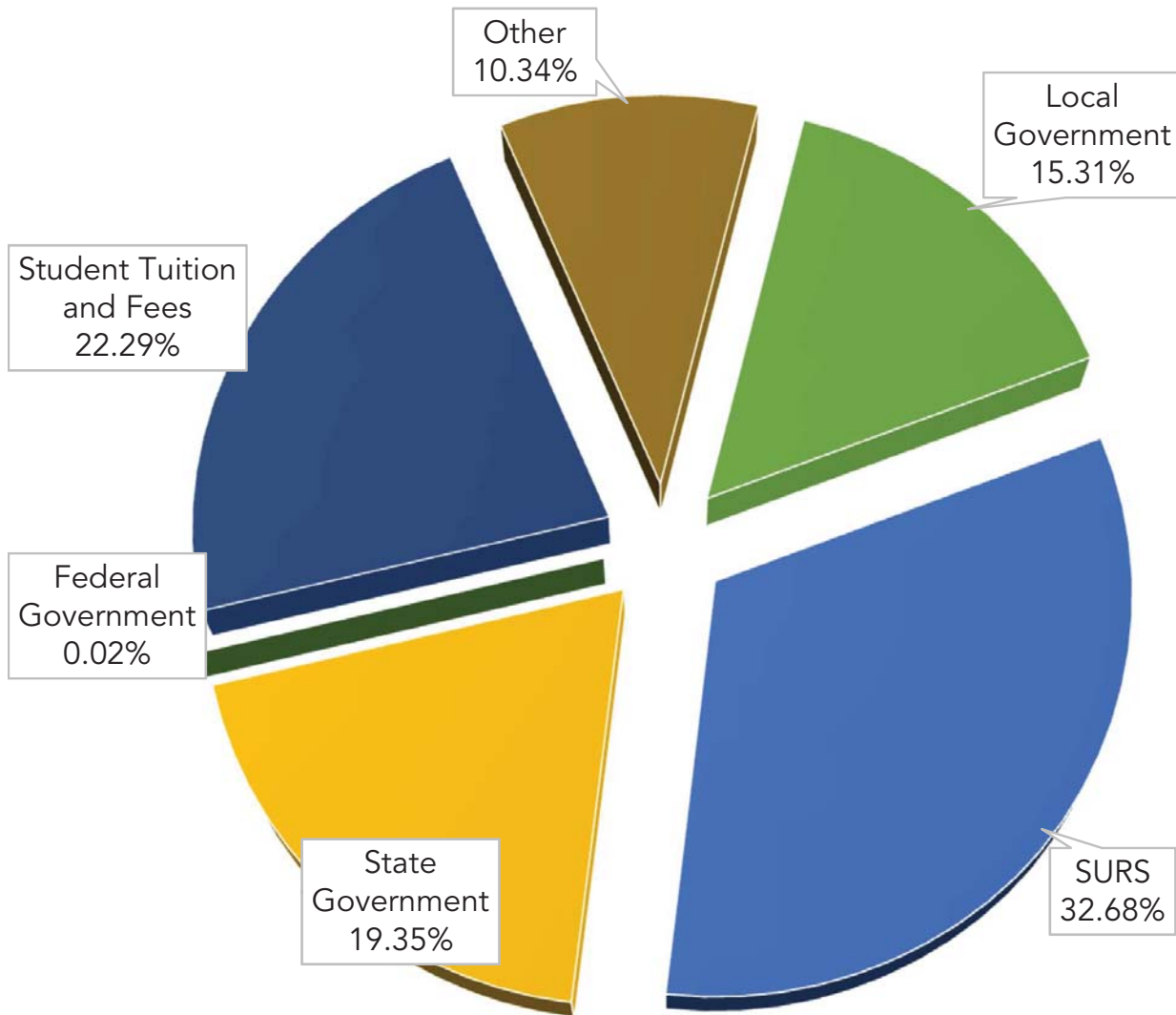
LIABILITY, PROTECTION, AND SETTLEMENT FUND

The Liability, Protection, and Settlement Fund is used to record levies and expenditures for tort liability, medicare insurance, FICA taxes, unemployment insurance, and workers compensation.

BUDGETED EXPENDITURES BY FUND

	Educational	\$ 54,143,473
	Operations & Maintenance	4,725,726
	Operations & Maintenance (Restricted)	12,339,500
	Bond and Interest.....	6,759,975
	Auxiliary Enterprises	2,969,942
	Restricted Purposes.....	26,165,480
	Audit	91,451
	Liability, Protection, & Settlement.....	1,802,786
	TOTAL.....	\$108,998,333

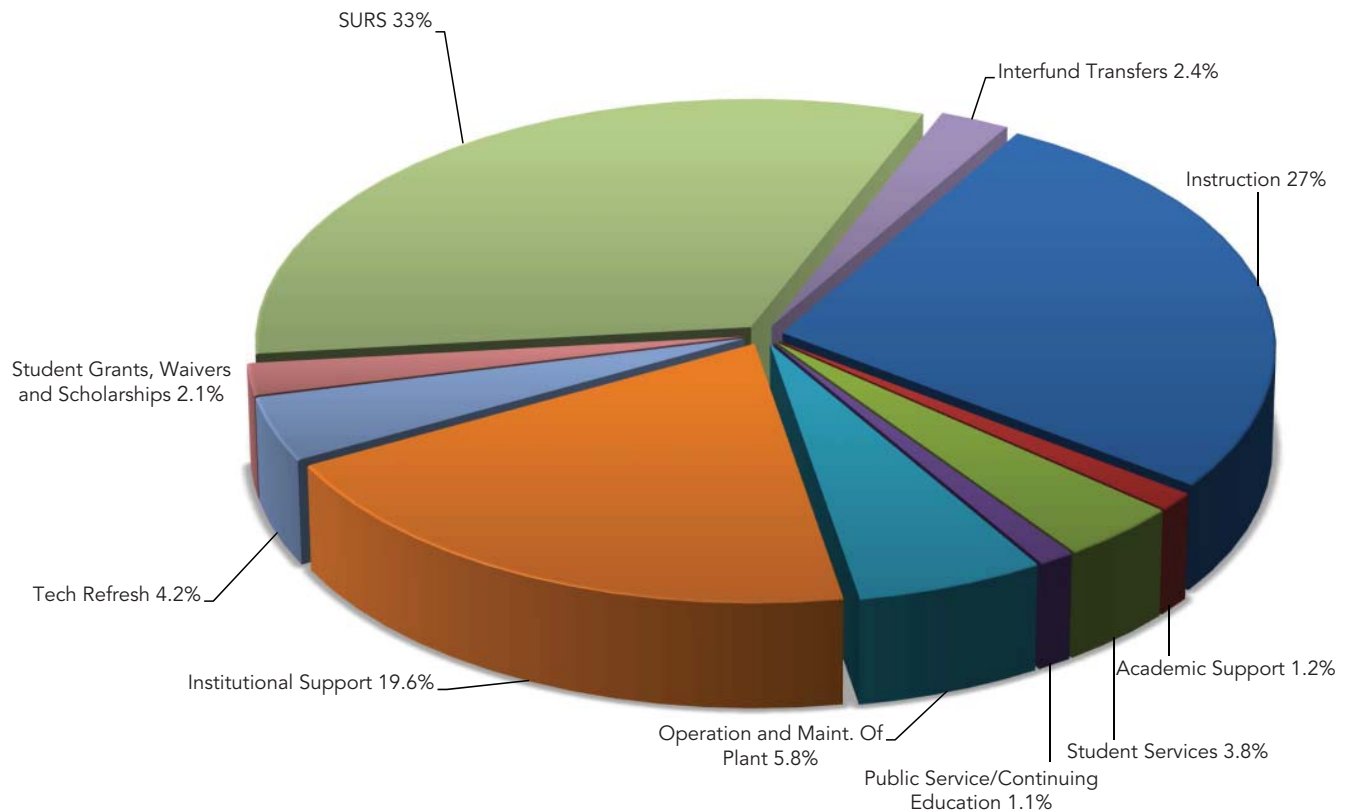
BUDGETED OPERATING REVENUE



Summary of Fiscal Year 2020 Estimated Revenues

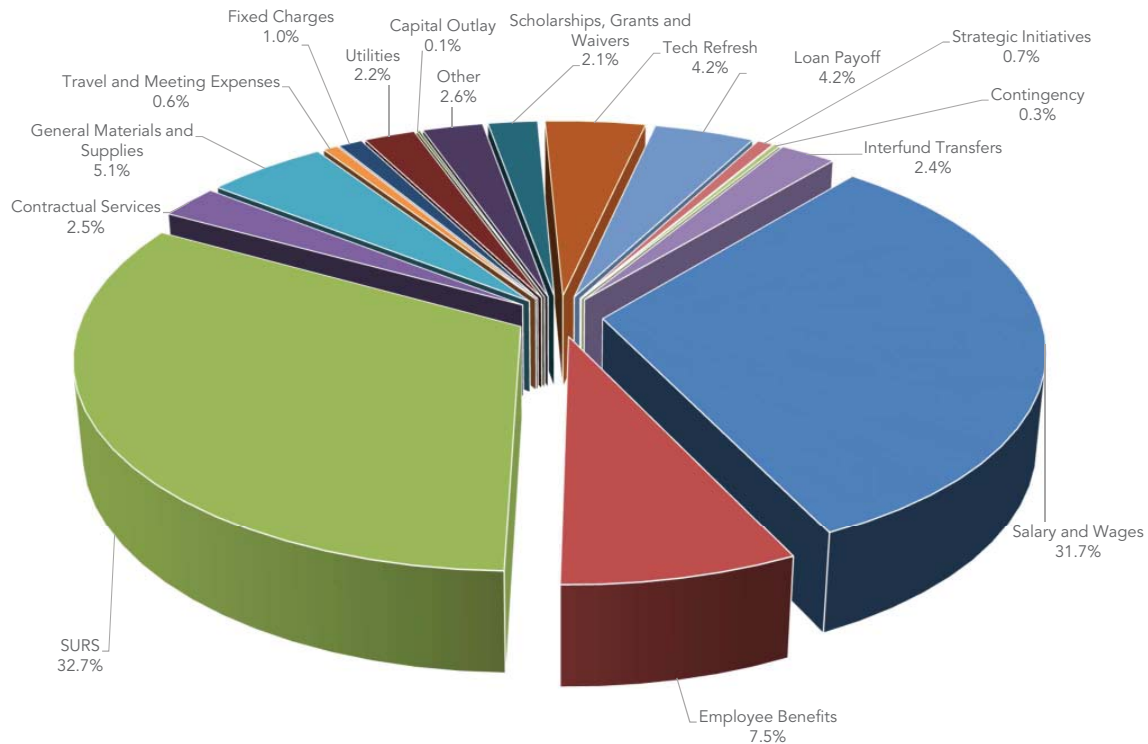
Lake Land College District No. 517	Year Ended June 30, 2020		
	Education Fund	Operating & Maintenance Fund	Total Operating Funds
OPERATING REVENUES BY SOURCE			
Local Government			
Local Taxes	\$ 7,929,053	\$ 723,154	\$ 8,652,207
Chargeback Revenue	-		-
Corp Pers Prop Repl Taxes	361,167		361,167
TOTAL LOCAL GOVERNMENT	\$ 8,290,220	\$ 723,154	\$ 9,013,374
State Government			
State University Retirement System	\$ 17,942,147	\$ 1,297,853	\$ 19,240,000
ICCB Credit Hour Grants	4,321,850		4,321,850
ICCB Equalization Grants	2,957,308	2,957,308	5,914,616
ICCB Career and Technical Hours	573,057		573,057
Department of Juvenile Justice	222,000		222,000
Department of Corrections	255,500		255,500
Heart Saver CPR	104,000		104,000
TOTAL STATE GOVERNMENT	\$ 26,375,862	\$ 4,255,161	\$ 30,631,023
Federal Government			
Grant Admin Fee	\$ 14,296		\$ 14,296
TOTAL FEDERAL GOVERNMENT	\$ 14,296		\$ 14,296
Student Tuition and Fees			
Tuition	\$ 9,150,241		\$ 9,150,241
Fees	3,030,135		3,030,135
Other Student Assessments	942,392		942,392
TOTAL TUITION AND FEES	13,122,768		13,122,768
Other Sources			
Sales and Service Fees	\$ 605,148		\$ 605,148
Facilities Revenue		\$ 336,590	336,590
Investment Revenue	146,000		146,000
Bond/Loan Proceeds	5,000,000		5,000,000
TOTAL OTHER SOURCES	\$ 5,751,148	\$ 336,590	\$ 6,087,738
TOTAL 2020 BUDGETED REVENUE	\$ 53,554,294	\$ 5,314,905	\$ 58,869,199

SUMMARY OF FISCAL YEAR 2020 OPERATING BUDGETED EXPENDITURES BY PROGRAM



BY PROGRAM	Education Fund	Operating & Maintenance Fund	Totals	%
Instruction	\$ 15,908,776		\$ 15,908,776	27.0%
Academic Support	714,192		714,192	1.2%
Student Services	2,218,004		2,218,004	3.8%
Public Service/Continuing Education	660,740		660,740	1.1%
Operation and Maint. Of Plant		3,427,873	3,427,873	5.8%
Institutional Support	11,556,420		11,556,420	19.6%
Tech Refresh	2,500,000		2,500,000	4.2%
Scholarships, Student Grants and Waivers	1,235,066		1,235,066	2.1%
SURS	17,942,147	1,297,853	19,240,000	33%
INTERFUND TRANSFERS	\$ 1,408,128	\$ -	\$ 1,408,128	2.4%
TOTAL 2020 BUDGETED EXPENDITURES	\$ 54,143,473	\$ 4,725,726	\$ 58,869,199	100%

SUMMARY OF FISCAL YEAR 2020 OPERATING BUDGETED EXPENDITURES BY OBJECT



BY OBJECT	Education Fund	Operating & Maintenance Fund	Total Operating Funds	%
Salary and Wages	\$ 17,593,983	\$ 1,086,925	\$ 18,680,908	31.7%
Employee Benefits	4,051,436	342,483	4,393,919	7.5%
SURS	17,942,147	1,297,853	19,240,000	32.7%
Contractual Services	1,243,065	256,570	1,499,635	2.5%
General Materials and Supplies	2,747,952	257,900	3,005,852	5.1%
Travel and Meeting Expenses	368,030	1,250	369,280	0.6%
Fixed Charges	484,603	124,160	608,763	1.0%
Utilities		1,278,585	1,278,585	2.2%
Capital Outlay	65,212	15,000	80,212	0.1%
Other	1,507,595	-	1,507,595	2.6%
Scholarships, Grants and Waivers	1,235,066	-	1,235,066	2.1%
Tech Refresh	2,500,000	-	2,500,000	4.2%
Loan Payoff	2,500,000	-	2,500,000	4.2%
Strategic Initiatives	400,000	-	400,000	0.7%
Provision for Contingency	96,256	65,000	161,256	0.3%
INTERFUND TRANSFERS	\$ 1,408,128	\$ -	\$ 1,408,128	2.4%
TOTAL 2020 BUDGETED EXPENDITURES	\$ 54,143,473	\$ 4,725,726	\$ 58,869,199	100%

Fiscal Year 2020 Budgeted Expenditures

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTIONAL		
Salary and Wages	\$ 11,763,802	
Employee Benefits	2,701,468	
SURS	11,889,324	
Contractual Services	432,640	
General Materials and Supplies	719,847	
Travel and Meeting Expenses	172,482	
Fixed Charges	72,225	
Capital Outlay	46,312	<u>\$ 27,798,100</u>
ACADEMIC SUPPORT		
Salary and Wages	\$ 385,484	
Employee Benefits	84,218	
SURS	879,135	
Contractual Services	2,550	
General Materials and Supplies	224,340	
Travel and Meeting Expenses	12,400	
Fixed Charges	5,200	
Capital Outlay	-	
Other	-	<u>\$ 1,593,327</u>
STUDENT SERVICES		
Salary and Wages	\$ 1,633,591	
Employee Benefits	382,148	
SURS	1,545,420	
Contractual Services	9,322	
General Materials and Supplies	140,014	
Travel and Meeting Expenses	45,429	
Fixed Charges	7,500	
Other	-	<u>\$ 3,763,424</u>
PUBLIC SERVICE/CONTINUING EDUCATION		
Salary and Wages	\$ 321,611	
Employee Benefits	50,156	
SURS	427,028	
Contractual Services	37,490	
General Materials and Supplies	95,246	
Travel and Meeting Expenses	4,304	
Fixed Charges	151,933	
Capital Outlay	-	
Other	-	<u>\$ 1,087,768</u>
INSTITUTIONAL SUPPORT		
Salary and Wages	\$ 3,499,494	
Employee Benefits	833,446	
SURS	3,201,240	
Contractual Services	761,063	
General Materials and Supplies	1,568,505	
Travel and Meeting Expenses	123,415	
Fixed Charges	255,246	
Capital Outlay	18,900	
Other	1,900,095	
Tech Refresh	2,500,000	
Loan Payoff	2,500,000	
Provision for Contingency	96,256	<u>\$ 17,257,660</u>
STUDENT GRANTS, WAIVERS AND SCHOLARSHIPS		
Other	\$ 1,235,066	<u>\$ 1,235,066</u>
INTERFUND TRANSFERS		
		<u>\$ 1,408,128</u>
GRAND TOTAL		
		<u>\$ 54,143,473</u>

Four Year Comparative Data

	Audited Revenues			
	Actual 2015	Actual 2016	Actual 2017	Actual 2018
OPERATING REVENUES BY SOURCE				
Local Government	\$ 7,220,641	\$ 7,388,721	\$ 7,910,562	\$ 8,746,466
State Government				
ICCB Credit Hour Grants	\$ 4,088,984	\$ 1,263,864	\$ 5,262,447	\$ 4,060,344
ICCB Equalization Grants	\$ 5,423,091	\$ 1,382,884	\$ 5,113,746	\$ 4,679,320
SURS	\$ 5,781,672	\$ 5,781,672	\$ 10,168,875	\$ 15,227,551
Other State Sources	\$ 5,210,598	\$ 6,196,333	\$ 7,098,542	\$ 1,678,518
Federal Government	\$ 9,130	\$ 7,850	\$ 7,850	\$ 13,255
Student Tuition and Fees	\$ 13,691,444	\$ 13,521,353	\$ 15,371,437	\$ 13,423,070
Other Revenue	\$ 2,576,943	\$ 4,695,558	\$ 2,537,094	\$ 1,729,282
Total	\$ 44,002,503	\$ 40,238,235	\$ 53,470,553	\$ 49,557,806

	Audited Expenditures			
	Actual 2015	Actual 2016	Actual 2017	Actual 2018
OPERATING EXPENDITURES BY PROGRAM				
Instruction	\$ 16,505,034	\$ 17,419,227	\$ 16,151,947	\$ 14,724,328
Academic Support	\$ 1,694,334	\$ 1,455,294	\$ 631,026	\$ 303,045
Student Services	\$ 2,055,297	\$ 2,384,414	\$ 2,548,030	\$ 1,845,208
Public Service/Continuing Education	\$ 1,897,475	\$ 940,208	\$ 475,111	\$ 795,749
Operation and Maint. Of Plant	\$ 3,926,514	\$ 3,688,451	\$ 3,526,608	\$ 2,780,216
Institutional Support	\$ 7,893,082	\$ 10,706,451	\$ 7,905,872	\$ 6,665,802
Scholarships, Student Grants and Waivers	\$ 393,814	\$ 588,356	\$ 2,506,810	\$ 788,769
SURS	\$ 5,781,672	\$ 5,781,672	\$ 10,168,875	\$ 15,227,551
INTERFUND TRANSFERS	\$ 2,499,955	\$ 1,528,660	\$ 1,271,915	\$ 1,237,846
Total	\$ 42,647,177	\$ 44,492,733	\$ 45,186,194	\$ 44,368,514

	Audited Expenditures			
	Actual 2015	Actual 2016	Actual 2017	Actual 2018
OPERATING EXPENDITURES BY OBJECT				
Salary and Wages	\$ 17,602,472	\$ 17,521,062	\$ 16,575,512	\$ 16,970,062
Employee Benefits	\$ 7,826,744	\$ 9,572,370	\$ 8,651,338	\$ 4,412,646
SURS	\$ 5,781,672	\$ 5,781,672	\$ 10,168,875	\$ 15,227,551
Contractual Services	\$ 1,774,070	\$ 1,611,548	\$ 1,479,527	\$ 1,029,267
General Materials and Supplies	\$ 2,938,159	\$ 3,650,234	\$ 1,542,453	\$ 2,253,606
Travel and Meeting Expenses	\$ 383,438	\$ 161,613	\$ 109,654	\$ 152,697
Fixed Charges	\$ 646,856	\$ 538,754	\$ 674,607	\$ 648,945
Utilities	\$ 1,191,485	\$ 1,126,806	\$ 1,159,593	\$ 1,059,158
Capital Outlay	\$ 200,538	\$ 1,404,196	\$ 23,424	\$ 168,886
Other	\$ 1,407,974	\$ 1,007,462	\$ 2,506,810	\$ 788,769
Provision for Contingency	\$ 393,814	\$ 588,356	\$ 1,022,486	\$ 419,081
INTERFUND TRANSFERS	\$ 2,499,955	\$ 1,528,660	\$ 1,271,915	\$ 1,237,846
Total	\$ 42,647,177	\$ 44,492,733	\$ 45,186,194	\$ 44,368,514

Two Year Comparative Data

OPERATING REVENUES BY SOURCE	Estimated Revenues		
	Budget 2019	Estimated 2019	Budget 2020
Local Government	\$ 9,342,722	\$ 8,811,410	\$ 9,013,374
State Government			
ICCB Credit Hour Grants	\$ 4,321,850	\$ 4,321,850	\$ 4,321,850
ICCB Equalization Grants	\$ 5,914,615	\$ 5,914,615	\$ 5,914,615
SURS	\$ 18,500,000	\$ 18,500,000	\$ 19,240,000
Other State Sources	\$ 1,050,557	\$ 1,081,742	\$ 1,154,557
Federal Government	\$ 14,296	\$ 40,575	\$ 14,296
Student Tuition and Fees	\$ 12,592,245	\$ 13,547,377	\$ 12,180,376
Other Revenue	\$ 2,087,874	\$ 1,583,776	\$ 7,030,130
Total	\$ 53,824,159	\$ 53,801,345	\$ 58,869,199

Budgeted Expenditures

OPERATING EXPENDITURES BY PROGRAM	Budget 2019	Estimated 2019	Budget 2020
	Instruction	\$ 14,964,650	\$ 14,148,136
Academic Support	\$ 681,556	\$ 699,309	\$ 714,192
Student Services	\$ 2,143,258	\$ 1,979,113	\$ 2,218,004
Public Service/Continuing Education	\$ 722,665	\$ 777,292	\$ 660,740
Operation and Maint. Of Plant	\$ 3,578,740	\$ 3,886,410	\$ 3,427,873
Institutional Support	\$ 10,638,167	\$ 9,632,560	\$ 11,556,420
Tech Refresh			\$ 2,500,000
Scholarships, Student Grants and Waivers	\$ 1,170,066	\$ 721,756	\$ 1,235,066
SURS	\$ 18,500,000	\$ 18,500,000	\$ 19,240,000
INTERFUND TRANSFERS	\$ 1,425,057	\$ 1,425,057	\$ 1,408,128
Total	\$ 53,824,159	\$ 51,769,633	\$ 58,869,199

OPERATING EXPENDITURES BY OBJECT	Budget 2019	Estimated 2019	Budget 2020
	Salary and Wages	\$ 17,990,457	\$ 17,551,898
Employee Benefits	\$ 4,082,419	\$ 3,889,188	\$ 4,393,919
SURS	\$ 18,500,000	\$ 18,500,000	\$ 19,240,000
Contractual Services	\$ 1,477,084	\$ 1,542,038	\$ 1,499,635
General Materials and Supplies	\$ 3,619,609	\$ 2,744,021	\$ 3,005,852
Travel and Meeting Expenses	\$ 333,857	\$ 178,414	\$ 369,280
Fixed Charges	\$ 661,223	\$ 627,897	\$ 608,763
Utilities	\$ 1,195,492	\$ 1,174,754	\$ 1,278,585
Capital Outlay	\$ 93,141	\$ 1,084,222	\$ 80,212
Other	\$ 1,312,078	\$ 1,680,388	\$ 1,507,595
Scholarships, Student Grants and Waivers	\$ 1,170,066	\$ 721,756	\$ 1,235,066
Tech Refresh	\$ -	\$ -	\$ 2,500,000
Loan Payoff	\$ -	\$ -	\$ 2,500,000
Strategic Initiatives	\$ 400,000	\$ 400,000	\$ 400,000
Provision for Contingency	\$ 1,563,676	\$ 250,000	\$ 161,256
INTERFUND TRANSFERS	\$ 1,425,057	\$ 1,425,057	\$ 1,408,128
Total	\$ 53,824,159	\$ 51,769,633	\$ 58,869,199

Fiscal Year 2020 Budgeted Revenues

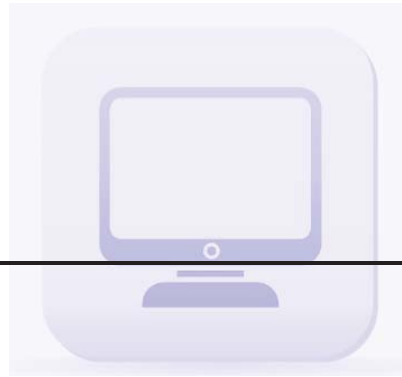
<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Current Taxes	\$ 1,564,000	\$ 1,564,000
State Government Other State Sources	-	-
Loan Proceeds	\$ 7,650,000	
Bond Proceeds	\$ 7,650,000	
Transfers	-	\$ 15,300,000
Total		\$ 16,864,000

Fiscal Year 2020 Budgeted Expenditures

<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Institutional Support Loan Payment	\$ 7,650,000	
Capital Outlay	\$ 4,689,500	\$ 12,339,500

Fiscal Year 2020 Budgeted Revenues

<u>BOND AND INTEREST FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Government		
Current Taxes	\$ 6,599,225	\$ 6,599,225
Transfers		\$ 160,750
Total		\$ 6,759,975



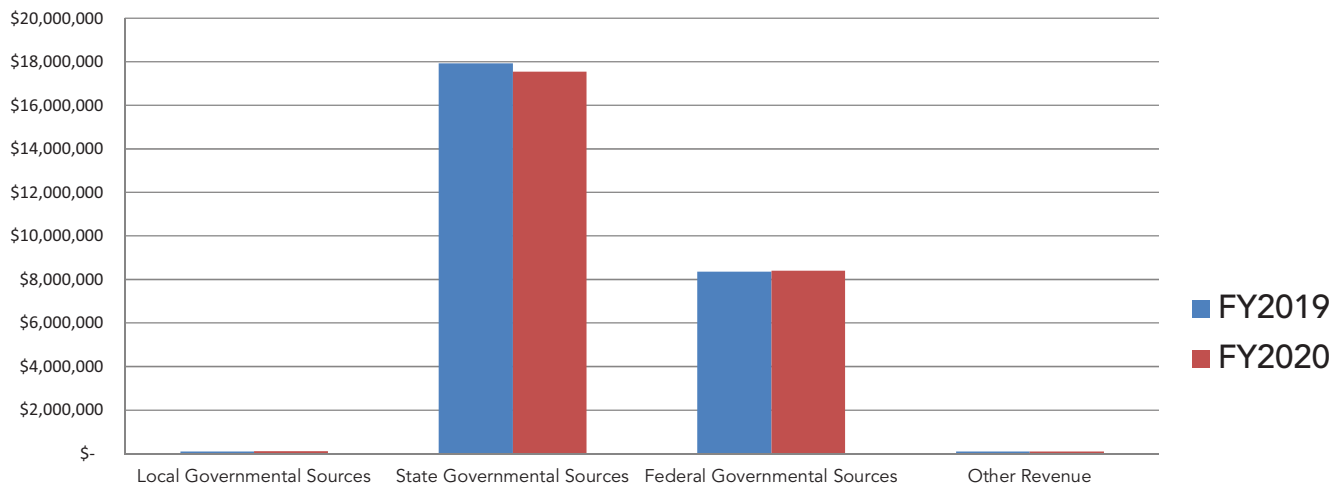
Fiscal Year 2020 Budgeted Expenditures

<u>BOND AND INTEREST FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Institutional Support		
Debt Principal Retirement	\$ 6,090,000	
Interest (on Bonds)	666,975	
Other	3,000	\$ 6,759,975

Fiscal Year 2020 Budgeted Revenues

<u>RESTRICTED PURPOSES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	\$ 112,319	<u>\$ 112,319</u>
State Governmental Sources		
ICCB Credit Hour Grant	\$ 1,578,406	
ICCB Adult Education Grants	301,910	
Department of Corrections	10,095,972	
Department of Juvenile Justice	690,446	
Illinois Student Assistance Commission	1,618,000	
LWIOA	2,945,904	
Other Illinois Governmental Sources	321,731	<u>\$ 17,552,369</u>
Federal Governmental Sources		
Department of Education	\$ 8,401,792	<u>\$ 8,401,792</u>
Other Sources		
GAST	14,000	
Other Revenue	85,000	<u>\$ 99,000</u>
GRAND TOTAL		<u>\$ 26,165,480</u>

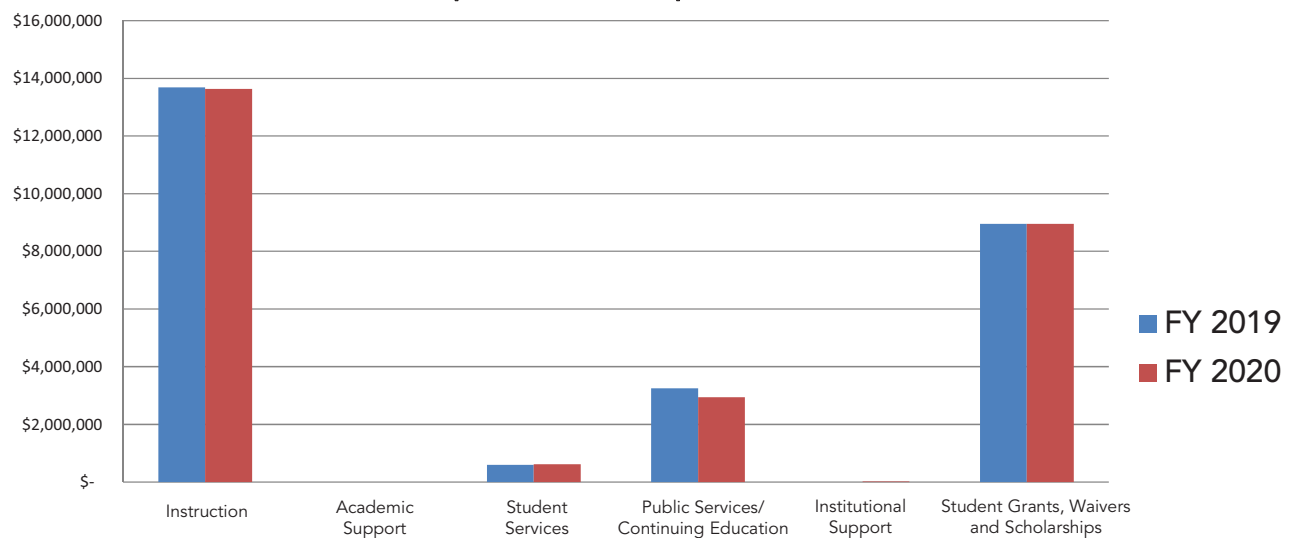
Restricted Purposes Fund Revenues FY19 vs FY20



Fiscal Year 2020 Budgeted Expenditures

<u>RESTRICTED PURPOSES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTIONAL		
Salary and Wages	\$ 7,784,346	
Employee Benefits	3,161,083	
Contractual Services	163,472	
General Materials and Supplies	1,419,563	
Travel and Meeting Expenses	208,557	
Fixed Charges	632,177	
Utilities	-	
Capital Outlay	127,734	
Other	133,900	<u>\$ 13,630,832</u>
STUDENT SERVICES		
Salary and Wages	\$ 381,514	
Employee Benefits	137,094	
Contractual Services	50,081	
General Materials and Supplies	25,754	
Travel and Meeting Expenses	24,511	<u>\$ 618,954</u>
PUBLIC SERVICES/CONTINUING EDUCATION		
Salary and Wages	-	
Employee Benefits	-	
Contractual Services	2,476,803	
General Materials and Supplies	17,600	
Travel and Meeting Expenses	8,200	
Fixed Charges	51,000	
Utilities	6,000	
Other	386,302	<u>\$ 2,945,905</u>
INSTITUTIONAL SUPPORT		
Other	18,000	<u>\$ 18,000</u>
STUDENT GRANTS, WAIVERS AND SCHOLARSHIPS		
Financial Aid	\$ 8,951,789	<u>\$ 8,951,789</u>
Total		<u>\$ 26,165,480</u>

Restricted Purposes Fund Expenditures FY19 vs FY20



Fiscal Year 2020 Budgeted Revenues

<u>Liability, Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	\$ 1,255,000	
		<u>\$ 1,255,000</u>

Fiscal Year 2020 Budgeted Expenditures

<u>Liability, Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
Student Services		
Salary and Wages	\$ 96,698	
Employee Benefits	23,862	<u>\$ 120,560</u>
Operations and Maintenance		
Salary and Wages	\$ 500,925	
Employee Benefits	193,844	
General Materials and Supplies	52,100	
Travel and Meeting Expenses	5,000	
Utilities	2,000	
Other	-	<u>\$ 753,869</u>
Institutional Support		
Salary and Wages	\$ 88,131	
Employee Benefits	16,316	
Contractual Services	25,000	
Fixed Charges	798,910	<u>\$ 928,357</u>
Total Expenditures		<u>\$ 1,802,786</u>

Fiscal Year 2020 Budgeted Revenues

Audit Fund	Revenues	Totals
Local		
Current Taxes	\$ 60,000	
		\$ 60,000

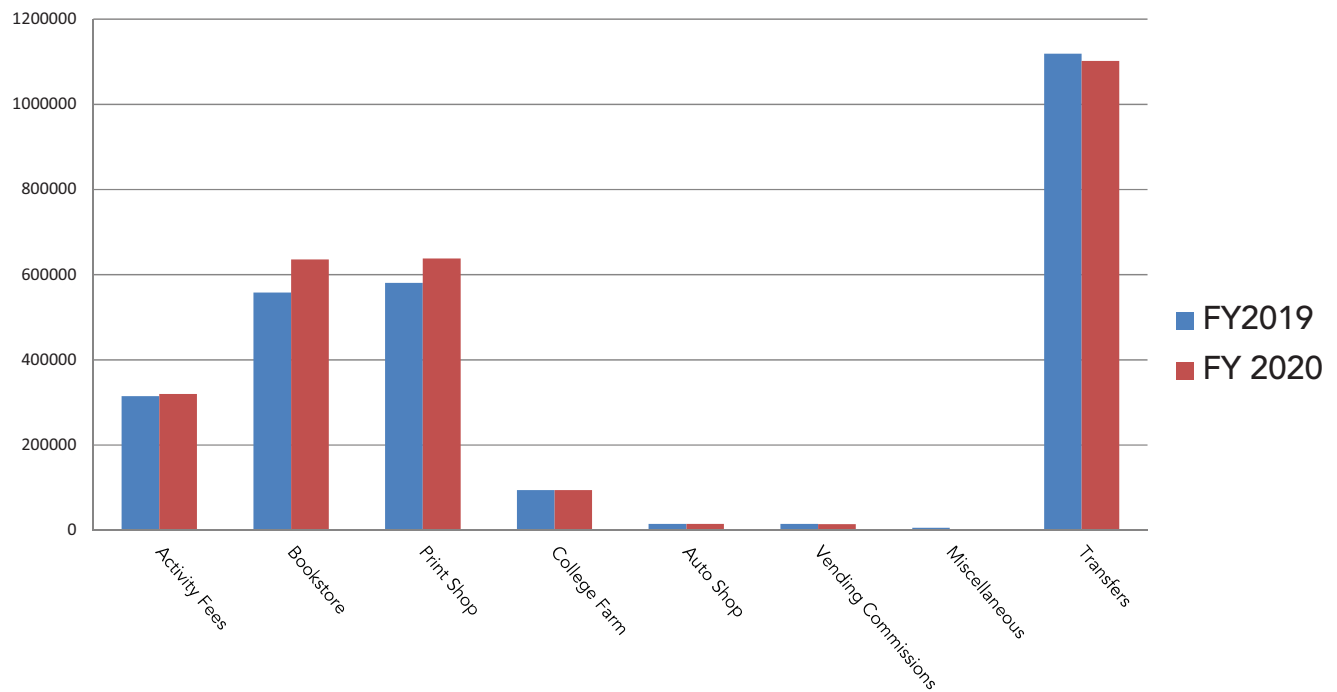
Fiscal Year 2020 Budgeted Expenditures

Audit Fund	Appropriations	Totals
Salary	\$ 38,748	
Contractual Services	42,750	
Employee Benefits	9,453	
General Materials and Supplies	500	
		\$ 91,451

Fiscal Year 2020 Budgeted Revenues

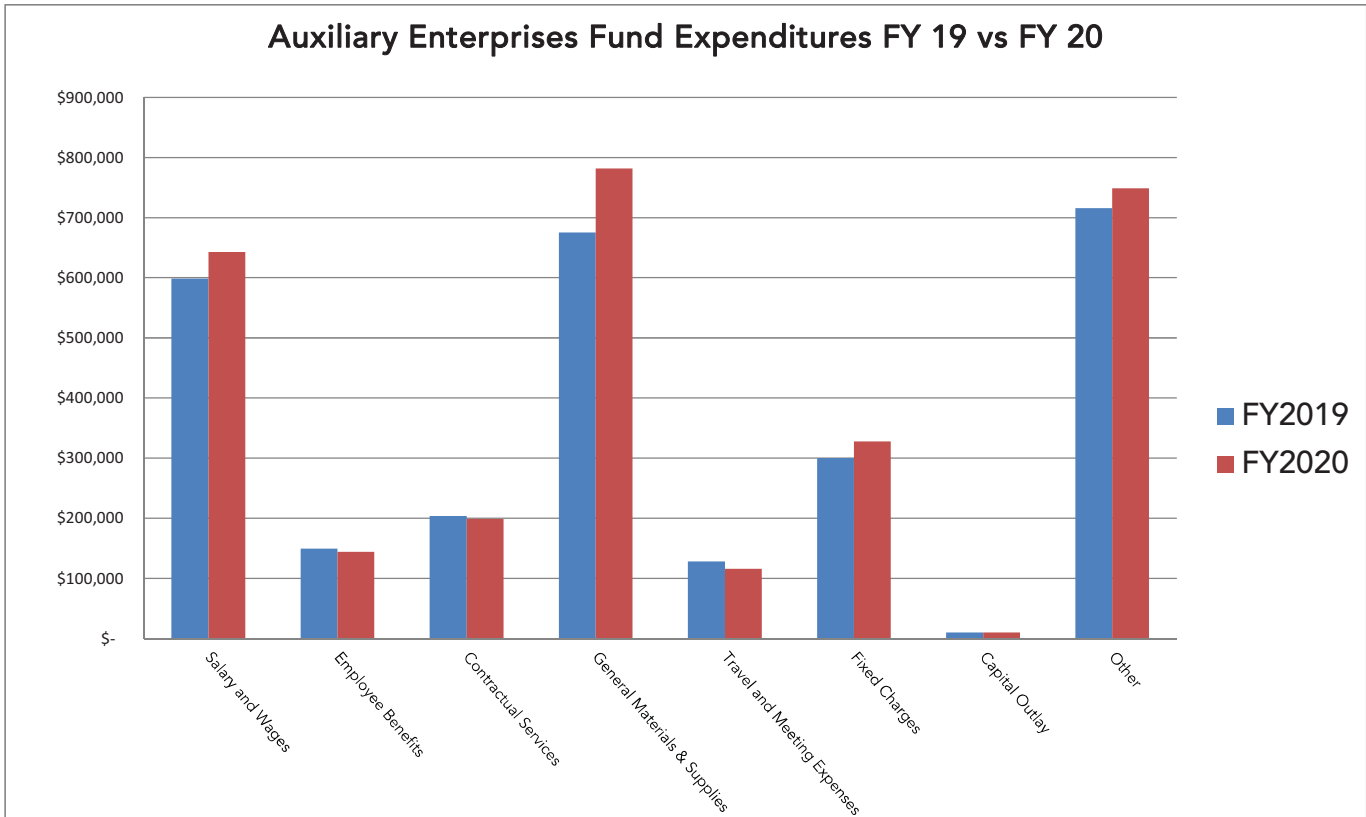
Auxiliary Enterprises Fund	Revenues	Totals
Activity Fees	\$ 320,000	\$ 320,000
Other Sources - Sales and Service Fees		
Bookstore	\$ 636,084	
Print Shop	638,066	
College Farm	94,675	
Auto Shop	15,000	
Vending Commissions	14,700	
Miscellaneous	-	\$ 1,398,525
Transfers		\$ 1,101,810
Total		\$ 2,820,335

Auxiliary Enterprises Fund Revenues FY 19 vs FY 20



Fiscal Year 2020 Budgeted Expenses

Auxiliary Enterprises Fund	Appropriations	Totals
Auxiliary Services		
Salary and Wages	642,919	
Employee Benefits	144,417	
Contractual Services	198,660	
General Materials and Supplies	782,054	
Travel and Meeting Expenses	115,711	
Fixed Charges	327,426	
Capital Outlay	10,000	
Other	748,755	\$ 2,969,942



Summary of Fiscal Year 2020 Budget by Fund

	General		Capital Projects	Proprietary Fund
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund
Beginning Balance	\$ 15,242,773	\$ 2,291,861	\$ 13,819,421	\$ 2,422,008
Budgeted Revenues	53,554,294	5,314,905	16,864,000	1,718,525
Budgeted Expenditures	52,735,345	4,725,726	12,339,500	2,969,942
Budgeted Transfers From (to) other funds	(1,408,128)	-	-	1,101,810
Budgeted Ending Balance	\$ 14,653,594	\$ 2,881,040	\$ 18,343,921	\$ 2,272,401

Special Revenue

	Restricted Purposes Fund	Audit Fund	Liability, Protection, and Settlement Fund	Bond and Interest Fund
	Beginning Balance	\$ 44,792	\$ 87,244	\$ 66,796
Budgeted Revenues	26,165,480	60,000	1,255,000	6,599,225
Budgeted Expenditures	26,165,480	91,451	1,802,786	6,759,975
Budgeted Transfers From (to) other funds	-	-	-	160,750
Budgeted Ending Balance	\$ 44,792	\$ 55,793	\$ (374,923)	\$ 670,682

The Official Budget which is accurately summarized in this document was approved by the Board of Trustees on

Date

ATTEST: _____

Secretary, Board of Trustees

Summary of Fiscal Year 2020 Budgeted Revenues

Lake Land College District No. 517

Said community college's current estimates of revenues anticipated for Fiscal Year 2020 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2020 budget.

Chief Fiscal Officer of Community College District #517

REVENUES BY SOURCE

	General		Special Revenue			Capital Projects	Proprietary Fund	
	Education Fund	Operations and Maintenance Fund	Restricted Purpose Fund	Audit Fund	Liability, Protection and Settlement Fund	Bond and Interest Fund	Operations and Maintenance Fund (Restricted) Auxiliary Enterprises Fund	
LOCAL GOVERNMENT								
Local Taxes	\$ 7,929,053	\$ 723,154		\$ 60,000	\$ 1,255,000	\$ 6,599,225	\$ 1,564,000	
Chargeback Revenue			112,319					
Other Local Revenue								
Corporate Personal Property Replacement Taxes	361,167							
STATE GOVERNMENT								
State University Retirement	17,942,147	1,297,853						
ICCB Grants	7,852,215	2,957,308	1,880,316					
Dept. of Corrections	477,500		10,786,418					
IL Student Assistance Commission			1,618,000					
Other State Government Sources	104,000		3,267,635					
FEDERAL GOVERNMENT								
Department of Education			8,401,792					
Department of Labor								
Department of Health and Human Services								
Other	14,296							
STUDENT TUITION AND FEES								
Tuition	9,150,241							
Student Fees	3,030,135							
Student Activity Assessment							320,000	
Other Student Tuition and Fees	942,392							
OTHER SOURCES								
Sales and Service Fees	605,148						1,398,525	
Facilities Revenue		336,590						
Investment Revenue	146,000							
Other Revenues	5,000,000		99,000					
TOTAL FISCAL YEAR 2020 ANTICIPATED REVENUE	\$ 53,554,294	\$ 5,314,905	\$ 26,165,480	\$ 60,000	\$ 1,255,000	\$ 6,599,225	\$ 1,564,000	\$ 1,718,525

LEGAL NOTICE

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Trustees 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 the State of Illinois (known as Lake Land College), that the tentative budget for said Community College District for the fiscal year beginning July 1, 2019, and ending June 30, 2020, will be on file and conveniently available for public inspection on the College website (<http://www.lakelandcollege.edu/>), the Board and Administration Center 5001 Lake Land Boulevard, Mattoon, IL and in the Second Floor Conference Room at Kluthe Center for Higher Education and Technology, 1204 Network Centre Drive, Effingham, IL, from and after 8:00 o'clock a.m. on the 11th day of June 2019.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 6:00 p.m. on the 15th day of July 2019 at Lake Land College in the Board Room, 5001 Lake Land Boulevard, Mattoon, IL, in Community College District No. 517.

Dated this 10th day of June 2019 by the Chairman of the Board of Trustees, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and the State of Illinois (known as Lake Land College).

Doris Reynolds
 Chairman, Board of Trustees

Board of Trustees Lake Land College

Resolution No. _____

Date _____

**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 2019 - 2020 BUDGET

For fiscal year beginning July 1, 2019 and ending June 30, 2020.

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 15th day of July 2019, 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, 2019 and ending June 30, 2020.

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	\$ 54,143,473
Operations & Maintenance	4,725,726
Operations & Maintenance (Restricted)	12,339,500
Bond and Interest	6,759,975
Auxiliary Enterprises	2,969,942
Restricted Purposes	26,165,480
Audit	91,451
Liability, Protection, & Settlement	1,802,786
TOTAL.....	\$108,998,333

Approved:

Board Chairman

Board Secretary

TOTAL EQUALIZED ASSESSED VALUATION

County	2011	2012	2013	2014	2015	2016	2017
Christian	65,243,687 5.10%	66,908,662 2.55%	66,859,642 -0.07%	68,076,769 1.82%	71,385,076 4.86%	73,874,399 3.49%	75,601,568 2.34%
Clark	179,145,975 -3.24%	179,922,027 0.43%	183,366,164 1.91%	192,037,058 4.73%	203,587,126 6.01%	212,245,897 4.25%	223,151,243 5.14%
Clay	12,721,347 3.37%	13,268,396 4.30%	14,073,835 6.07%	14,847,312 5.50%	15,772,840 6.23%	16,620,111 5.37%	17,950,175 8.00%
Coles	631,471,223 2.40%	639,571,953 1.28%	645,188,186 0.88%	654,199,196 1.40%	667,196,717 1.99%	689,025,490 3.27%	699,606,957 1.54%
Crawford	17,039 3.35%	17,594 3.26%	18,460 4.92%	19,045 3.17%	21,193 11.28%	23,391 10.37%	25,807 10.33%
Cumberland	123,324,448 7.64%	126,683,900 2.72%	129,666,833 2.35%	128,649,172 -0.78%	137,345,150 6.76%	149,015,412 8.50%	157,210,209 5.50%
Douglas	64,520,895 0.31%	64,712,246 0.30%	69,380,167 7.21%	73,644,709 6.15%	76,383,196 3.72%	80,188,187 4.98%	84,754,115 5.69%
Edgar	199,253,214 1.55%	200,445,509 0.60%	204,750,073 2.15%	211,950,082 3.52%	227,112,066 7.15%	275,481,592 21.30%	242,869,285 -11.84%
Effingham	586,139,718 3.69%	600,024,784 2.37%	610,339,424 1.72%	627,555,718 2.82%	653,168,551 4.08%	680,629,852 4.20%	798,646,134 17.34%
Fayette	89,596,881 2.40%	95,413,119 6.49%	101,014,645 5.87%	103,605,411 2.56%	108,563,794 4.79%	108,067,878 -0.46%	118,301,592 9.47%
Jasper	11,673,001 8.42%	12,469,721 6.83%	12,702,340 1.87%	14,055,017 10.65%	14,622,564 4.04%	15,977,464 9.27%	17,371,584 8.73%
Macon	3,309,192 7.57%	3,514,508 6.20%	3,807,527 8.34%	4,090,896 7.44%	4,129,395 0.94%	4,356,677 5.50%	3,827,309 -12.15%
Montgomery	2,089,459 4.66%	2,192,802 4.95%	2,277,515 3.86%	2,388,159 4.86%	2,434,363 1.93%	2,619,177 7.59%	2,853,277 8.94%
Moultrie	203,068,136 4.61%	210,245,070 3.53%	223,080,959 6.11%	230,465,860 3.31%	237,667,073 3.12%	245,450,191 3.27%	249,685,884 1.73%
Shelby	275,533,110 2.94%	282,334,080 2.47%	280,354,327 -0.70%	290,042,378 3.46%	301,029,191 3.79%	372,552,244 23.76%	326,526,205 -12.35%
Increase %	2,447,107,325 2.74%	2,497,724,371 2.07%	2,546,880,097 1.97%	2,615,626,782 2.70%	2,720,418,295 4.01%	2,926,127,962 7.56%	3,018,381,344 3.15%

* Amount by County contains only the portion of the county that is in the Lake Land College District.

LAKE LAND
C O L L E G E

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LAKE LAND COLLEGE

MEMO

TO: Jon Althaus
Vice President of Academic Services

FROM: Lisa Madlem
Director of Academic Support and Assessment

DATE: June 4, 2019

RE: FY 2019 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 meeting.

PROGRAMS REVIEWED

Degree	Program
Associate in Applied Science	Mechatronics
Associate in Applied Science	Mechanical Electrical Technology
Associate in Applied Science	Welding
Associate in Applied Science	Accounting
Certificate	HVAC (heating, ventilating, and air conditioning)
Certificate	Welding
Certificate	Management
Certificate	E-Commerce Marketing
Certificate	Accounting
Certificate	Computer Numerical Control Operation
Certificate	Computer Numerical Control Programmer
DOC Certificate	Custodial Maintenance
DOC Certificate	Construction Occupations I
DOC Certificate	Construction Occupations II
DOC Certificate	Welding Technology
DOC Certificate	Basic Welding
Academic Discipline Review	Physical and Life Sciences
Cross-Disciplinary Instruction	Remedial/Developmental English Language Arts
Student and Academic Support Services	Financial Aid

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: July 1, 2019

RE: May 2019 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of May for Fiscal Year 2019.

Area(s) of Concern:

- **Local Source revenue** – as previously indicated, the FY2018 audit that the figures used for EAV were total EAV rather than the rate setting EAV figures. Given that we use this as the basis for setting the local source budget amount for the year means that the budget estimate for FY2019 is overstated. Adjusting for the “rate setting EAV” amount, we now estimate we will bring in a total of approximately \$8,896,956 in local source revenue for FY2019. For the month of May there was a favorable variance of \$67,179; however, year to date we remain unfavorable by \$446,668.

Overall Variances:

- **Revenue** – Total May revenue was \$929,984 resulting in a favorable variance of \$50,101 compared to the budgeted level. This favorable variance is attributed to a gift in kind recording for HVAC machinery from Connor Equipment. Year to date, revenues are favorable by \$93,070.
- **Expenditures** – Total May expenditures were \$2,837,595 resulting in an overall unfavorable variance of \$549,960. Much of this variance is simply due to timing for expenditures that were assumed earlier in the year that were not paid out until this month. Year to date the favorable variance is \$2,686,445.

Revenue Variances:

- **Local Sources** – Favorable variance during the month of May in the amount of \$67,179. As mentioned above, the year to date unfavorable variance is \$446,668 and will remain unfavorable for the fiscal year.

- *ICCB Credit Hour Grant* – There was a favorable variance in the amount of \$40,370 for the month of May. Year to date this line is unfavorable by \$9,586, which is due to timing.
- *ICCB Equalization Grant* – We received an equalization payment during the month of May so there is not a variance for the month. Year to date this line is right on budget.
- *Tuition & Fees* – May had a favorable variance for tuition of \$6,751 but an unfavorable variance of \$24,668 for fees. Year to date, tuition is unfavorable by \$1,539 while fees are favorable by \$25,531.
- *Other State Sources* – We received CTE and MAP payments during the month of April creating a favorable variance for the month of \$320,155. This area is now favorable for the year by \$67,253.
- *Other Revenue* – May had a favorable variance of \$4,118 and is now favorable year to date in the amount of \$295,348.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in May of \$154,532 but remains favorable year to date by \$532,071. With one month remaining for the fiscal year, we are estimating a \$458,845 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in May in the amount of \$104,220. Year to date this line is favorable by \$212,664. With one month remaining for the fiscal year, we are estimating a favorable variance in the amount of \$264,147 for the year.
- *Instructional* – Had an unfavorable variance in May of \$102,170 due to an unfavorable variance in salaries and the recording of the gift in kind for HVAC machinery. Year to date this area remains favorable by \$903,963.
- *Academic Support* – Had a slight unfavorable variance in May of \$5,113. Year to date this area has a favorable variance of \$29,594.
- *Student Services* – Had a favorable variance in May of \$3,381. Year to date this area is favorable by \$185,850.
- *Public Service/Continuing Education* – This area had a slight favorable May variance of \$1,859. Year to date this area has an unfavorable variance in the amount of \$48,616.
- *Operations & Maintenance* – This area had an unfavorable May variance of \$106,253 due to an unfavorable variance of \$125,366 in capital outlay associated with campus renovation projects. Year to date, this area remains favorable by \$304,733 with the largest favorable variances being in salaries (\$283,315) and utilities (\$109,959).

- *Institutional Support* – Had an unfavorable overall May variance of \$241,465. Year to date this area has a favorable variance of \$1,174,176.
- *Scholarships, Grants, Waivers* – Year to date, this line is favorable by \$436,745.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Variance	% Current YTD Budget Variance	Previous YTD	FY18 Final Audited Numbers	FY19 Annual Budget
Revenues:										
117,082	49,903	67,179	Local Sources	8,868,054	9,312,722	(446,668)	-4.80%	8,358,518	8,746,466	9,342,722
167,577	207,947	(40,370)	ICCB Credit Hour Grant	4,104,316	4,113,903	(9,586)	-0.23%	3,480,480	4,060,344	4,321,850
492,885	492,885	0	ICCB Equalization Grant	5,421,735	5,421,731	4	0.00%	3,899,433	4,879,320	5,914,615
-	-	-	Other State Sources	640,310	573,057	67,253	11.74%	969,861	965,361	1,050,557
6,751	-	6,751	Tuition	9,504,110	9,505,649	(1,539)	-0.02%	9,636,028	10,288,641	9,505,649
1,070	25,736	(24,668)	Fees	4,051,089	4,025,558	25,531	0.63%	3,972,945	3,134,429	4,025,494
107,527	103,409	4,118	Other Revenue	1,359,049	1,063,701	295,348	27.77%	1,293,468	1,553,169	1,163,272
37,091	-	37,091	Gift in Kind	162,728	-	162,728	100.00%	232,973	176,123	-
929,984	879,882	50,101	Total Revenues	34,109,399	34,016,320	93,079	1	31,843,706	33,603,843	35,324,159
Expenditures:										
Instructional										
1,050,144	898,041	(152,103)	Salary and Wages	10,971,185	11,171,483	200,298	1.79%	10,639,285	10,677,244	10,971,545
170,572	279,047	108,475	Employee Benefits	1,914,189	2,187,429	273,240	12.49%	1,830,148	1,994,797	2,457,938
57,173	32,200	(24,973)	Contractual Services	327,056	514,760	187,704	36.46%	305,537	533,420	555,996
37,404	41,284	3,880	General Materials and Supplies	464,718	703,023	238,305	33.90%	266,163	289,343	725,425
9,492	14,085	4,593	Travel and Meeting Expenses	40,519	139,824	99,305	71.02%	34,193	38,819	145,996
9,750	5,200	(4,550)	Fixed Charges	41,478	70,913	29,434	0.00%	37,571	44,528	72,225
950	550	(400)	Capital Outlay	2,969	33,425	30,456	91.12%	3,859	6,278	35,525
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
37,091	-	(37,091)	Gift in Kind	154,778	-	(154,778)	0.00%	167,875	157,875	-
1,372,676	1,270,407	(102,170)	Total Instructional	13,916,892	14,820,856	903,964	6.10%	13,274,631	13,742,303	14,964,660
Academic Support										
26,703	28,902	2,199	Salary and Wages	323,631	348,815	25,184	7.22%	345,850	353,823	372,603
6,625	6,451	(175)	Employee Benefits	70,452	68,047	(2,405)	-3.53%	83,434	91,670	74,498
450	-	(450)	Contractual Services	539	515	(24)	0.00%	1,590	1,640	2,515
6,385	990	(5,395)	General Materials and Supplies	192,060	213,800	21,740	10.17%	188,744	191,208	214,400
1,442	150	(1,292)	Travel and Meeting Expenses	27,608	11,250	(16,358)	-145.41%	8,407	10,374	11,250
-	-	-	Fixed Charges	4,693	6,200	1,507	24.30%	4,990	4,990	6,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	50	-	(50)	0.00%	-	-	-
41,606	36,493	(5,113)	Total Academic Support	619,034	648,628	29,594	4.56%	633,015	653,706	681,556
Student Services										
117,272	123,167	5,895	Salary and Wages	1,355,471	1,478,838	123,366	8.34%	1,367,664	1,506,738	1,588,486
33,147	34,678	1,532	Employee Benefits	356,156	367,451	11,295	3.07%	369,687	405,900	402,438
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	9,322	9,322
8,807	5,128	(3,680)	General Materials and Supplies	57,937	98,666	40,729	41.28%	68,946	84,508	100,414
2,455	1,180	(1,275)	Travel and Meeting Expenses	22,978	33,437	10,459	31.28%	12,872	25,928	35,097
(910)	-	910	Other Expenditures	7,500	7,500	-	0.00%	7,450	7,450	7,500
160,772	164,163	3,381	Total Student Services	1,809,364	1,995,214	185,850	9.31%	1,835,941	2,039,845	2,143,257
Public Service/Cont Ed										
38,881	26,861	(12,020)	Salary and Wages	378,658	308,901	(69,758)	-22.58%	333,252	380,822	349,192
4,129	4,702	574	Employee Benefits	55,688	49,574	(6,115)	-12.33%	53,907	58,911	54,276
5,137	6,760	1,623	Contractual Services	41,100	45,753	4,654	10.17%	35,151	37,597	46,753
4,062	16,979	12,917	General Materials and Supplies	86,427	108,617	22,190	20.43%	108,597	117,363	115,148
1,289	308	(981)	Travel and Meeting Expenses	4,050	4,115	65	1.57%	3,163	4,086	4,398
12,832	12,578	(255)	Fixed Charges	131,871	140,121	8,249	5.89%	139,827	152,456	152,898
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	7,900	-	(7,900)	0.00%	11,850	11,850	-
66,329	68,168	1,839	Total Public Service/ Cont Ed	705,695	657,080	(48,616)	-7.40%	685,747	763,084	722,665
Operations & Maintenance										
74,509	99,774	25,266	Salary and Wages	865,168	1,148,483	283,315	24.67%	874,190	988,614	1,298,144
26,900	28,453	1,554	Employee Benefits	279,251	301,970	22,720	7.52%	277,627	303,764	330,424
12,871	8,918	(3,954)	Contractual Services	221,376	201,430	(19,946)	-9.90%	168,364	187,349	213,735
29,310	27,208	(2,103)	General Materials and Supplies	200,081	240,854	40,773	16.93%	147,891	175,110	255,095
-	-	-	Travel and Meeting Expenses	374	250	(124)	-49.72%	-	-	250
30,521	19,527	(10,995)	Fixed Charges	145,112	215,543	70,432	32.68%	158,202	235,767	205,600
90,280	99,624	9,344	Utilities	985,909	1,095,868	109,959	10.03%	950,421	1,069,158	1,195,492
125,366	-	(125,366)	Capital Outlay	217,394	15,000	(202,394)	-1349.29%	-	19,994	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
389,757	283,504	(106,253)	Total Operation and Maint	2,914,684	3,219,397	304,733	9.47%	2,576,694	2,969,756	3,578,740
Institutional Support										
284,565	260,796	(23,768)	Salary and Wages	3,046,657	3,016,323	(30,334)	-1.01%	2,758,719	3,062,999	3,410,486
73,331	65,593	(7,739)	Employee Benefits	784,443	698,372	(86,071)	-12.32%	748,059	813,463	762,845
242,334	177,378	(64,956)	Contractual Services	588,931	645,584	56,652	8.78%	438,733	461,431	648,763
73,734	34,686	(39,048)	General Materials and Supplies	989,790	1,791,711	801,921	44.76%	606,968	757,825	1,809,038
20,030	8,298	(11,732)	Travel and Meeting Expenses	87,907	120,740	32,833	27.19%	49,130	73,545	136,865
-	575	575	Fixed Charges	227,223	232,455	5,232	2.25%	210,429	211,204	224,300
-	4,916	4,916	Capital Outlay	52,200	38,916	(13,284)	-34.14%	7,943	130,764	42,616
63,290	12,650	(50,640)	Contingency Funds	110,565	307,934	197,369	64.09%	56,490	75,641	1,498,676
-	-	-	Other	243,564	300,000	56,436	0.00%	213,866	335,091	1,704,578
49,072	-	(49,072)	Strategic Initiatives	246,578	400,000	153,422	0.00%	331,269	278,109	400,000
-	-	-	Gifts In Kind	-	-	-	0.00%	63,248	18,248	-
806,386	564,891	(241,465)	Total Institutional Support	6,377,858	7,552,035	1,174,176	1	5,484,855	6,218,320	10,638,167
200	-	(200)	Scholarships, grants, waivers	733,321	1,170,066	436,745	37.33%	707,768	789,691	1,170,066
2,837,895	2,387,836	(449,960)	Total Expenditures	27,076,830	30,063,275	2,986,446	9.93%	25,198,651	27,176,705	33,899,101
(1,907,612)	(1,507,763)	500,061	Revenue Less Expenditures	7,832,561	3,953,046	3,079,516	1	6,645,055	6,427,139	1,425,058
196	118,755	118,559	Transfers Out:	617,627	1,187,550	569,923	47.99%	552,629	1,237,846	1,428,088
Excess of Revenues over Expenditures & Transfers										
(1,907,808)	(1,626,508)	381,502		6,414,933	2,765,495	3,649,438	1	6,092,426	5,189,292	-

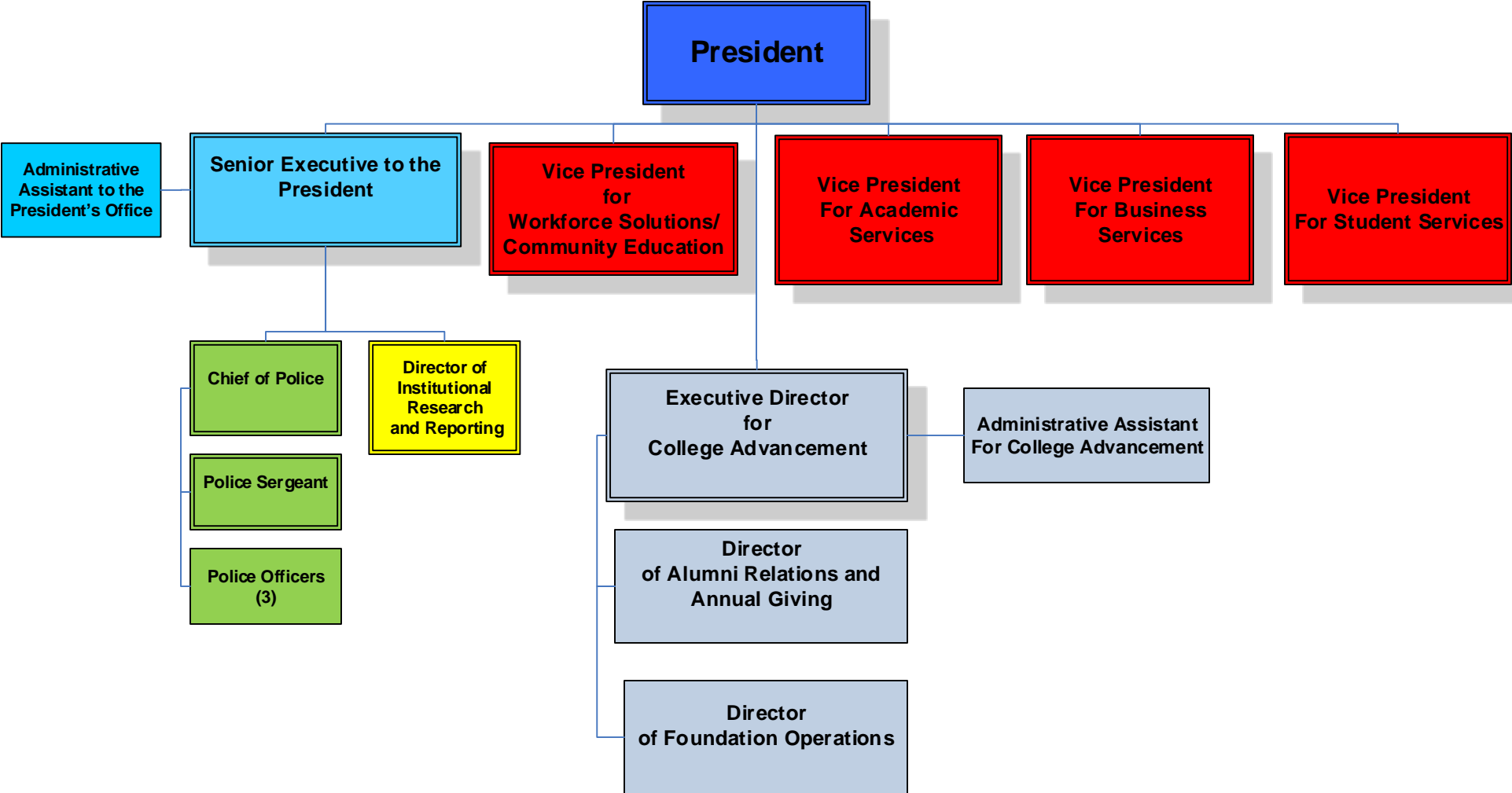
Current Month	Current Month	Variance		Current YTD	Current YTD	Current YTD
	Budget			Actual	Budget	Budget Variance
1,592,073.99	1,437,541.73	(154,532.26)	Salary and Wages	16,940,770.84	17,472,841.97	532,071.13
314,703.96	418,924.08	104,220.12	Employee Benefits	3,460,179.90	3,672,844.25	212,664.35
317,964.63	225,255.37	(92,709.26)	Contractual Services	1,188,324.83	1,417,363.53	229,038.70
159,701.74	126,274.20	(33,427.54)	General Materials and Supplies	1,991,013.26	3,156,670.69	1,165,657.43
34,708.48	24,021.00	(10,687.48)	Travel and Meeting Expenses	183,436.64	309,615.37	126,178.73
53,103.60	37,879.11	(15,224.49)	Fixed Charges	550,377.18	665,231.44	114,854.26
90,280.28	99,624.33	9,344.05	Utilities	985,908.63	1,095,867.67	109,959.04
126,315.50	5,465.64	(120,849.86)	Capital Outlay	272,562.89	87,340.64	(185,222.25)
63,289.74	12,650.00	(50,639.74)	Contingency Funds	110,564.55	307,933.89	197,369.34
(910.00)	-	910.00	Other Expenditures	259,014.23	307,500.00	48,485.77
2,751,231.92	2,387,635.46	(363,596.46)	Total	25,942,152.95	28,493,209.45	2,551,056.50

Lake Land College
FY2019 Salary, Wage & Benefits Detail

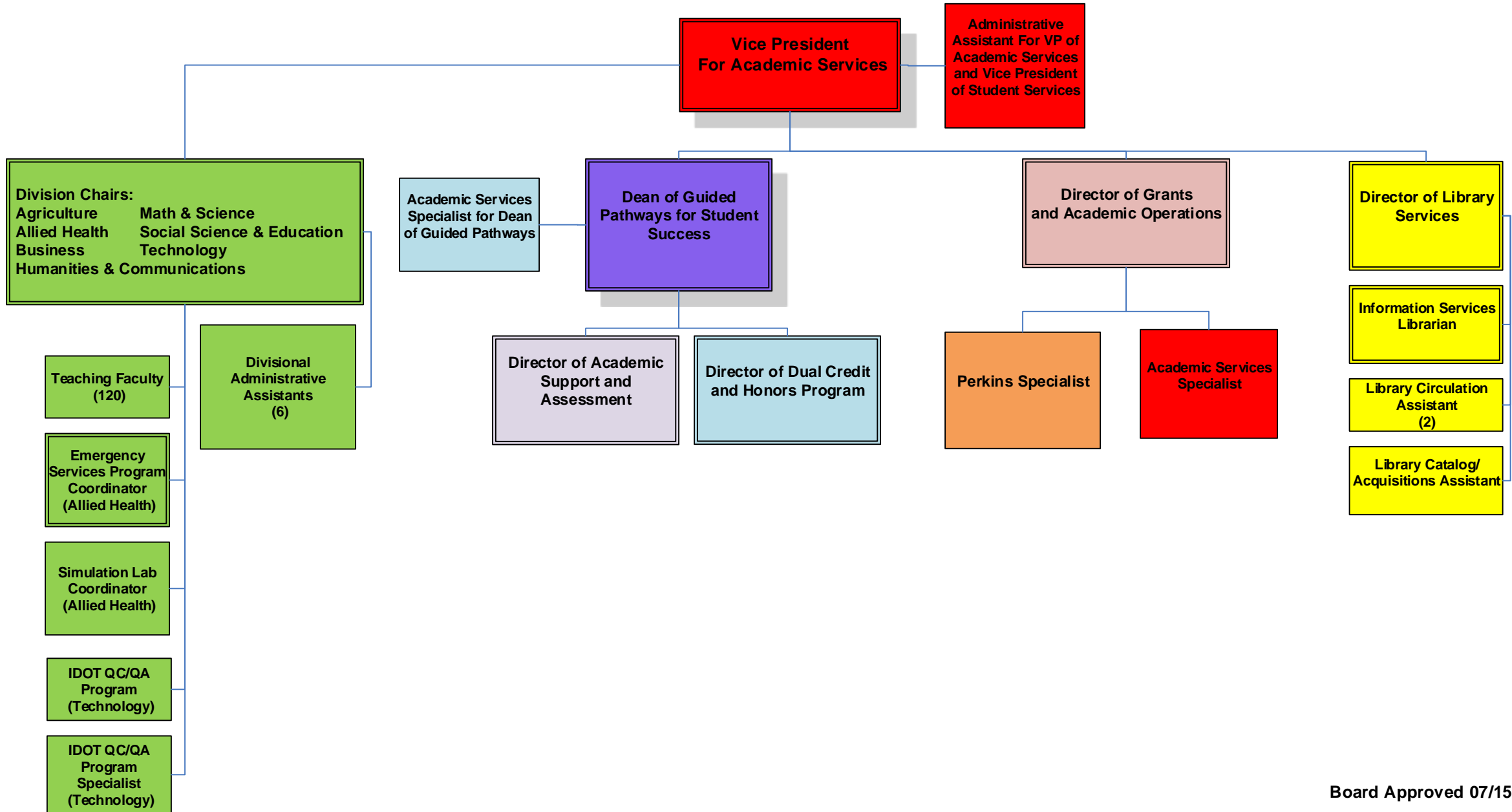
<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$10,971,185	\$11,171,483	\$200,298	\$10,971,545	\$10,977,513	\$10,971,545	(\$5,968)
Salary and Wages - Acad. Support	\$323,631	\$348,815	\$25,184	\$372,603	\$354,930	\$372,603	\$17,673
Salary and Wages - Stud. Svcs	\$1,355,471	\$1,478,838	\$123,366	\$1,588,486	\$1,470,592	\$1,588,486	\$117,894
Salary and Wages - Public Svc.	\$378,658	\$308,901	(\$69,758)	\$349,192	\$420,474	\$349,192	(\$71,282)
Salary and Wages - Maintenance	\$865,168	\$1,148,483	\$283,315	\$1,298,144	\$979,714	\$1,298,144	\$318,430
Salary and Wages - Inst. Support	\$3,046,657	\$3,016,323	(\$30,334)	\$3,410,486	\$3,328,388	\$3,410,486	\$82,098
Total Salary and Wages	\$16,940,771	\$17,472,842	\$532,071	\$17,990,456	\$17,531,611	\$17,990,456	\$458,845

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,914,189	\$2,187,429	\$273,240	\$2,457,938	\$2,104,688	\$2,457,938	\$353,250
Employee Benefits - Acad. Support	\$70,452	\$68,047	(\$2,405)	\$74,498	\$77,855	\$74,498	(\$3,357)
Employee Benefits - Stud. Svcs	\$356,156	\$367,451	\$11,295	\$402,438	\$396,289	\$402,438	\$6,149
Employee Benefits - Public Svc.	\$55,688	\$49,574	(\$6,115)	\$54,276	\$62,107	\$54,276	(\$7,831)
Employee Benefits - Maintenance	\$279,251	\$301,970	\$22,720	\$330,424	\$311,176	\$330,424	\$19,248
Employee Benefits - Inst. Support	\$784,443	\$698,372	(\$86,071)	\$762,845	\$866,157	\$762,845	(\$103,312)
Total Employee Benefits	\$3,460,180	\$3,672,844	\$212,664	\$4,082,419	\$3,818,272	\$4,082,419	\$264,147

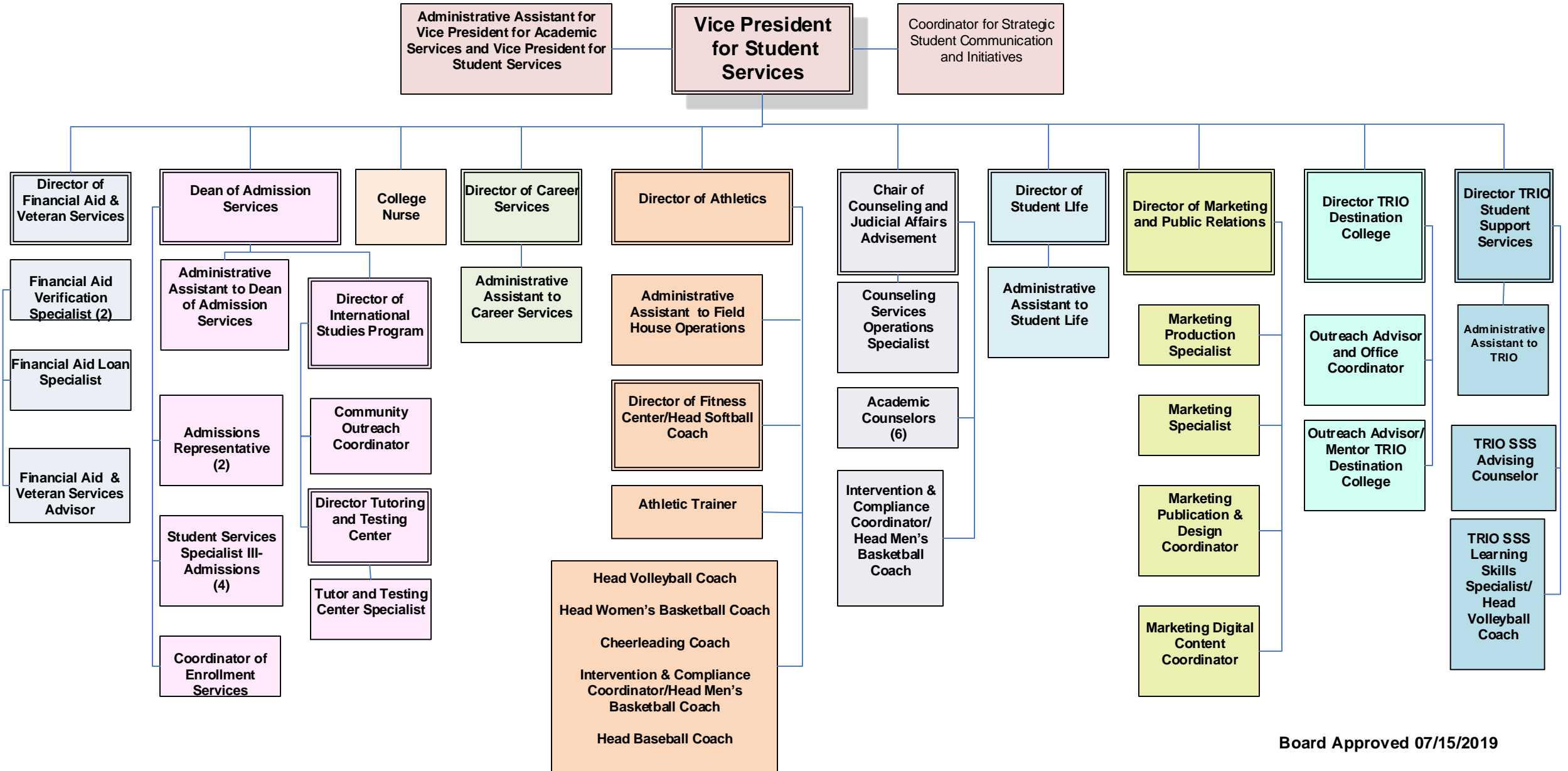
LAKE LAND COLLEGE PRESIDENT'S OFFICE ORGANIZATIONAL CHART July 1, 2019



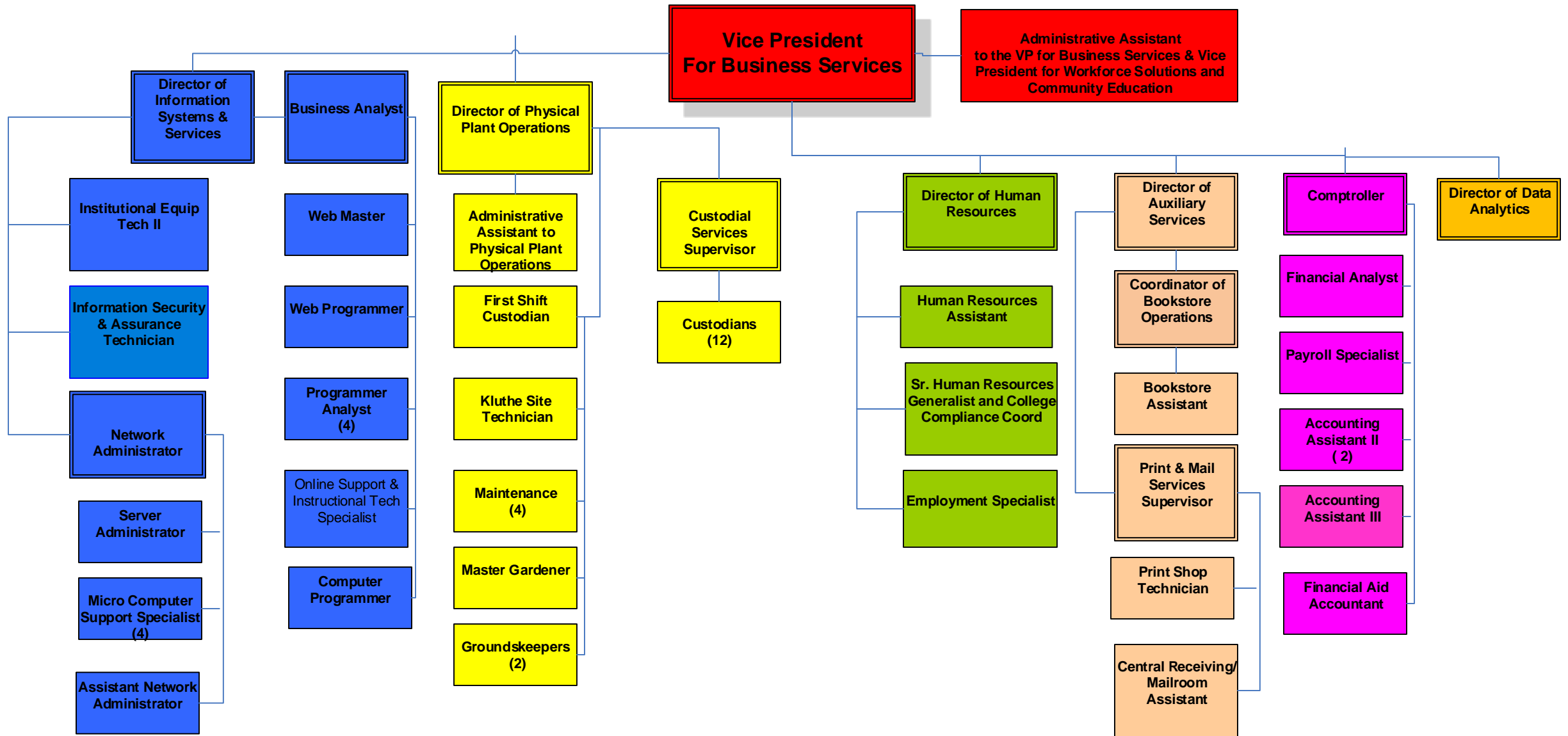
LAKE LAND COLLEGE ACADEMIC SERVICES ORGANIZATIONAL CHART July 1, 2019



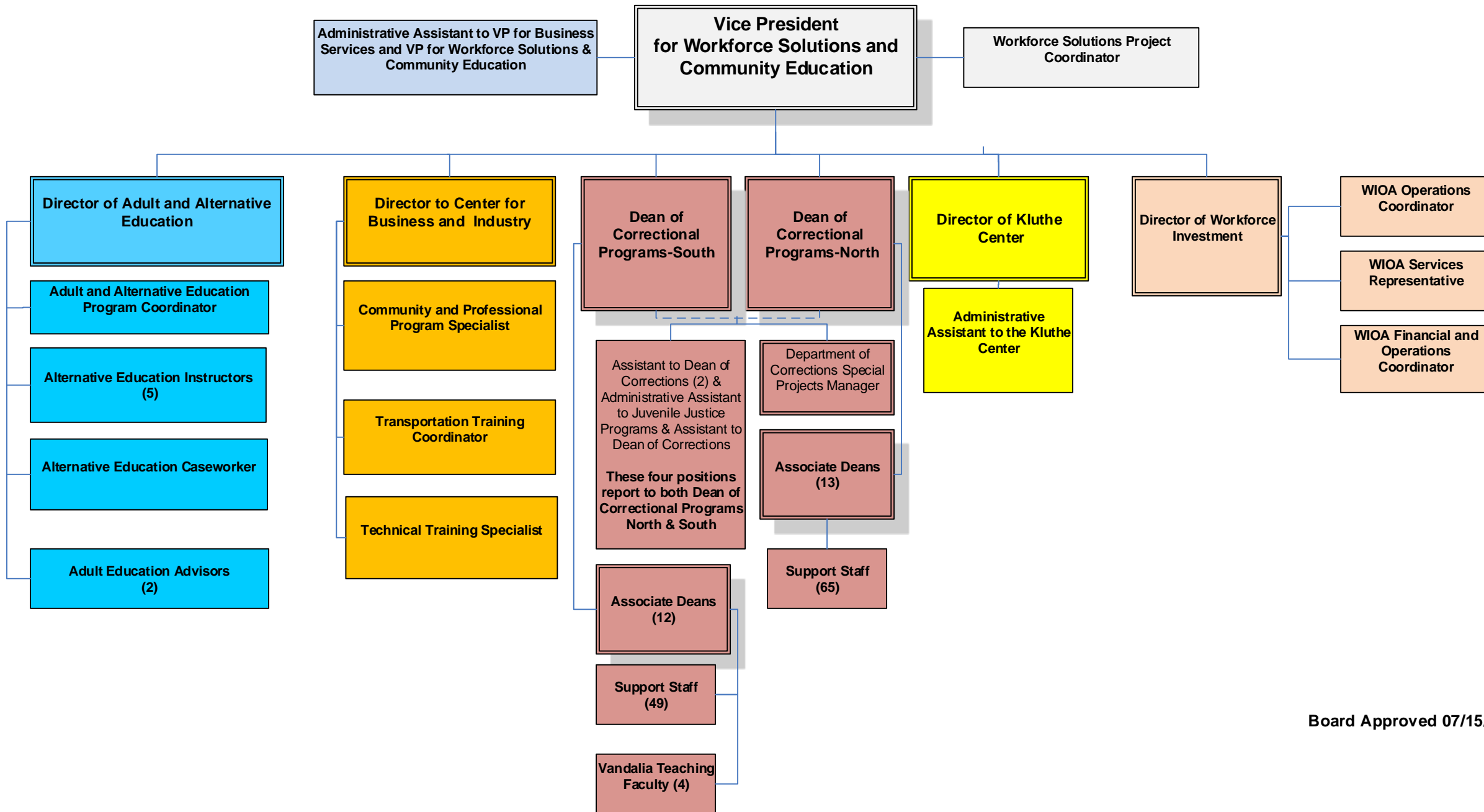
LAKE LAND COLLEGE STUDENT SERVICES ORGANIZATIONAL CHART JULY 1, 2019



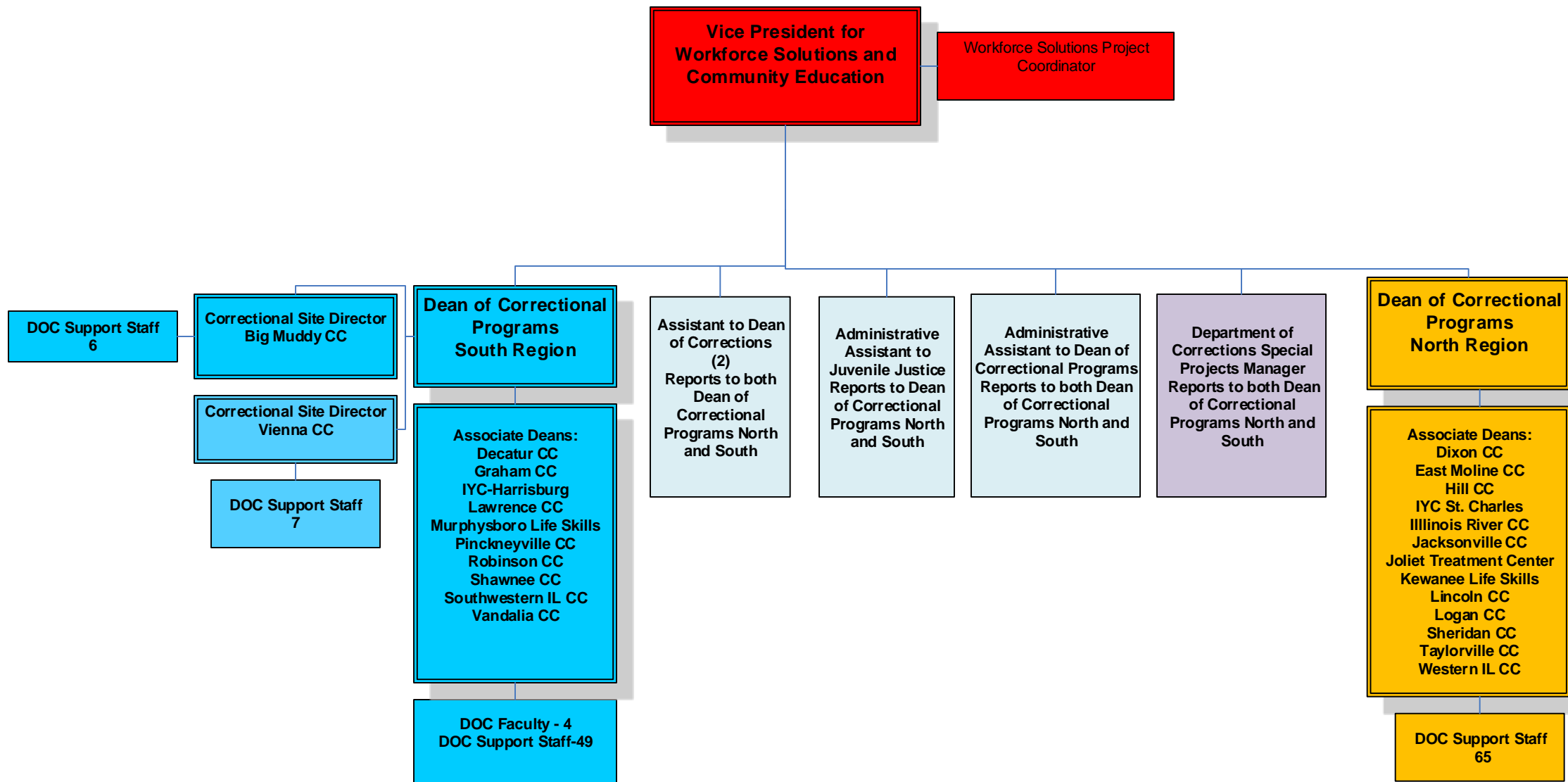
LAKE LAND COLLEGE BUSINESS SERVICES ORGANIZATIONAL CHART July 1, 2019



LAKE LAND COLLEGE ORGANIZATIONAL CHART WORKFORCE SOLUTIONS AND COMMUNITY EDUCATION July 1, 2019



LAKE LAND COLLEGE ACADEMIC SERVICES/DEPARTMENT OF CORRECTIONS ORGANIZATIONAL CHART JULY 1, 2019



LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: June 24, 2019

RE: Acceptance of FY20 Illinois Cooperative Work Study Grant

It is my pleasure to inform you that the Illinois Board of Higher Education has selected Lake Land College to receive a Fiscal Year 2020 Illinois Cooperative Work Study (ICWS) grant in the amount of \$36,125.51. As with any state-funded grant program, this award is contingent upon legislative appropriation to IBHE. The award agreement is attached.

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. Fourteen (14) employers have committed their participation for 2020. 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, Internship & Employment Coordinator, for their excellent work with this successful, long-standing grant project.

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

Agreement No. 20ICWS19**GRANT AGREEMENT**

**BETWEEN
THE STATE OF ILLINOIS, ILLINOIS BOARD OF HIGHER EDUCATION
AND
LAKE LAND COLLEGE**

The Illinois Board of Higher Education (Grantor), with its principal office at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL. 62701, and Lake Land College (Grantee), with its principal office at 5001 Lake Land Blvd., Mattoon, IL 61938, hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

**PART ONE – THE UNIFORM TERMS
RECITALS**

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the State of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

**ARTICLE I
AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION**

1.1. **DUNS Number; SAM Registration; Nature of Entity.** Under penalties of perjury, Grantee certifies that 075598359 is Grantee's correct DUNS number, that 370896233 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Pharmacy-Non Corporate |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp. |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Corporation (includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Medical Corporation | <input type="checkbox"/> P = partnership |
| <input checked="" type="checkbox"/> Governmental Unit | <input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Estate or Trust | |

If Grantee has not received a payment from the State of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2. **Amount of Agreement.** Grant Funds shall not exceed **\$36,125.51**, of which **\$0** are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

Agreement No. 201CWS19

1.3. Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is Not Applicable, the Federal awarding agency is Not Applicable, and the Federal Award date is Not Applicable. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is Not Applicable and Number is Not Applicable. The Catalog of State Financial Assistance (CSFA) Number is 601000748. The State Award Identification Number is Not Applicable.

1.4. Term. This Agreement shall be effective on July 1, 2019 and shall expire on August 31, 2020, unless terminated pursuant to this Agreement.

1.5. Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6. Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

ILLINOIS BOARD OF HIGHER EDUCATION
By: [Redacted]
Signature of (Head of Grantor)
Date: 6/21/19
Printed Name: Nyle Robinson
Printed Title: Interim Executive Director

LAKE LAND COLLEGE
By: [Redacted]
Signature of Authorized Representative
Date: 6/12/19
Printed Name: Jonathan B. Bullock
Printed Title: President, Lake Land College

Designee
By: [Redacted]
Signature of First Other Approver, if Applicable
Date: 6/20/19
Printed Name: Bruce Bennett
Printed Title: Budget Officer

Designee

Other Approver

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: June 26, 2019

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

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

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

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

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

<u>Name</u>	<u>Total Bid</u>
Sycamore Engineering Terre Haute, Indiana	\$43,018
Industrial Mechanical Mattoon, Illinois	\$59,445

Based on the bids received, it is my recommendation that we award this bid to Sycamore Engineering of Terre Haute, Indiana, for the Preventive Maintenance and Air Filter Replacement.

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

LAKE LAND
COLLEGE
BID TABULATION

5001 Lake Land Boulevard
Mattoon, Illinois 61938

Preventive Maintenance and Air Filter Replacement
Project No. 2019-010
BID DATE: June 20, 2019 - 2:30 PM

CONTRACTOR	Total Bid								
Sycamore Engineering Terre Haute, Indiana	\$43,018								
Industrial Mechanical, Inc. Mattoon, Illinois	\$59,445								

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
July 15, 2019**

The following employees are recommended for leave

Browning, Braddi	FMLA	09/26/2019-12/19/2019
Copher, Julie	FMLA Intermittent	05/01/2019-12/31/2019
Harris, Mark	FMLA	06/20/2019-09/12/2019
Tomasello, Ben	FMLA Intermittent	05/09/2019-07/09/2019

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Davis, Breanna	Admissions Services Specialist Primary Position is Marketing Comm Specialist	07/01/2019
Hogan, Anne	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	07/01/2019
Hogan, Anne	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	07/01/2019
Maulding, Lacy	Enhanced Lab Instructor- Dental Hygiene Primary Position is Allied Health Dental Clinical Instr	06/10/2019

Part-time - Grant Funded

Hogan, Anne	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	07/01/2019
Turner, Nash	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	05/06/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borntrager, Cody	Admissions Student Assistant	05/30/2019
Coe, Beth	Adm Asst to Business	04/12/2019
Ferguson, Brooke	Engineering Technician	06/20/2019
Graham, Beth-Anne	Tutor	05/06/2019
Huang, Hsin Hui	Tutor	06/30/2019
Huang, Hsin Hui	Perkins Student Worker	06/17/2018
Lynch, Annette	Admissions Student Assistant	05/30/2019
Lyle, Brianna	Tutor	05/06/2019
Martin, Craig	Adjunct Faculty	08/26/2018
Semple, Lynn	Tutor	12/10/2018
Sotomayor, Edgardo	Tutor	12/04/2018

Starwalt, William	Newspaper Editor	05/05/2019
Thomas, Amelia	Tutor	06/30/2019

New Hire-Employees**The following employees are recommended for hire**

	Position	Effective Date
Part-time		
Bruns, Maureen	Library Assistant	05/28/2019
Garren, Stephen	Academic Services Coordinator	06/05/2019
Godinez, Julio	Head Baseball Coach	07/08/2019
Lee, Abrienne	Fitness Center Specialist	07/08/2019
Packer, Jamie	Print Shop Technician Assistant	06/03/2019
Perry, Kimberly	Adjunct Faculty Math/Science	06/03/2019
Reeder, Michele	Engineering Technician	05/28/2019
Rhoads, Skylar	Groundskeeper	05/20/2019
Stone, Melissa	Humanities Unpaid Intern	08/19/2019
Strom, Heath	Dual Credit Coordinator	06/13/2019

Part-time - Grant Funded

Freshour, Kristine	Adjunct DOC College Funded Instructor	08/19/2019
Gillespie, Alex	Adjunct DOC College Funded Instructor	08/19/2019
Kuster, Nikolous	Adjunct DOC College Funded Instructor	06/04/2019

Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Unpaid Volunteer		
Caldwell, Nicholas	Counseling Services Unpd Intern	08/31/2018
Hanger, Hayley	Counseling Services Unpd Intern	08/31/2018
Full-time		
Caldwell, Thomas	Philosophy/English Instructor-Retiree	08/01/2019
Celmer, Joseph	Corr Commercial Cooking Instr – IYC Harrisburg	08/16/2019
Donaldson, Lynne	Stdt Svcs Spc III - Admissions	07/03/2019
Hartzel, Shelle	Mathematics Instructor-Retiree	08/01/2019
Henderson, Jacob	Microcomputer Support Specialist	06/27/2019
Hostetter, Holly	Custodian	06/27/2019
Howard, Corbett	Corr Career Tech Instr – East Moline CC	06/13/2019
Moffett, Marianna	Alternative Education Instructor - Retiree	05/22/2019
Summers, Stacey	Corr Cosmetology Instr-Dixon CC	07/02/2019
Wilkinson, Brent	Director International Studies	07/03/2019
Wright, Pamela	Alternative Education Caseworker	06/02/2019

Part-time

Bartholomew, Mary	Tutor w/Bachelor degree	11/19/2018
Birch, Skyler	Tutor - Student Lrng Asst	05/03/2019

Buenker, Abigail	Newspaper Ed Student News	05/05/2019
Bullock, Julie	Adj Doc College Funded Instr	03/10/2019
Carlelycke, Tilda	Tutor - Student Lrng Asst	05/03/2019
Danley, Mary	College Consultant	12/16/2018
Duzan, Tamera	Adult Education Instructor	05/05/2019
Finley, Ardeth	Adult Education Classroom Assistant	05/05/2019
Goatley, Ian	Chemistry Lab Student Asst	06/03/2018
Gordon, Camille	Adj Faculty Social Science	05/20/2018
Graham, Beth-Anne	Tutor - Associate-Lrng Asst	05/06/2019
Lacy, Bryson	Tutor - Student Lrng Asst	05/06/2019
Lu, Yuhua	Adj Faculty Math/Science	05/20/2018
Martin, Craig	Adj Faculty Technology	08/26/2018
Meachum, Ryan	Adult Education Adjunct Faculty	05/06/2018
Miller, Rachel	Perkins Student Worker Ag	12/16/2018
Morris, Brittany	Outreach Adv/Men TRIO DC	07/01/2018
Mustafa, Munia	Tutor-Bachelor's-LRC	05/06/2019
Newton, Dana	Adj Doc College Funded Instr	05/20/2018
Patel, D	Chemistry Lab Student Asst	05/10/2019
Peoples, Tyrese	Newspaper Ed Student News	11/04/2018
Perie, Amy	Pathways Classroom Assistant	05/19/2019
Reed, Kaleb	Admissions Student Assistant	05/30/2019
Sherman, Olivier	Perkins Stdt - John Deere	05/06/2018
Starwalt, William	Newspaper Ed Student News	05/10/2019
Wild, Shirley	Adj Doc College Funded Instr	03/11/2018

College Work Studys

Ashcraft, Coartnee	College Work Study Early Childhood	05/10/2019
Bishop, Andrew	College Work Study Business	05/06/2019
Broce, Annaliese	College Work Study Printshop	05/21/2019
Brown, Jeannie	College Work Study Bookstore	01/13/2019
Flores-Beltran, A	College Work Study Dual Credit	05/10/2019
Fulk, India	College Work Study Counseling	05/10/2019
Goodwin, Mindy	College Work Study Early Childhood	05/10/2019
Hayward, Miranda	College Work Study Early Childhood	05/10/2019
Menna, Christina	College Work Study SSE	05/10/2019
Moody, Caleb	College Work Study Humanities	05/10/2019
Newkirk, Cindy	College Work Study Early Childhood	05/10/2010
Quast, Madison	College Work Study Early Childhood	05/10/2019
Spence, Kiley	College Work Study Early Childhood	05/10/2019
Strohl, Brittany	College Work Study Early Childhood	05/10/2019
Vail, Corey	College Work Study Business	05/06/2019
Wilson, Allison	College Work Study Math/Science	05/10/2019

Transfers/Promotions**Full-time**

Ballard, Jasmine	Emergency Services Coordinator Transferring from Part-time EMS Program Coordinator	08/12/2019
St. John, Daniel	Police Officer Transferring from Part-time Police Officer	09/23/2019
Workman, Bethany	Simulation Lab Coordinator Transferring from Part-time Allied Health LPN Clinical Instr	08/05/2019
Zike, Philip	Microcomputer Support Specialist	07/16/2019

Full-time Grant Funded

Clarey, Amy	Alternative Education Caseworker Transferring from Adjunct Faculty SSE	07/29/2019
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Part-time

Hogan, Anne	Tutor - Associate - Learning Asst Transferring From – Tutor Student	07/01/2019
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