

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
July 13, 2020
Regular Meeting No. 643

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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. 643

Monday, July 13, 2020, 6:00 p.m.

Meeting Location: Webb Hall, Room 081, Mattoon

Agenda

Due to the COVID-19 health pandemic, seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting will be expected to conduct a health self-assessment by completing the [COVID-19 Campus Visit Screening Form](#) prior to arrival, required to wear face masks covering the nose and mouth, and follow all applicable guidelines in accordance with Lake Land College's [Return to Campus](#) plan. For more information, please visit: <https://www.lakelandcollege.edu/covid-19/>.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, July 13, 2020, and sent to officeofthepresident@lakelandcollege.edu.

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of June 8, 2020, Regular Meeting.

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2. Approval of Agenda of July 13, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

II. Hearing of Citizens, Faculty and Staff.

III. 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	Mr. Lucas Duduit
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Presentation of FY 2021 Budget.	
2. Summer Enrollment Report.	
3. 2019-2020 Athletic Accomplishments.	19-22
4. Proposed Revisions to Board Policies 03.09 – <i>Quorum of the Board</i> and 03.09.01 – <i>Quorum of the Committee</i> .	23-25
5. Proposed Revisions to Board Policy 05.10 – <i>Hiring for Full-Time Employees</i> .	26-29
6. Calendar of Events.	30
7. Correspondence.	31

B. Action Items.

	Board Book Page Number(s)
1. Approval of ICCB Program Review Report.	32
2. Approval of Proposed Revisions to Board Policy 07.01.02 - <i>Special Admission and Graduation Requirements for Select Technical Programs.</i>	33-35
3. Acceptance of Reporting of May 2020 Financial Statements.	36-41
4. Approval of Organizational Charts.	42-47
5. Acceptance of ISBE Growing Agricultural Science Teachers (GAST) Grant.	48
6. Acceptance of Illinois Community College Faculty Association Grant.	49
7. Acceptance of Illinois Cooperative Work Study Grant.	50
8. Approval of Emergency Purchase for Fire Pump.	51-53
9. Approval of Contract with Lake Land College Paraprofessional Association.	
10. Approval of Professional Services Contract for Design Services and Construction Manager Associated with Neal Hall Renovation.	
11. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.	
[Return to Open Session - Roll Call]	
12. Approval of Human Resources Report as Discussed in Closed Session.	54-56

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 642
June 8, 2020

As permitted by Governor Pritzker's Executive Orders 2020-39, 2020-33, 2020-18, and 2020-07, the meeting was held via teleconference and without the physical presence of a quorum at the meeting location. President Bullock was physically present at the normal meeting location (Room 011, Board and Administration Center). In-person attendance by members of the public was limited to nine people on a first come, first serve basis. Citizens, faculty and staff were invited to join the conference call via dialing instructions posted on the agenda.

Minutes

Call to Order.

Chair Reynolds called the June 8, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m.

Roll Call.

Trustees Participating via Teleconference: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Mr. Tom Wright and Mr. Lucas Dudit, Student Trustee.

Trustees Absent or Not Participating in Teleconference: Ms. Denise Walk.

Other Participants: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff, community and media.

Approval of Consent Items.

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

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1. Approval of Minutes of May 11, 2020, Regular Meeting.
2. Approval of Agenda of June 8, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	252,059.59
Building Fund	\$	18,014.06
Site & Construction Fund	\$	897,404.40
Bond & Interest Fund	\$	267,939.25
Auxiliary Services Fund	\$	5,105.62
Restricted Purposes Fund	\$	291,894.26
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	963.66
Student Accts Receivables	\$	595,300.16
Total	\$	2,328,681.00

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

4. Destruction of Tape Recording of December 10, 2018, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said the ICCTA Board recently met for their annual meeting via Zoom teleconference and 38 people were in attendance. He highlighted discussions from the annual meeting including issues on the state budget and potential negative impacts for community

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colleges related to the pandemic. He also said ICCTA hopes to hold its annual awards banquet this fall in Springfield.

Resource & Development.

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

Finance.

Trustee Storm, Committee Chair, said the Committee had not met since the last regular meeting. He said the financial statements will be discussed later in the agenda.

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 provided an update on the continuation of the Foundation and Alumni Center construction project on campus stating that the outside of the building is approximately 70% complete but there is still considerable work to be done on the inside of the new facility. She thanked the Foundation and Alumni Association for their continued assistance to students during this time due to Covid-19 such as by supporting the food pantry and finding creative and flexible ways to assist students while the College is operating in a virtual environment.

Student Report.

Student Trustee Dudit had no report.

President's Report.

Dr. Bullock highlighted the following items/information:

- We have received one additional payment from the Illinois Department of Corrections for \$629,492 and one payment for the Illinois Department of Juvenile justice for \$13,281 since the May meeting. A total of \$2,496,072 for IDOC and \$207,292 IDJJ for services billed through April remains outstanding.
- We have received one credit hour reimbursement payment of \$324,862.96 and one equalization grant payment of \$477,074 since the May Board meeting. A total of \$649,726 in credit hour reimbursement and \$1,431,221 in equalization remains outstanding.
- We have signed a MOU for the College's partnership with Rend Lake and IECC for the Supporting Rural Apprenticeship Grant.

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- We have also signed a renewed four-year Intergovernmental Agreement with IDOT to continue providing Quality Management training for IDOT's employees.

Business Items.

Non-action Items.

Proposed Revisions to Board Policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs.*

Dr. Tina Stovall, Interim Vice President for Student Services, on behalf of the Academic Standards Committee, requested the Board approve revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions. Dr. Stovall said revisions will eliminate special admission requirements for Cosmetology and Esthetics Certificate programs effective Fall 2021 and approve special admission requirements for the proposed Fire Science Management Certificate and Associate in Applied Science Degree pending final approval of the programs by the Illinois Community College Board.

Proposed changes were presented as first reading and will be submitted to the College Board of Trustees for approval during the July 2020 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock asked Trustees to mark their calendars for June 18 at 6 p.m. when we will be celebrating the success of Lake Land College students with our first-ever virtual Commencement.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Continuation of Community Outreach Tuition Waivers Program.

Trustees heard a recommendation from Dr. Stovall for the Board to continue to award the Community Outreach Tuition Waivers into the 2020-2021 academic year. Dr. Stovall said that in October 2019, the Board of Trustees approved up to 100 three credit hour tuition waivers for returning or first-time adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. The waivers were to be awarded to students enrolling in Spring or Summer 2020. Dr. Stovall also highlighted the success of the program since the pilot was launched last fall. Trustees learned that to date the College's Community Outreach Coordinator has worked with 17 local businesses to grant 29 of these tuition waivers. Dr. Stovall said that with board approval, the tuition waivers will continue to be

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funded through the special enrollment incentive budget and students will be responsible for payment of fees.

Trustee Sullivan moved and Trustee Wright seconded to approve as presented the continuation of the Community Outreach Tuition Waivers Program into the 2020-2021 academic year until all 100 tuition waivers have been awarded. This program was initiated with the Spring 2020 semester and provides for a three-credit hour tuition waiver for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Proposed Revisions to Board Policy 10.22 – Purchasing and Bidding.

Trustees heard a recommendation from Dr. Bullock for the Board to approve revisions to Board Policy 10.22 – *Purchasing and Bidding*. He provided details of the proposed changes that incorporate language from amendments to the Prevailing Wage Act (PWA). He said the proposed language also reaffirms the College's commitment to abide by the Act's requirements and clarifies for contractors and subcontractors the new certified payroll submission process directly to IDOL.

Proposed changes were presented as first reading during the May 2020 regular meeting. Dr. Bullock said the administration had not received any additional requested changes since that date.

Trustee Storm moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 10.22 – *Purchasing and Bidding*.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Acceptance of Reporting of April 2020 Financial Statements.

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Trustees reviewed the April 2020 Financial Statements, including details of the financial statements for Funds 1 and 2 (General Fund) and a Salary, Wage and Benefits Report for FY 2020. Mr. Greg Nuxoll, Vice President for Business Services, highlighted significant variances.

Trustee Storm, Finance Committee Chair, said he fully reviewed and approved of the financial statements as presented. He noted that although there was a significant negative variance for overall revenue year-to-date, the positive variance for overall expenses year-to-date more than offsets the revenue loss.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the April 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

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 Curtis moved and Trustee Wright seconded to delegate authority to the College President to enter into contracts or agreements during FY 2021 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

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

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a base salary increase of 1.80% plus \$500 for FY 2021 for administrative, supervisory and support employees. He said this is consistent with what was agreed upon with the Lake Land College Faculty Association.

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Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented a base salary increase of 1.8% plus \$500 for FY 2021 for administrative, supervisory and support employees, excluding correctional center staff and staff that are currently in the College's planned retirement program.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Part-Time Staff Hourly Increase.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve a \$.10 per hour increase effective July 1, 2020, for all current part-time employees. He said this is consistent with past practices.

Trustee Sullivan moved and Trustee Wright seconded to approve as presented a \$.10 per hour increase effective July 1, 2020, for current part-time employees.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of FY 2021 Part-Time Rates and Stipends.

Trustees reviewed a listing of part-time rates and stipends recommended for FY 2021. Dr. Bullock presented on the recommended stipend amounts and part-time rates, including a recommendation to increase adjunct faculty wages by \$5.00 per credit hour by the number of semesters taught effective the 2020 fall semester. He said this increase and other various proposed stipends and part-time rate increases will allow for fairness and consistency across the institution and reward employees for their dedication and performance. He also said that due to the state's minimum wage law, with an increase effective July 1, 2020, and an additional increase to take effect January 1, 2021, our proposed part-time rates will be in effect July 1, 2020 through December 31, 2020, and thus not the entire fiscal year. He said the administration's plan is to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2021, thus aligning with state law requirements for minimum wage.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the proposed stipends for FY 2021 and part-time rates for the period July 1, 2020 through December 31, 2020.

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of FY 2021 Base Salary Schedule, Excluding Correctional Centers.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve the proposed FY 2021 Salary Grades and Ranges Schedule. Mr. Nuxoll said the recommendation for starting salaries for new full-time employees reflects a 1.75% increase on the minimum starting salary over the FY20 schedule effective July 1, 2020.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the FY 2021 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 Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Resolution No. 0620-022 Authoring Treasurer to Transfer Interest Earned from Working Cash.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0620-022 to authorize the 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.

Trustee Curtis moved and Trustee Wright seconded to approve Resolution No. 0620-022 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 Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

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Approval of Resolution No. 0620-023 Authorizing Treasurer to Invest Funds.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0620-023 to authorize the Treasurer of the College to invest funds.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented Resolution No. 0620-023 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 Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Lease Renewal Agreement with Pana Community Unit School District #8.

Trustees heard a recommendation from Mr. Nuxoll for the Board to renew a proposed three-year lease agreement between the College, as Lessee, and the Pana Community Unit School District #8, as Lessor, for the period of July 1, 2020, through June 30, 2023. Trustees reviewed the proposed three-year lease agreement and learned this is for property located at 600 East First Street, Pana, Illinois, where the College operates an extension center.

Trustee Wright moved and Trustee Sullivan seconded to approve as presented the proposed three-year lease agreement between the College, as Lessee, and the Pana Community Unit School District #8, as Lessor, for the period of July 1, 2020, through June 30, 2023, with rent at \$750 per month. This lease agreement is for property located at 600 East First Street, Pana, Illinois, where the College operates an extension center.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Lease Renewal Agreement with Local Workforce Innovation Area 23.

Trustees heard a recommendation from Mr. Nuxoll for the Board to renew the lease for one more year with the Local Workforce Innovation Area 23, as lessee, for program operations located at the Workforce Development Center. Trustees reviewed the lease agreement which specifies a rent amount of \$3,052.50 per quarter for an area consisting of approximately 814 square feet.

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Trustee Curtis moved and Trustee Storm seconded to approve the lease renewal agreement as presented between the College, as lessor, and Local Workforce Innovation Area 23 as lessee, for the period July 1, 2020, through June 30, 2021. The quarterly rent payment of \$3,052.50 is for approximately 814 square feet of space at the College's property located at 305 Richmond Ave East, Mattoon.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Administration's Recommendation to Deny a Postponement Request with the College's Planned Retirement Program.

Trustees heard a recommendation from Dr. Bullock to deny the request by Ms. Lara Bacino-Althaus, a Psychology Instructor, to postpone her retirement date by five months related to her initial request to participate in the College's planned retirement program. He said this past February, the Board approved her initial request for inclusion in the Planned Retirement Program with a retirement date of December 31, 2023. He said that due to the timing of her initial request and initial retirement date, her increase in salary due to participation in the Planned Retirement Program began retroactively to January 2020. He also said that the recommendation to deny her request follows the Board's past practice since 1998 (when Policy 05.22 was implemented) to approve withdraw or postponement requests only when an employee's salary increase due to participation in the planned retirement program has not yet been implemented.

Trustee Cadwell suggested that Board Policy 05.22 be reviewed by the Board at a future meeting to provide clarity regarding planned retirement requests.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the administration's recommendation to deny the request by Ms. Lara Bacino-Althaus, Psychology Instructor, for the postponement of her planned retirement by five months, from December 31, 2023 to May 31, 2024, as her salary increase has already been implemented as a result of her participation in the College's planned retirement program. This follows past practice by the Board of Trustees to approve a postponement or withdrawal request only when an employee has not already starting receiving a salary increase due to participation in the College's planned retirement program.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

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

Trustees reviewed a memorandum from Ms. Jean Anne Grunloh, Senior Executive to the President, highlighting the need for the Board to complete a semi-annual review of closed session minutes and determine whether any of the minutes should be released to the public.

Trustee Cadwell moved and Trustee Storm seconded to approve the release of closed session minutes within the six-month period since December 9, 2019, including sections 4, 5 and 6 of the March 9, 2020, Board meeting, and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

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

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Venatta-Catey, Brenda	FMLA (Intermittent)	05/04/2020
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End Additional Appointments

The following employees are ending their additional appointments

	Position	Effective Date
Full-time		
Earp, David	Interim Head Basketball Coach	05/11/2020
Godinez, Julio	Fitness Center Specialist	05/11/2020
Godinez, Julio	Intramural Official	05/11/2020
Larry, Julian	Outreach Advisor TRIO DC	05/11/2020
Larry, Julian	Basketball Timer/Scorer	05/11/2020
Larry, Julian	Intramural Official	05/11/2020
Larry, Julian	Men's Basketball Assistant	05/11/2020
Part-time		
Cutts, Bryson	Tutor	05/03/2020
Woolworth, Wendy	Tutor	05/03/2020

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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Voss, Ashley	Student Accommodations Grad Asst	05/18/2020
Full-time-Grant Funded		
Alexander, Amber	Associate Dean Western IL CC	06/01/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Kile, Shelbie	Lake Land Student Trustee	04/14/2020
Reedy, Lyndsey	Family Community Dev Spec	05/06/2020
Schumacher, Debra	CEFS	05/06/2020
Wilcoxon, Tabithia	Family/Community Dev Spec	05/06/2020
Full-time		
Hoenes, Casey	Nursing Instructor	05/18/2020
Hull, James	VP Wrkfce Sol/Comm Ed-Retiree	05/31/2020
Smith, Andrew	Corr Occupation Instr-St. Charles	05/05/2020
Part-time		
Baker, Ryan	Tutor - Student Lrng Asst	04/05/2020
Gentry, Maria	Tutor - Student Lrng Asst	04/05/2020
Hortenstine-Kirk, Sarah	Allied Health PHL Adjunct	12/15/2019
Huddlestun, William	Adj Faculty Technology	12/15/2019
Pearcy, Tamara	Tutor Bachelor Degree	05/03/2020
Puyear, Miranda	Perkins Student - Allied Health	05/17/2020
Rhoads, Skylar	Groundskeeper	04/05/2020
Warner, Marcie	Adj Doc College Funded Instr	12/15/2019
Williams, Mark	Adj Faculty Technology	12/15/2019
College Work Study		
Lewis, Halie	CWS College Advancement	05/17/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Feldkamp, Darren	Police Officer (Full-time) From: Police Officer (Part-time)	06/09/2020
St John, Daniel	Police Officer (Part-time) From: Police Officer (Full-time)	05/31/2020

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

Other Business. (Non-action)

Chair Reynolds thanked Lake Land students who displayed innovation, creativity and persistence during the pandemic to complete their courses this past spring whenever possible. She also praised faculty and staff for their commitment to our students and swiftly finding innovative solutions to help students. Student Trustee Duduit also complimented Lake Land's faculty and staff for their commitment to students during this time.

Adjournment.

Trustee Sullivan moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:57 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: July 6, 2020

RE: 2019-2020 Athletic Accomplishments

Attached is information shared by Bill Jackson, Director of Athletics, highlighting the success of our Lake Land College student athletes during the 2019-2020 year, a year unlike any other as the nation responded to COVID-19. After the Women's Basketball team won the Region 24 Championship and a trip to the National Championship, the NJCAA postponed and eventually cancelled the tournament. Region 24 and the NJCAA also ended the spring sports season for Baseball and Softball early.

The many accomplishments of our athletic teams, despite the challenges of COVID-19, reflect the outstanding young men and women who participate in athletics at Lake Land College, the strong commitment of our coaches and athletics staff to focus on student success both in the classroom and in their sport, and the contributions of faculty and staff across the college who support students in learning and accomplishing their goals.

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

Lake Land College
ATHLETIC DEPARTMENT HONORS 2019-2020

Academic Report

2020 NJCAA Academic Team (must have a team GPA of 3.00 or higher):

Softball, Volleyball, Women's Basketball, Baseball

2020 NJCAA All-Academic First Team (athlete with 24 credit hours with 4.00 GPA):

Katie Tarkington (Volleyball)
Abby Weis (Women's Basketball)
Isaiah May (Men's Basketball)
Natalie Gordon (Softball)
Rachel Kaufman (Softball)
Keagan Brady (Baseball)

2020 NJCAA All-Academic Second Team (athlete with 24 credit hours with 3.80-3.99 GPA):

Maria Gentry (Volleyball)
Harley Barry (Women's Basketball)
Jason Larson (Men's Basketball)
Deandra Campbell (Softball)
Jacob Spitz (Baseball)
Jamie Young (Baseball)

2020 NJCAA All-Academic Third Team (athlete with 24 credit hours with 3.60-3.79 GPA):

Ashlyn MacDonald (Volleyball)
Jae Lynn Riggelman (Women's Basketball)
Shania Schoonover (Women's Basketball)
Lucy Smith (Women's Basketball)
Kyrsten Darrough (Softball)
Emily Graver (Softball)
Frankie Izard (Softball)
Abe Lee (Softball)
Harley Mason (Softball)
Katie Nicholson (Softball)
Macy Clark (Softball)
McKenzie Davee (Softball)
Ryan Drayer (Baseball)
Quinten Helmuth (Baseball)
Ben Schuler (Baseball)
Bradley Wolfe (Baseball)

Average cumulative GPA of all Laker athletes (106) for the 2019-2020 academic year: 3.19

By Sport: Volleyball – 3.43
 Softball – 3.36
 Women's Basketball – 3.40
 Baseball – 3.21
 Men's Basketball – 2.89
 Cheer – 2.4

Total number of athletes achieving a 3.0 or higher GPA for the 2019-2020 academic year: 71 of 106

By sport: Softball (18 of 23)
 Baseball (23 of 33)
 Women's Basketball (12 of 15)
 Volleyball (10 of 12)
 Men's Basketball (4 of 15)
 Cheer (4 of 11)

Athletic Sports Honors

Season Records

By Sport: Softball – 21/4
 Women’s Basketball – 30/3
 Men’s Basketball – 9/23
 Volleyball – 23/15
 Baseball – 2/15

Volleyball

Team Honors

NJCAA Academic Team
 Region 24 Runner-up
 Finished 2nd in the GRAC

Individual Honors and Awards

NJCAA Division One All-Region 24: Caroline DeSouza (1st), Ashlyn Macdonald (1st), Ashlyn Clem (2nd)
 Great Rivers Athletic Conference All-Conference Team: Ashlyn Macdonald, Katie Tarkington, Ashlyn Clem
 Great Rivers Athletic Conference Freshman of the Year: Caroline DeSouza
 Great Rivers Athletic Conference Sportsmanship Award: Mikayla Fultz

Women’s Basketball

Team Honors

NJCAA Academic Team
 Finished 2nd in the GRAC
 Region 24 Champion
 Seeded Number 4 at the National Tournament (Not able to compete because of COVID)

Individual Honors and Awards

Coach Johnson Named Illinois Basketball Coaches Association Co-Coach of the year
 NJCAA 1st Team All American: Carsyn Fearday
 NJCAA Division Two All-Region 24: Abby Wies, Arie Sims
 NJCAA Division Two Region 24 Player of the year: Carsyn Fearday
 NJCAA Division Two Region 24 Coach of the year: Coach Johnson
 Great Rivers Athletic Conference All-Conference: Carsyn Fearday, Abby Wies

Men’s Basketball

Team Honors

N/A

Individual Honors and Awards

NJCAA Division One All-Region 24: Adam Price
 Great Rivers Athletic Conference All-Conference: Adam Price

Softball

Team Honors

NJCAA Academic Team
 COVID cut season short

Individual Honors and Awards

COVID cut season short
 NATYCAA District Scholar of the year: Frankie Izard

Baseball

Team Honors

NJCAA Academic Team

COVID cut season short

Individual Honors and Awards

COVID cut season short

Lakers Moving On

Baseball

Bradly Wolfe – University of Indianapolis

Jamie Young – Maryville State University

Hayden Birdsong – Eastern Illinois University

Caleb Hill – Missouri Valley College

Volleyball

Mikayla Fultz – Lincoln Christian University

Ashlyn Clem – Utah State University (Academic)

Ashlyn Macdonald – University of Southern Indiana (Academic)

Maria Gentry – Southern Illinois University – Edwardsville (Academic)

Katie Tarkington – Eastern Illinois University (Academic)

Claire Guyon – Lakeview College of Nursing (Academic)

Ella McConkey – Belmont University (Academic)

Men's Basketball

Adam Price – Christian Brothers University

Hunter White – Indiana University Kokomo

Nick Cohorst – Lincoln University

Nemanja Tanaskovic – Southern Illinois at Edwardsville (Academic)

Softball

Frankie Izard – University of Louisiana Lafayette

Katie Nicholson – Eastern Illinois University

Amaya Eubanks – Xavier University

Dani Neuleib – Millikin University

Abe Lee – Southern Illinois University at Edwardsville (Academic)

Emily Graver – Southeast Missouri State University (Academic)

Taylor Rentfro – Southern Illinois University at Carbondale (Academic)

Women's Basketball

Carsyn Fearday – Maryville State University

Lucy Smith – Murray State University (Academic)

LAKE LAND
COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: June 3, 2020
RE: Proposed Revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

Please find attached details of proposed revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

SB 2135, amending the Illinois Open Meetings Act (OMA), was signed into law on June 12, 2020 (Public Act 101-0640). Article 15 of the Act creates a new OMA subsection 7(e) which permits meetings without the physical presence of a quorum when specific conditions are met related to a disaster declaration. Proposed revisions address this exception and are presented as first reading for your consideration.

I am happy to address any questions or concerns.

Attachments

03.09**Quorum of the Board**

At all meetings of the Board of Trustees, whether regular or special, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the Board for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the Board, a quorum being established present, a majority of the members shall determine the outcome thereof. No action of the Board shall be invalidated by reason of any vacancy on the Board or by reason of any failure to select a non-voting student member.¹

Attendance by conference call is allowed at open meetings of the Board of Trustees. A Board member attending by conference call may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the Board member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, Conferencing must be specifically approved by Board vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of the Lake Land College Board of Trustees.

¹ 110 ILCS 805/3-9 Illinois Public Community College Act

03.09.01

Quorum of the Committee

At all meetings of committees of the Board of Trustees, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the committee for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the committee, a quorum being ~~established~~present, a majority of the members shall determine the outcome thereof.

Attendance by conference call is allowed at open meetings of committees of the Board. A committee member attending by conference call may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the committee member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, Conferencing must be specifically approved by committee vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of Lake Land College Board committees meetings.

LAKE LAND
COLLEGE

MEMO

TO: Greg Nuxoll, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
CC:
DATE: June 23, 2020
RE: Proposed Revisions to Board Policy 05.10 - *Hiring of Full-time Employees.*

In reviewing Board Policy 05.10 in the hiring of Full-time Employees, we are recommending the addition of item #14. This would allow the steps to be modified if needed in extenuating circumstances, especially relative to restructuring needs. This exception could only be granted at the discretion of the President.

I respectfully request the Board to review these revisions for consideration as first reading at the July 13, 2020 meeting.

05.10**Hiring for Full-Time Employees**

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received from qualified applicants will be available to the search team, provided they have had the required training.
4. The hiring Supervisor must form a search team to conduct the confidential review of qualified applicants, candidate interviews and recommendations. The team should be limited in size, represent the hiring department and include at least one member from outside the department. Additionally, a representative from Human Resources will be included on each team. All search team members must have appropriate training prior to participation. If a search team member is closely related to the applicant, he or she must excuse himself or herself from the committee.
5. The hiring supervisor will formulate a timeline, prior to posting the vacancy, outlining the process and have it approved by the Director of Human Resources. Interview questions must be approved prior to the interviews by the Director of Human Resources.
6. Candidates selected for interview will be scheduled through the Human Resources office. When search team members agree to serve, they are making a commitment to make every effort to attend all interviews and meetings.
7. Human Resources will conduct and ensure that reference checks and background screenings will be conducted on the recommended candidate prior to hiring approval by the Board of Trustees.

Board Policy 05.10

Background checks will include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification. If any information is developed and verified through reference checks or background screenings that is contrary to the conditions and/or personal qualifications represented by the applicant, an offer for hire, if already made, may be immediately revoked.

8. The position supervisor will complete a request to hire through the CMS system and appropriate approvals are required.
9. Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All offers of employment will be made by the Director of Human Resources and are not considered final until obtaining Board of Trustees approval.
10. Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
11. All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04. The hiring supervisor must collect from the search team all interview notes and materials and return to Human Resources.
12. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.
13. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.

14. Steps in the process listed above may be altered by approval of the

Board Policy 05.10

President due to extenuating circumstances, such as a restructuring.

Adopted November 9, 1998
Revised April 9, 2001
Revised September 15, 2003
Revised September 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised

Calendar of Events

Thursday, August 6, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, August 10, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, September 10, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, September 14, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, October 8, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, October 12, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, November 5, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, November 9, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, December 10, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, December 14, 2020	6 p.m. – Board Meeting – Webb Hall 081



We shall always remember
with deep gratitude
your comforting expression
of sympathy

Thank you so much for
your kindness.

I am blessed to work
with such great people.

M. Hannah Conkovich
family

LAKE LAND COLLEGE

MEMO

TO: Jon Althaus
Vice President of Academic Services

FROM: Lisa Madlem
Director of Academic Support and Assessment

DATE: June 2, 2020

RE: FY 2020 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	Agriculture Business and Supply
Associate in Applied Science	Agriculture Production and Management
Associate in Applied Science	Horticulture
Associate in Applied Science	Associate Degree Nursing
Associate in Applied Science	Marketing
Associate in Applied Science	Renewable Energy
Certificate	Agriculture Business
Certificate	Horticulture
Certificate	Livestock Production
Certificate	Crop Production
Certificate	Practical Nursing
NDP	Basic Nurse Assistant
Certificate	Entrepreneurship
Certificate	Marketing
Certificate	Professional Sales
Certificate	Renewable Energy Management
Certificate	Renewable Energy Technology
Certificate	Industrial Maintenance
NDP	Sustainable Renewable Energy
DOC Certificate	Horticulture Production
DOC NDP	Fundamentals of Horticulture
Academic Discipline Review	Humanities & Fine Arts
Cross-Disciplinary Instruction	Adult Education and ESL
Student and Academic Support Services	Counseling/Advising, Student Accommodations and Library Services

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: July 6, 2020

RE: Proposed Revisions to Board Policy 07.01.02

At the June 8, 2020, meeting of the Board of Trustees, I presented proposed revisions to Board Policy 07.01.02, *Special Admission and Graduation Requirements for Select Technical Programs*, on behalf of the Academic Standards Committee. As noted in the memo presented with the proposed revisions, the Academic Standards Committee recommended the following:

1. Following the start of Fall 2020 classes, August 24, 2020, Board Policy 07.01.02 be revised to delete Cosmetology and Esthetics from the list of Certificates with approved special admission requirements (to be effective for Fall 2021 admission).
2. Following final program approval from the Illinois Community College Board, Board Policy 07.01.02 be revised to include Fire Science Management on the list of Associate Degrees and Certificates with approved special admission requirements (to be effective immediately).

The recommended changes are noted on the policy draft on the following pages. I am happy to address any questions that you or the Board of Trustees may have. Thank you.

2019-2020 Academic Standards Committee: Kathy Black, Division Chair for Business; Bryan Burrell, Academic Counselor; Brian Lynch, Economics Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Shelbie Kile, Student; Tina Stovall, Interim Vice President for Student Services and Committee Chair; Becky Earp, Committee Assistant.

07.01.02**Special Admission and Graduation Requirements
for Select Technical Programs**

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

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

Programs with approved special admission and unique graduation requirements:

Associate Degrees

Associate Degree in Nursing, Court Reporting Technology, Dental Hygiene, [Fire Science Management \(pending final approval from the Illinois Community College Board\)](#), John Deere Tech, Medical Assistant, Physical Therapist Assistant.

Board Policy No. 07.01.02

Certificates

Cosmetology, Esthetics, (eliminate special admissions effective Fall 2021) Fire Science Management (pending final approval from the Illinois Community College Board), Massage Therapy, Medical Assistant, Practical Nursing.

¹ See Board Policies 02.03 and 07.24.

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: June 29, 2020

RE: May 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of May for Fiscal Year 2020.

Areas of Concern:

- We continue to feel we do not have any significant budgetary areas of concern through May 2020 of the FY2020. We continue to closely monitor the COVID-19 Pandemic situation and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total May 2020 revenue was \$821,885 resulting in an unfavorable variance of \$183,317 compared to the budgeted level. The monthly variance is unfavorable mainly due to \$360,154 unfavorable variance in ICCB Credit Hour Grant Revenue and \$492,885 ICCB Equalization Grant Revenue mitigated in most part due to a \$631,970 favorable variance in Other State Sources. Year to date, total revenue is unfavorable to budget by \$879,062 in aggregate mainly resulting from a \$1,605,141 unfavorable variance in ICCB Equalization Grant revenue.
- *Expenditures* – Total May 2020 expenditures were \$2,943,033 resulting in an overall unfavorable variance of \$44,783. Year to date, expenditures remain favorable overall by \$2,459,331 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$13,164 while the year to date variance is favorable by \$300,349.
- *ICCB Credit Hour Grant* – We did not receive a payment in May 2020 resulting in an unfavorable monthly variance of \$360,154. Year to date, this area is favorable by \$304,805. The variances are timing related as we typically receive a larger payment in

the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.

- *ICCB Equalization Grant* – We did not receive an equalization payment in May 2020 resulting in an unfavorable monthly variance of \$492,885. This area is unfavorable \$1,605,141 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois but we are hopeful it will normalize by year.
- *Tuition & Fees* – May 2020 had an unfavorable variance for tuition of \$5,871 while fees were unfavorable by \$58,007. Year to date, there is an unfavorable variance for tuition of \$112,310 and a favorable variance for fees of \$93,452. The variance in fees remains favorable YTD due to more course offerings early in the fiscal than anticipated but we expect the favorable variance to reverse in the upcoming months due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – The year to date variance in this area is favorable by \$58,913. The variance turned favorable in May 2020 due to a \$631,970 CTE payment received from the State of Illinois.
- *Other Revenue* – Year to date other revenue is favorable by \$9,509. The year to date variance turned favorable this month due to revenue exceeding budget by \$183,317 in May 2020 due to the recording of unreturned textbook charges.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had an unfavorable variance in May 2020 of \$162,105. Year to date the salary and wage area is favorable by \$1,082,360. The YTD variance is high due to timing of the faculty overload being later than normal and we expect it to even out more as the year progresses.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in May 2020 in the amount of \$67,775. Year to date this area is favorable by \$343,628.
- *Instructional* – The Instructional expenditures had favorable variance in May 2020 of \$14,915 and is favorable \$1,592,755 for the year. The YTD variance is mainly attributable to favorable variances in salary and wages, employee benefits and general material and supplies.
- *Academic Support* – The Academic Support expenditures had an unfavorable variance in May 2020 of \$24,184. Year to date, the Academic Support expenditures are favorable by \$162,633.
- *Student Services* – The Student Services expenditures had an unfavorable variance in May 2020 of \$18,891. Year to date, the Student Service expenditures are favorable by \$144,409.

- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable May 2020 variance of \$13,620. Year to date, this area is unfavorable by \$950.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall May 2020 variance of \$95,597. Year to date, this area is unfavorable by \$965,177 as a result of recording \$1,336,730 YTD in the well field expenses. The well field expenses were originally budgeted for the 2019 fiscal year but due to various delays, the actual expenditures occurred in the 2020 fiscal year.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable May 2020 variance of \$85,853. Year to date, the Institutional Support expenditures are favorable to budget by \$1,098,102 with the most significant favorable budget line item of \$591,854 in general material and supplies.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for May of \$39,987. Year to date, this area is favorable \$427,558. The favorable variance is attributable to timing as when waivers are posted to student accounts. Also, we created an enrollment incentive line for \$100,000 but only \$27,000 of it has been spent so far this year.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,881,038.71	1,718,933.83	(162,104.88)	Salary and Wages	16,880,108.79	17,962,468.96	1,082,360.17
488,059.49	555,834.90	67,775.41	Employee Benefits	3,856,207.35	4,199,835.21	343,627.86
194,440.55	221,962.81	27,522.26	Contractual Services	1,164,203.58	1,427,606.69	263,403.11
142,996.78	180,561.19	37,564.41	General Materials and Supplies	1,845,392.88	2,933,183.39	1,087,790.51
12,495.44	24,144.66	11,649.22	Travel and Meeting Expenses	135,365.29	338,029.79	202,664.50
30,231.28	39,387.65	9,156.37	Fixed Charges	545,834.28	585,480.25	39,645.97
72,575.34	114,149.99	41,574.65	Utilities	919,683.61	1,145,274.86	225,591.25
-	3,175.00	3,175.00	Capital Outlay	1,340,462.77	75,637.00	(1,264,825.77)
35,657.00	40,100.00	4,443.00	Contingency Funds	150,541.58	396,067.36	245,525.78
(32,364.10)	-	32,364.10	Other Expenditures	3,275,342.97	3,132,500.00	(142,842.97)
2,825,130.49	2,898,250.03	73,119.54	Total	30,113,143.10	32,196,083.51	2,082,940.41

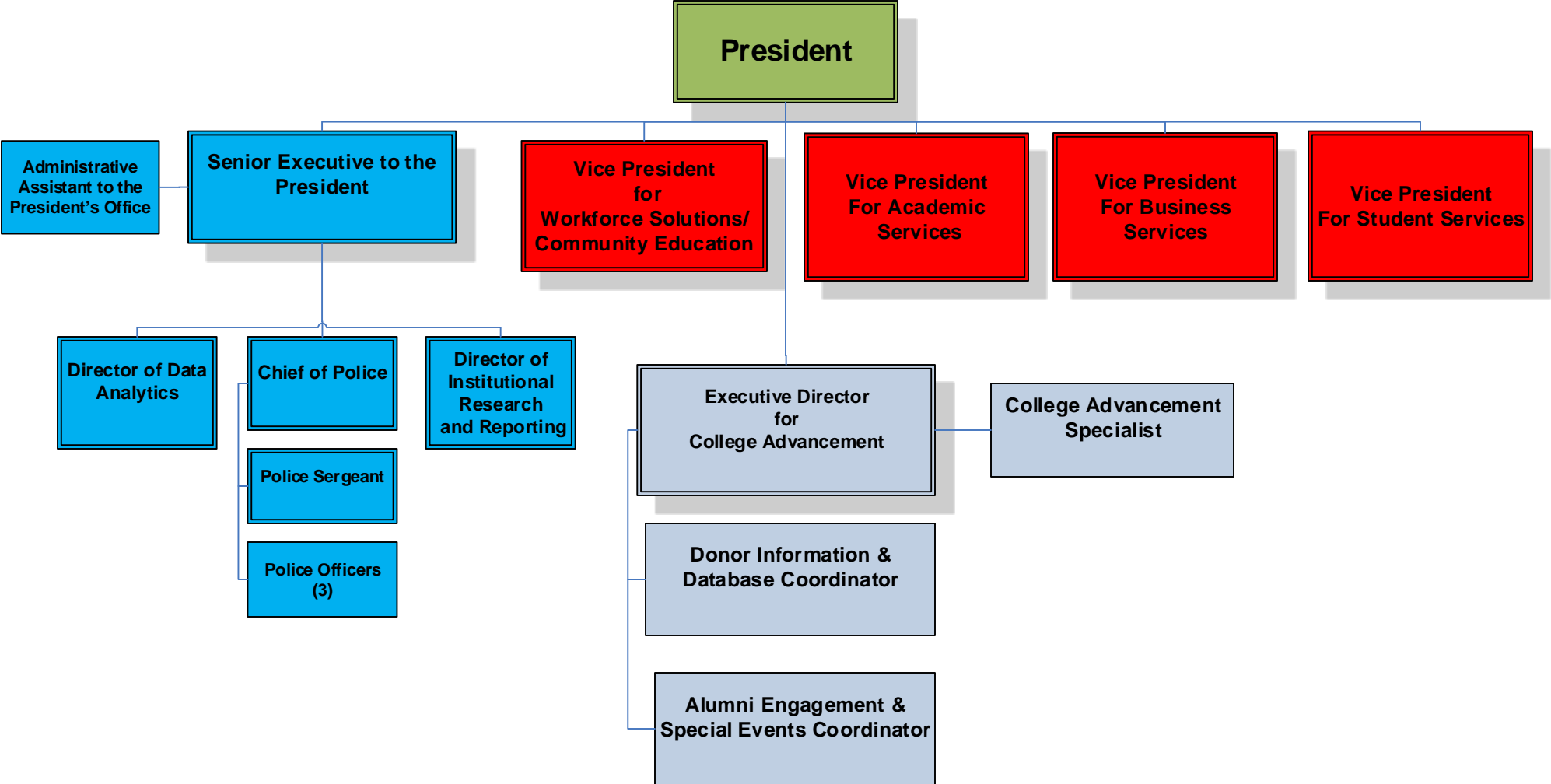
Lake Land College

FY2020 Salary, Wage & Benefits Detail

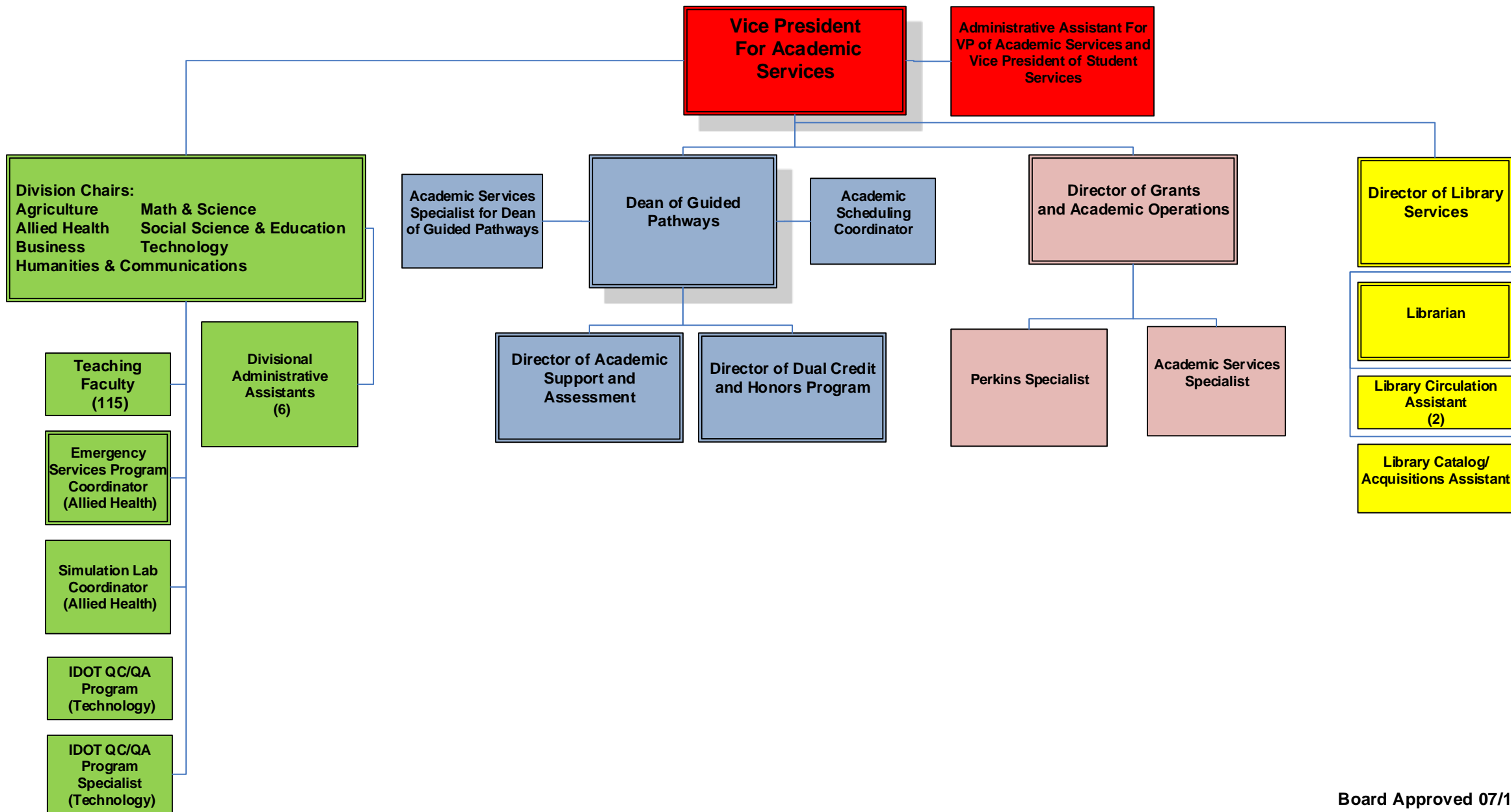
Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$10,819,972	\$11,271,711	\$451,739	\$11,763,802	\$11,480,620	\$11,763,802	\$283,182
Salary and Wages - Acad. Support	\$524,273	\$604,763	\$80,490	\$385,484	\$359,532	\$385,484	\$25,952
Salary and Wages - Stud. Svcs	\$1,431,957	\$1,557,561	\$125,604	\$1,633,591	\$1,471,328	\$1,633,591	\$162,263
Salary and Wages - Public Svc.	\$322,707	\$293,410	(\$29,297)	\$321,611	\$436,234	\$321,611	(\$114,623)
Salary and Wages - Maintenance	\$886,402	\$1,004,425	\$118,023	\$1,086,925	\$979,651	\$1,086,925	\$107,274
Salary and Wages - Inst. Support	\$2,894,798	\$3,230,599	\$335,802	\$3,499,494	\$3,697,141	\$3,499,494	(\$197,647)
Total Salary and Wages	\$16,880,109	\$17,962,469	\$1,082,360	\$18,690,907	\$18,424,506	\$18,690,907	\$266,401

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,969,158	\$2,538,805	\$569,648	\$2,701,468	\$2,176,361	\$2,701,468	\$525,107
Employee Benefits - Acad. Support	\$118,404	\$123,713	\$5,309	\$84,218	\$121,844	\$84,218	(\$37,626)
Employee Benefits - Stud. Svcs	\$380,345	\$365,478	(\$14,866)	\$382,148	\$375,933	\$382,148	\$6,215
Employee Benefits - Public Svc.	\$60,410	\$48,002	(\$12,408)	\$50,156	\$51,983	\$50,156	(\$1,827)
Employee Benefits - Maintenance	\$295,374	\$327,893	\$32,519	\$342,483	\$328,402	\$342,483	\$14,081
Employee Benefits - Inst. Support	\$1,032,517	\$795,943	(\$236,574)	\$833,446	\$851,919	\$833,446	(\$18,473)
Total Employee Benefits	\$3,856,207	\$4,199,835	\$343,628	\$4,393,919	\$3,906,441	\$4,393,919	\$487,478

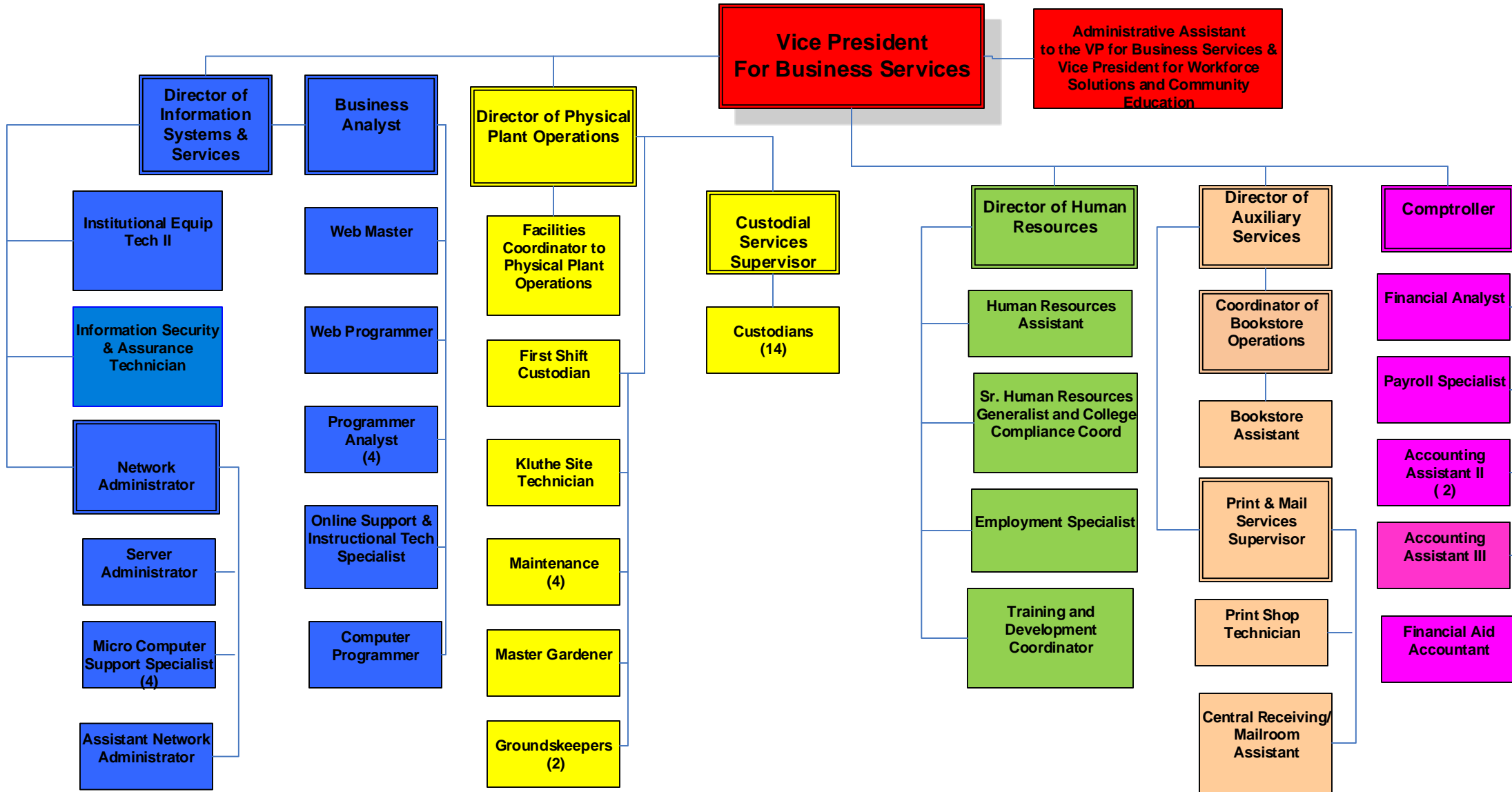
LAKE LAND COLLEGE PRESIDENT'S OFFICE ORGANIZATIONAL CHART July 1, 2020



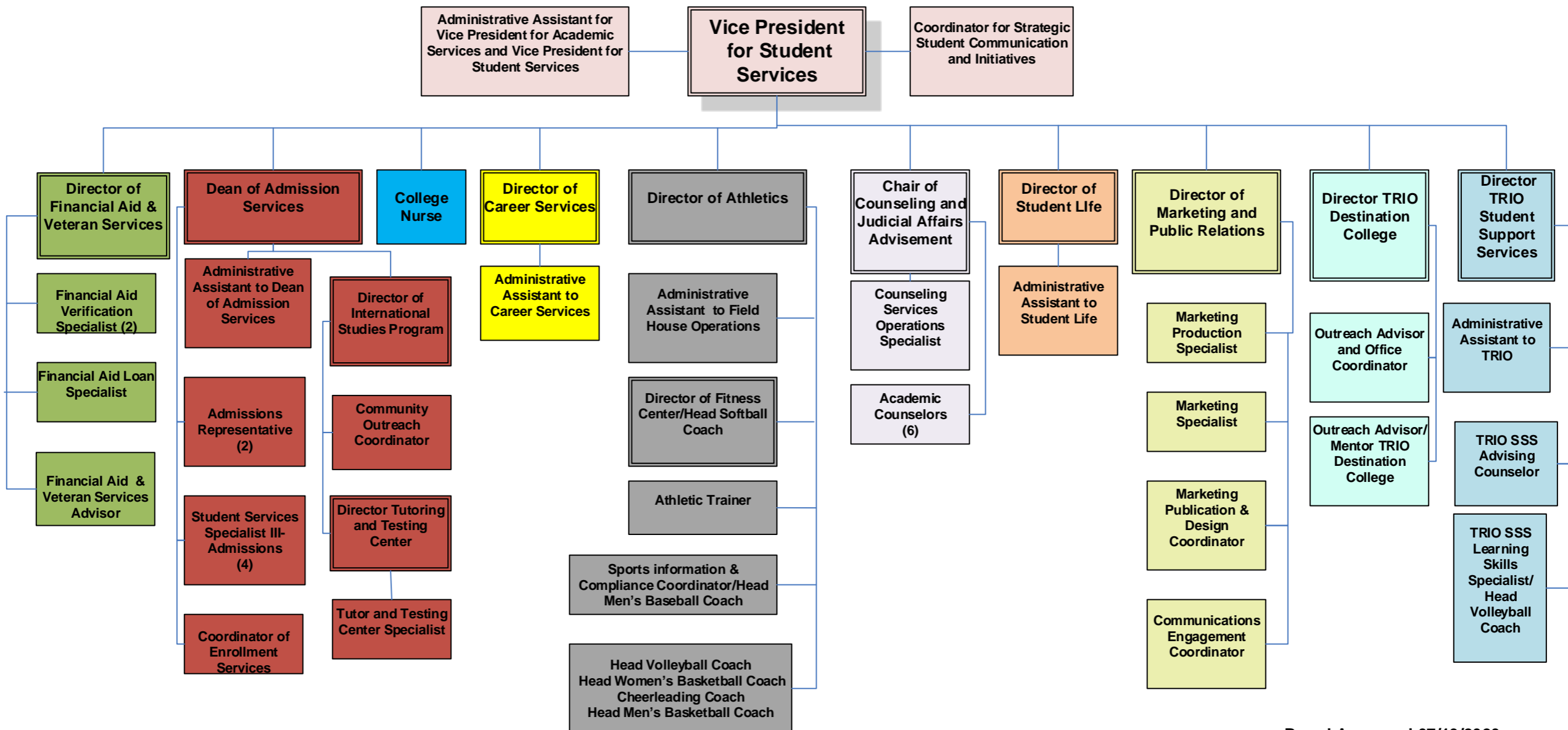
LAKE LAND COLLEGE ACADEMIC SERVICES ORGANIZATIONAL CHART July 1, 2020



LAKE LAND COLLEGE BUSINESS SERVICES ORGANIZATIONAL CHART July 1, 2020

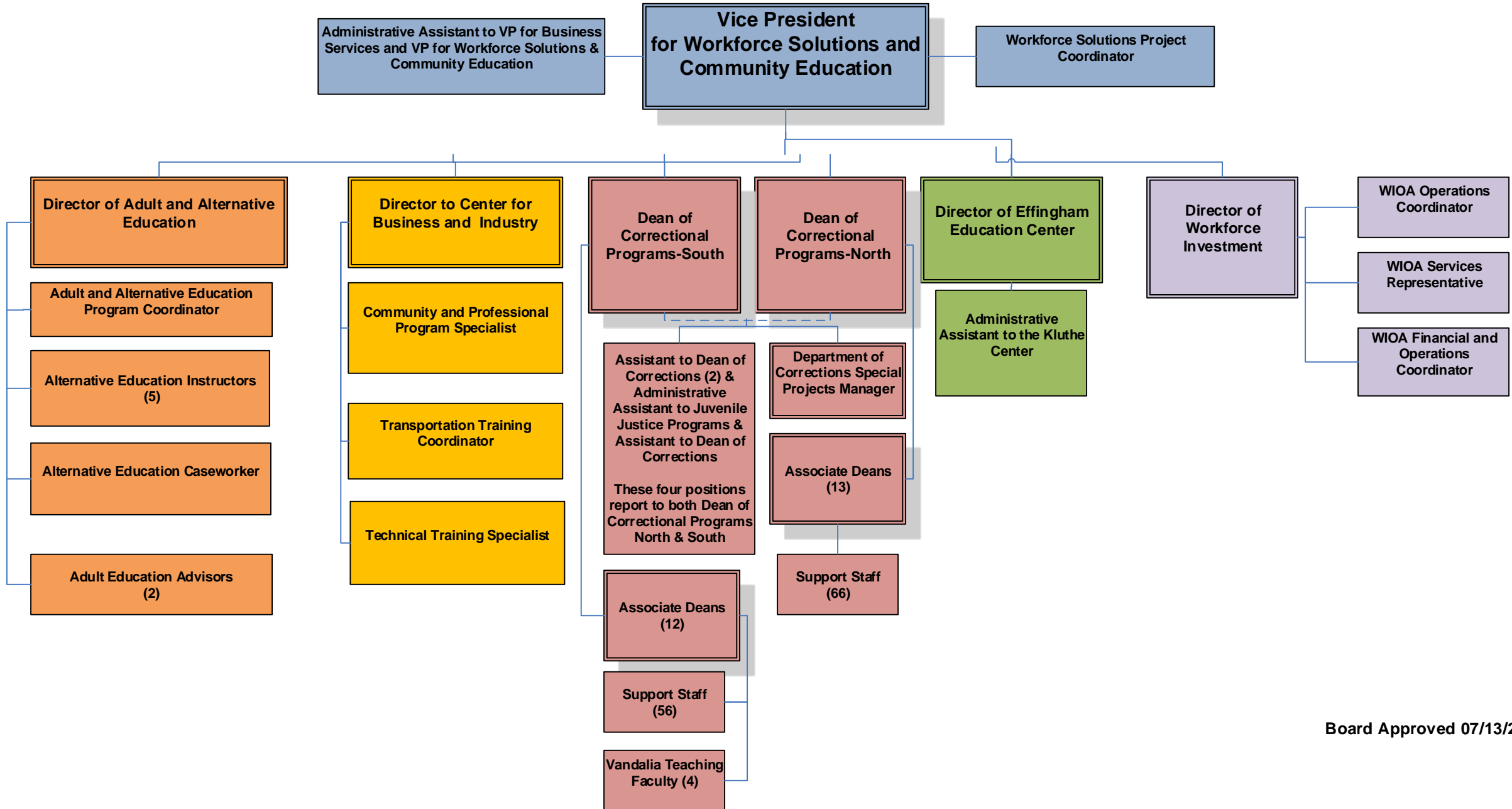


LAKE LAND COLLEGE STUDENT SERVICES ORGANIZATIONAL CHART JULY 1, 2020

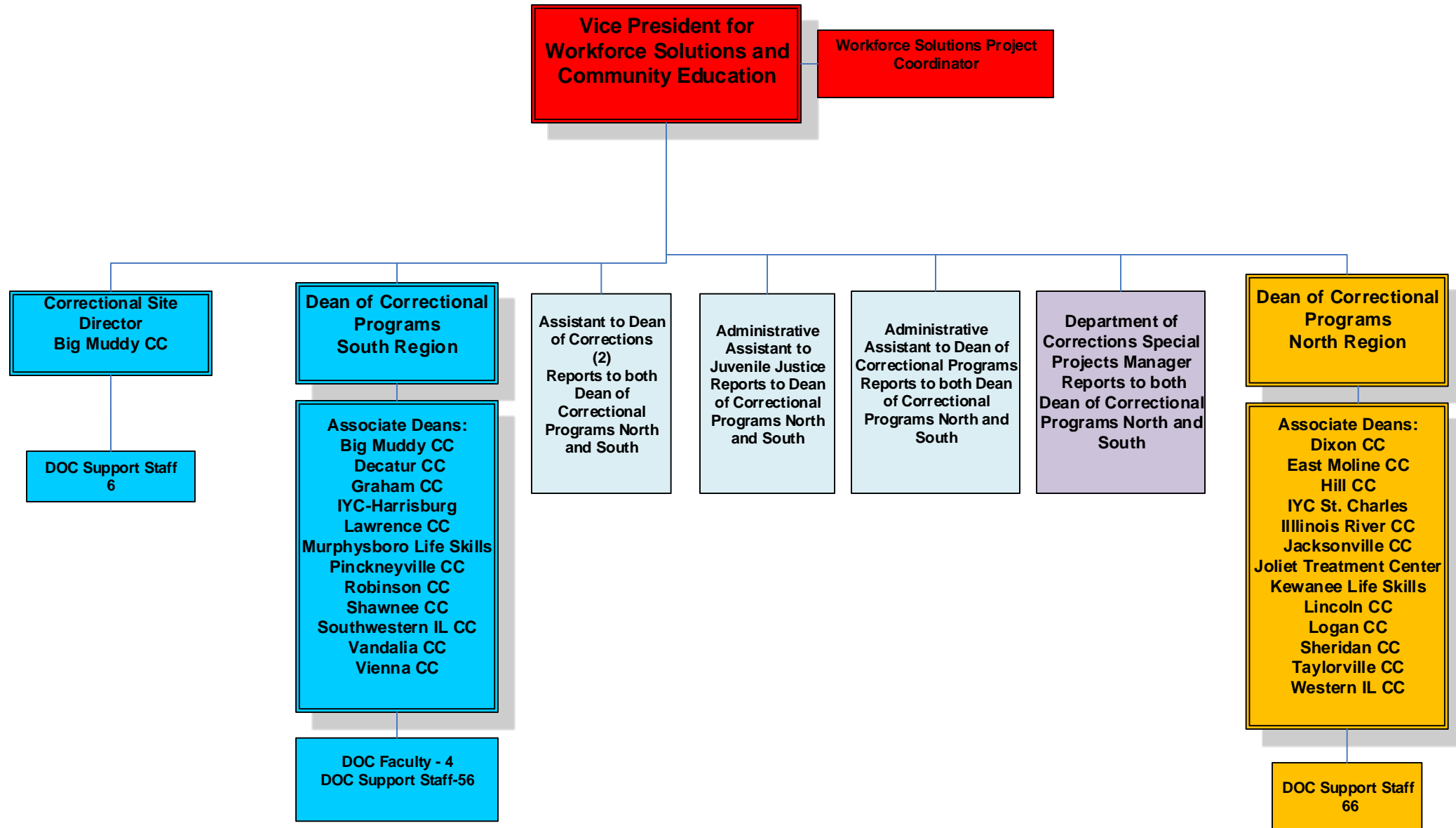


Board Approved 07/13/2020

LAKE LAND COLLEGE ORGANIZATIONAL CHART WORKFORCE SOLUTIONS AND COMMUNITY EDUCATION July 1, 2020



LAKE LAND COLLEGE ACADEMIC SERVICES/DEPARTMENT OF CORRECTIONS ORGANIZATIONAL CHART JULY 1, 2020



LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: June 22, 2020

RE: Acceptance of FY20 ISBE Growing Agricultural Science Teachers (GAST) Grant

It is my pleasure to inform you that the Illinois State Board of Education has once again selected Lake Land College to receive a \$25,000 Growing Agricultural Science Teachers (GAST) Grant to promote the profession of Agriculture Education through recruitment and retention activities. This is the twelfth year that ISBE has offered this grant program and the twelfth consecutive award to Lake Land College.

With this funding, Lake Land will provide paid internships for up to 11 Lake Land College and district high school agriculture students to gain relevant work experience in the Ag Ed field. The Lake Land College GAST Grant program has been developed with two main goals in recruiting Agriculture Educators to the profession—the first goal is to recruit students from an early age so that students see Agriculture Education as a viable career, and thus, will work toward teacher preparation earlier. By allowing students who are at least 16 years of age to apply for the Mentoring Program, mentees are exposed to Agriculture Education as an option when they are in the process of developing career plans.

Additionally, the Lake Land College GAST Grant Program is designed to help retain the interest of enrolled Lake Land College students in Agriculture Education as a career. As students within the Lake Land College Agriculture Transfer program take several Agriculture Courses to earn their degree, there is only one Agriculture Education course in this model, Introduction to Agriculture Education (AGR-201, 3 credits). This limited exposure to teaching as a career, may lead to students "drifting" away from education as a major, however, the Mentoring and Internship Programs are designed to keep the participants engaged in Agriculture Education while a student at Lake Land College, thus retaining them as a candidate for the profession.

Congratulations to Agriculture Business Instructor and Project Director, Ryan Wildman, for her excellent work in preparing the proposal and coordinating this successful grant project.

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

LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: June 16, 2020

RE: Acceptance of FY21 Illinois Community College Faculty Association Grant

It is my pleasure to inform you that a Lake Land College adjunct faculty member has been selected to receive an Illinois Community College Faculty Association 2020 Dr. Joseph T. Cipfl Faculty Research Grant award. Carolyn Stephens, anthropology instructor, has been awarded \$2,500 for a research project to be conducted during the upcoming 2020-21 academic year.

Ms. Stephens's project, "Research and Map Historic Old York Road from Charleston to West York" will document and map the former Old York Road, which ran through both Coles and Clark Counties with little to no evidence of its remains. This project will provide a historical report to document the existence, exact route, and nearby sites of significance, as this road was also a probable route frequented by Abraham Lincoln during his Eighth Circuit travels. Student learning will be enhanced by hands-on researching, mapping, documenting, compiling, and entering data into a GIS system for future use.

Recipients of this prestigious award are selected by an executive committee of faculty peers from community colleges across the state, and as a condition of the award, recipients must present their research findings at the annual ICCCA-ICCFA Joint Conference. Up to two grants are awarded per academic year.

Commendations to Ms. Stephens should be made not only for her efforts in winning this award, but also for her efforts in advancing knowledge in her field of expertise and providing experiential learning opportunities to her students.

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



MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: June 25, 2020

RE: Acceptance of FY21 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 2021 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,563.17. As with any state-funded grant program, this award is contingent upon legislative appropriation to IBHE.

A participation level of approximately 37 students is anticipated, as funds allow, and financially needy students will fill at least 90 percent of the available positions. Ten (10) employers have committed their participation for 2021. 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 Makenzie Reynolds, 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.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: July 7, 2020

RE: Approval of Emergency Purchases Contract – Diesel Fire Pump

On Friday June 19th, the diesel fire pump operated to the point of overheating, causing internal damages burning the engine and making the fire pump a total loss. Upon investigation, debris was found in the coolant system that allowed the engine to operate without cooling. The source of the debris was from the recent completed fire tank repair.

Without an operational fire tank, the sprinkler systems at the College are not functional and the fire tank water is not usable by local fire authorities in case we have a fire on campus.

After discussion with our legal counsel, we feel we have a valid basis for using the emergency exception to bidding under Section 3-27-1(m) of the Community College Act.

Per Board Policy 10.23 – Emergency Purchases, the President secured permission from Board Chair Reynolds and Board Secretary Cadwell on July 6, 2020, to get the fire pump operational as quickly as possible by purchasing the pump and arranging for installation as detailed below. The administration is now seeking approval from the Board of Trustees per Board Policy 10.23 for this purchase and related installation costs. This includes purchasing a new diesel fire pump from Altorfer/CAT at the price of \$49,141.20 and using Automatic Fire Sprinkler, LLC to remove the old pump and install and test the new fire pump at an estimated cost of \$9,000.00. In total, the project would be completed for the amount of \$58,141.20 with the understanding an insurance claim has been filed.

Please find attached a quote received from Altorfer/CAT for the new fire pump. Automatic Sprinkler Fire Sprinkler, LLC, submitted a quote to me via email for the removal of the old Fire Pump and installation of the new Fire Pump.

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

ALTORFER**Proposal No: 117517 - 1**

LAKE LAND COLLEGE
 5001 LAKE LAND BLVD
 MATTOON 61938

CUSTOMER NO.	CONTACT	PHONE NO.	FAX NO.	WORK ORDER NO.
310577	SCOTT RAWLINGS	217 234 5375		
QUOTE NO.	OPP NO.	DATE	Email	
117517	132324	6/29/2020	srawlings39277@lakelandcollege.edu	
MAKE	MODEL	SERIAL NO.	UNIT NO.	
JD	JOHN DEERE	PE4046L164737		
NOTES				

SEGMENT: 01 REPLACE ENGINE (510 1000)
 NOTES:QUOTE IS EXCLUSIVE TO REPLACEMENT OF ENGINE ON
 FIRE PUMP. QUOTE DOES NOT INCLUDE REMOVAL OF
 FROM BUILDING. QUOTE DOES NOT INCLUDE PUTTING BACK
 IN BUILDING.

Parts

Qty	Part Number	Description	Ext Price
1	JU4H-UFAD98	CLARKE ENGINE	37,276.20
Total Parts:			37,276.20

Labor

Qty	Description	Ext Price
40	FLD LABOR-PWA	7,840.00
Total Labor:		7,840.00

Misc

Qty	Description	Ext Price
1	MISC ITEMS	100.00
Total Misc:		100.00

Segment 01 Total: 45,216.20

SEGMENT: 99 TRAVEL TO & FROM ENGINE & GENERATOR (056 1021)
 NOTES:

Parts

Qty	Part Number	Description	Ext Price
Total Parts:			0.00

Labor

Qty	Description	Ext Price
12.5	TRAVEL	1,825.00
Total Labor:		1,825.00

Misc

Qty	Description	Ext Price
600	MILEAGE	2,100.00
Total Misc:		2,100.00

	Segment 99 Total:	3,925.00
	Total Segments:	49,141.20
TOTAL ESTIMATE (BEFORE TAXES)		49,141.20

NOTES:

- This estimate will expire 30 days from the estimate date.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
- Terms: Net 1-10th Prox.
- Sales Taxes where applicable are not included with the above prices.
- Ask about Cat Financial Payment options.
- Caterpillar REMAN parts will be utilized, where applicable.
- Above pricing assumes all REMAN cores will meet Caterpillar Full Core Credit criteria. If cores do not meet the Caterpillar Full Core Credit criteria, additional charges will apply.
- Any additional repairs found during disassembly or testing will be quoted at that time.
- If parts needed on emergency order basis, extra order processing fee and expedited shipping cost may apply.

ESTIMATED REPAIR TIME: _____ from start date

"The Signature is an authorization to proceed with the required repair work as described within the quote".

Issued PO# _____, **Authorized Name** _____ **Please Print.**

Date ____/____/____.

Signature

Any Questions? Please Call Kathryn Gullette at +13091014380
(fax: - email: kathryn.gullette@altorfer.com).

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
July 13, 2020**

Additional Appointment

The following employee is recommended for an additional appointment

	Position	Effective Date
Part-time		
Jones, Nichole	Allied Health LPN Substitute Instructor Primary Position is Nursing Instructor	06/01/2020

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Caskey, Winnie	College Work Study Student Life	05/18/2020
Horton, Jesse	Tutor, and adjunct	05/18/2020
Small, Kevin	Adjunct Math/Science & Technology	05/18/2020
Travis, Camryn	Fitness Center Specialist	04/05/2020

Position Recommendation

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

Training & Development Coordinator, Level 14, Support Staff

New Hire-Employees

The following employees is recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Gullidge, Alicia	Outreach Advisor/Mentor, TRIO Destination College	07/14/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Lee, Brian	Asst Softball Coach Unpaid	05/18/2020
Murphy, Alan	Athletic Internship Unpaid	05/18/2020
Murray, Tyson	Athletic Internship Unpaid	05/18/2020
Silas, James	Work and Learn - Humanities	05/18/2020

Full-time

Edmunds, Linda	Corr Comm Cooking Instr - Dixon CC	06/30/2020
Hardiek, Karla	Division Chair Allied Health add'l appt	08/10/2020
Koester, Cassie	Nursing Instructor	06/23/2020
Lauwers, Doug	Custodian	07/12/2020
Patera, Richard	Associate Dean - Shawnee CC	07/31/2020
St John, Daniel	Police Officer	05/31/2020
Taira, Lora	Associate Dean - Decatur CC	07/31/2020
Titsworth, Haley	Marketing Digital Content Coordinator	06/30/2020
Warren, Kendra	Adm Asst to Business Division	07/30/2020

Part-time

Baptiste, Gerdeley	Library Assistant	06/09/2020
Bartley, Ashley	Fitness Center Specialist	04/05/2020
Bloemer, Kaitlyn	Adm & Rec Data Entry Asst	05/17/2020
Bowlin, DeAnna	TRIO SSS Student Assistant	04/05/2020
Brummet, Brenton	Perkins Student Worker - Business	05/17/2020
Davis, Glen	Adj Faculty Humanities	12/15/2020
Dietz, Haley	Fitness Center Specialist	04/05/2020
Elmore, Deana	Adj Doc College Funded Instr	08/11/2019
Gann, Alanson	Laker Mallard Mascot Talent	11/03/2019
Graver, Emily	Fitness Center Specialist	05/18/2020
Hays, Jade	Perkins Student Worker - Ag	05/17/2020
Helton, Danelle	Adm & Rec Data Entry Asst	08/11/2019
Hendryx, Trevor	Laker Mallard Mascot Talent	12/01/2019
Herrera, Daniel	Adj Faculty Humanities	12/15/2019
Holmes, Jeanette	Adj Faculty Business	12/15/2019
Hortenstine-Kirk, Sarah	Allied Health PHL Adj Faculty	12/15/2019
Huddlestun, William	Adj Faculty Technology	12/15/2019
Johnson, Ida	Adj Doc College Funded Instr	12/15/2019
Lee, Abrienne	Fitness Center Specialist	08/11/2019
Lynch, Annette	Perkins Student Worker-Humanities	05/17/2020
Maillet-Gibson, Tiffany	Adj Faculty Math/Science	05/17/2020
Marasa, Paul	Adj Doc College Funded Instr	03/08/2020
Moran, Denise	Library Assistant	05/17/2020
Pearcy, Tamara	Tutor w/bachelor Degree	05/03/2020
Puyear, Miranda	Perkins Student - Allied Health	05/17/2020
Rentfro, Taylor	Fitness Center Specialist	04/05/2020
Spring, Ailyn	Perkins Student Worker - Business	05/17/2020
Stone, Melissa	Humanities Unpaid Intern	05/18/2020
Thomas, Joseph	Perkins Student Worker - Business	05/17/2020
Warner, Marcie	Adj Doc College Funded Instr	12/15/2019
Williams, Mark	Adj Faculty Technology	12/15/2019
Workman, Kyle	Adj Faculty Humanities	12/15/2019

College Work Study's

Colman, Lloyd	College Work Study Radio TV	05/18/2020
Daniels, Ashley	College Work Study Career Svcs	05/18/2020
Endsley, Courtney	College Work Study Early Child	05/18/2020
Galbreath, Shania	College Work Study Early Child	05/18/2020
Lee, Blake	College Work Study Men's Basketball	05/18/2020
Letner, Deacon	College Work Study - Baseball	05/18/2020
Lewis, Halie	CWS College Advancement	05/17/2020
Mriscin, Michael	College Work Study Radio TV	05/18/2020
Noel, Melaina	College Work Study Bookstore	05/18/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bowen, Mercury	Communications Engagement Coordinator Marketing Communications Specialist (PT)	07/14/2020
Marler, Kristine	Cosmetology Instructor, Tenure Track 9 month Cosmetology Instructor (PT)	08/21/2020