

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

June 12, 2017

Regular Meeting No. 606

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



**Regular Meeting No. 606
Monday, June 12, 2017, 6:00 p.m.
Webb Hall 081, Mattoon
*Agenda***

I. ROUTINE

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of May 8, 2017, Regular Meeting.
2. Approval of Minutes of May 8, 2017, Closed Session.
3. Approval of Minutes of May 15, 2017, Special Meeting.
4. Approval of Minutes of May 15, 2017, Closed Session.
5. Approval of Agenda of June 12, 2017, Board of Trustees Meeting.
6. Bills for Payment and Travel Expenses.
This information will be reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they have been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
7. Destruction of Tape Recording of December 14, 2015, Closed Session.

II. HEARING OF CITIZENS/FACULTY/STAFF

III. COMMITTEE REPORTS

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

IV. BUSINESS ITEMS

A. Non-Action Items

	Board Book Page Number(s)
1. Adoption of Board Policy 05.37 - <i>Employee Compliance Training.</i>	24-25
2. Proposed Revisions to Board Policy 09.19 - <i>Unauthorized Animals on Campus.</i>	26-30
3. Recommendations from the Advisory Committee for the Naming of Buildings, Grounds or Academic Programs.	127-130
4. Calendar of Events.	31-32
5. Correspondence.	

B. Action Items

	Board Book Page Number(s)
1. Approval of ICCB Program Review Report.	33-34
2. Acceptance of Donation of New Holland Service Factory Manuals from Birkey's Farm Store, Inc.	35-36
3. Approval of Proposed Revisions to Board Policy 02.09 – <i>College-Wide Committees.</i>	37-38
4. Approval of Proposed Revisions to Board Policy 05.22 – <i>Planned Retirement.</i>	39-42

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5. Approval of Proposed Adoption of New Board Policy 43, 46
06.18.01 – *Credit through the Illinois State Seal of Biliteracy.*
6. Approval of Proposed Revisions to Board Policies: 43-45, 47-53
 - a. 06.18 – *Credit through the Advanced Placement Program.*
 - b. 07.01.01 – *Admission of International Students.*
 - c. 07.03 – *Admission to Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs.*
 - d. 07.04 – *Intent to Enroll Procedures and Requirements.*
07.05 – *Placement Tests.*
7. Approval of Proposed Revisions to Board Policies: 43-45, 54-59
 - a. 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs.*
 - b. 07.24 – *Graduation Requirements.*
8. Delegation of Authority to President to Provide or Secure Education Services. 60
9. Approval of Three Lease Renewal Agreements. 61-67
10. Approval of Caterer List. 68
11. Approval of RAMP Document. 69-84
12. Acceptance of Reporting of April 2017 Financial Statements. 85-89
13. Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers. 90
14. Approval of FY 2018 Part-Time Rates and Stipends. 91-98
15. Approval of FY 2018 Salary Grades and Ranges Schedule, Excluding Correctional Centers. 99-100
16. Approval of Resolution No. 0617-044 Authorizing Transfer of Working Cash Funds to the Education Fund to Pay for Educational Services Provided to Department of Corrections. 101-103
17. Approval of Resolution No. 0617-045 Authorizing Treasurer to Transfer Interest Earned from Working Cash. 104-106
18. Approval of Resolution No. 0617-046 Authorizing Treasure to Invest Funds. 107-109
19. Approval of Resolution No. 0617-047 Ascertaining the Prevailing Wage Rates. 110-125
20. Approval of Contract with Illinois Department of Corrections to Provide Educational Services for Kewanee Life Skills Re-Entry Center. 126
21. Approval of Park Project. 128-130
22. Closed Session.

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Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) [Illinois General Assembly 2015 et. Seq.], closed session is called to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and to discuss the minutes of meetings lawfully closed under this Act for the semi-annual review.

[Return to Open Session - Roll Call]

23. Approval of Leave of Absence Request for a Custodian as Discussed in Closed Session.
24. Approval of Appointment of Early Childhood Education Instructor as Discussed in Closed Session.
25. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.
26. Approval of Human Resources Report as Discussed in Closed Session. 131-134
27. Adjournment.

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



Regular Board Meeting No. 605
Webb Hall, Room 081, Mattoon, IL
May 8, 2017

Minutes

Call to Order.

Chairman Dave Storm called the May 8, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Dr. Robert Luther and Mr. Bruce Owen.

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

Approval of Consent Items.

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

1. Approval of Minutes of April 10, 2017, Regular Meeting.
2. Approval of Minutes of April 10 2017, Closed Meeting – Session One.
3. Approval of Minutes of April 10, 2017, Closed Meeting – Session Two.
4. Approval of Minutes of May 1, 2017, Special Meeting.
5. Approval of Agenda of May 8, 2017, Board of Trustees Meeting.

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6. Bills for Payment and Travel Expenses.

This information 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	\$	221,911.52
Building Fund	\$	37,321.31
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	14,604.09
Restricted Purposes Fund	\$	514,955.88
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	60,123.00
Student Accts Receivables	\$	88,573.01
Total	\$	937,488.81

For details of bills refer to:

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

7. Destruction of Tape Recording of November 9, 2015, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Mike Sullivan highlighted ICCTA's Lobby Day held April 26, 2017; results of the trustee elections held April 4, 2017; upcoming training opportunities for newly elected trustees; and a recently published report by the Lumina Foundation titled *Illinois Postsecondary Investments*.

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Resource & Development.

Committee Chair Reynolds said that the Committee had not met since the last regular Board meeting and she had no report at this time.

Finance.

Chair Storm said the Finance Committee had not met since the last regular Board meeting.

Buildings & Site.

Chair Storm said the Buildings and Site Committee had not met since the last regular Board meeting.

Student Report.

Mr. Charles Meaker, Student Trustee, highlighted recent student activities including the Spring Carnival and the Student vs. Faculty Softball Game.

President's Report.

Dr. Bullock said:

- The Student Recognition Banquet was held on Wednesday, April 26, 2017, in the Field House. An outstanding student was recognized by each division. The students who were recognized include: Agriculture-Carley K. Travis, Allied Health-Andrea D. Speece, Business/Cosmetology-Kaitlin A. Slifer, Humanities-Ashlee M. Burton, Math/Science-Cheryl (Jessie) Macklin, Social Science-Cassandra L. Eilers and Technology-Michelle L. Janes. Kudos to all of the club members and students recognized for their outstanding accomplishments.
- The Laker Athletics Academic Awards Gala was held Sunday, May 7, 2017, in the Field House. Mr. Jeff White, Biological Science Instructor was recognized as the Faculty of the Year for his commitment to student athletes. The Male Athlete of the Year was awarded to Tyler Schuring, a member of the men's basketball team and the Female Athlete of the Year was awarded to Cassidy Bonebrake, a member of the women's basketball team. These two students exemplify what it means to be a student athlete by achieving success on the court and in the classroom. Congratulations to all of the student athlete award recipients.
- The 36th annual Johnston Music Festival was held in the Field House on Friday, May 5, 2017. Eighteen junior high and middle schools participated in the festival. Thank you to Dr. Nancy Caldwell for coordinating her 20th successful Johnston Music Festival.
- The Innovation Lab in Webb Hall will be hosting an Open House from 5:00 p.m. – 6 p.m. on Wednesday, May 9, 2017. All are invited to attend.

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- The Lake Land College softball team won the Region 24 championship and will be headed to the NJCAA Division 1 tournament in St. George, Utah. Congratulations Coach Nelson and the Lakers softball players.

Business Items

Non-Action Items

Appointment of Board Committees.

Chairman Storm named the following Board committees and Trustee liaison appointments for 2017/2018:

- Finance Committee: Ann Deters as chair and members Gary Cadwell and Mike Sullivan.
- Resource and Development Committee: Doris Reynolds as chair and members Robert Luther and Mike Sullivan.
- Buildings and Site Committee: Robert Luther as chair and members Bruce Owen, Doris Reynolds and Student Trustee Charles Meaker.
- Legislative Liaison to ICCTA: Mike Sullivan as representative and Ann Deters as alternate.
- Lake Land College Foundation Liaison: Doris Reynolds.
- Alumni Association Liaison: Robert Luther.

Navigator News Awards.

Dr. Tina Stovall, Vice President for Student Services, recognized several student members of the *Navigator News* staff who won awards at the annual Spring Conference of the Illinois Community College Journalism Association.

Faculty Focus on Advancing Student Success.

Ms. Sarah Hill, Information Services Librarian, presented to the Board on improving student success through library instruction.

Commencement Update.

Dr. Stovall provided an overview and highlights for the Commencement Ceremony to be held Friday, May 12, 2017, beginning at 7:30 p.m. in the Field House.

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

Ms. Jean Anne Grunloh, Senior Executive to the President, presented proposed revisions to the above-referenced Policy. She said proposed revisions clarify the function of review boards.

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Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the June 12, 2017 Board meeting.

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

Dr. Stovall presented a recommendation to adopt the above-referenced Policy. She said adoption of this Policy is warranted due to a new state law related to students obtaining credit through the Illinois State Seal of Biliteracy. Dr. Stovall said the recommended Policy was being submitted as first reading for Board consideration and will be brought to the Board for action during the June 12, 2017 Board meeting.

Proposed Revisions to Board Policies:

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

Dr. Stovall presented proposed changes to the five above-referenced Policies. Trustees learned that the recommended revisions to Policy 06.18 are based upon a new law, Illinois Public Act 99-0624, which expands the *College and Career Success for All Students Act* to require that beginning with the 2017-2018 academic year, all Illinois colleges and universities award college credit based on subject examination scores for International Baccalaureate Diploma Program (IB) participants. Trustees also learned that recommended revisions to Policies 07.01.01, 07.03, 07.04 and 07.05 reflect the changes from Compass to Accuplacer and ACT to SAT for Lake Land College placement testing requirements. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the June 12, 2017, Board meeting.

Proposed Revisions to Board Policies:

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

Trustees heard a recommendation from Dr. Stovall to approve revisions to the two above-referenced Policies. Dr. Stovall said the revisions are needed as a result of the Board's action in April to approve the new Associate in Applied Science, Medical Assistant and the corresponding Certificate, Medical Assistant pending ICCB and IBHE approval. Trustees also reviewed the proposed Special Admission Requirements document related to these Policies and select technical programs. Proposed Board Policy revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the June 12, 2017 Board meeting.

Calendar of events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustee reviewed one item of correspondence.

Action Items

Approval of Homecoming 2017 Activities.

Trustees reviewed a recommendation from Mr. David Cox, Director of Alumni Relations and Annual Giving, to approve proposed Homecoming 2017 activities scheduled for September 29-30, 2017. Trustees learned of various activities to be held in Effingham and on campus, including a concert by Nashville recording act The Henningsens and an alumni tent to be hosted by the Alumni Association Board of Directors as a fundraiser prior to the concert. Dr. Bullock said that per Board Policy 11.12, the Board's approval was needed for the proposed alumni tent event in which an entry fee will allow for the exchange of tickets for food and beverage, including alcoholic beverages, soda and water. Trustees also learned that the alumni tent will be hosted by the Alumni Association Board of Directors, that it will be a gated area outside of the Field House with ID's to be checked upon entry, and that service will be provided by Gateway Liquor of Charleston - a licensed liquor caterer.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented the Homecoming 2017 activities and related fundraising efforts.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Proposed Revisions to Board Policies:

- a. 03.02 - *Regular Meetings*.
- b. 03.07 – *Agenda and Order of Business*.
- c. 03.15 – *Dissemination of Board Agendas and Materials*.

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

Trustee Sullivan moved and Trustee Reynolds seconded to approve revisions as presented to Board Policy 03.02 – *Regular Meetings*, Policy 03.07 - *Agenda and Order of Business*, and Policy 03.15 – *Dissemination of Board Agendas and Materials*.

There was no further discussion.

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Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Revisions to Board Policy 05.02.04 - *Minimum Faculty Employment Requirements / Qualifications.*

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

Trustee Reynolds moved and Trustee Deters seconded to approve revisions as presented to Board Policy 05.02.04 - *Minimum Faculty Employment Requirements / Qualifications.*

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Revisions to Board Policy 06.19 – *Dual Credit Program.*

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

Trustee Sullivan moved and Trustee Cadwell seconded to approve proposed revisions as presented to Board Policy 06.19 – *Dual Credit Program.*

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Revisions to Board Policy 05.01.02 – *The Faculty* and 11.04.01 – *Prohibition of Sexual Discrimination, Harassment and Misconduct.*

Dr. Bullock presented on proposed revisions to the two above-referenced Policies and requested that changes be presented for first and final reading since the revisions merely identify changes in position or position titles and do not affect the scope or intent of the Policies.

Trustee Reynolds moved and Trustee Sullivan seconded to approve proposed revisions as presented to Board Policy 05.01.02 – *The Faculty* and 11.04.01 – *Prohibition of Sexual Discrimination, Harassment and Misconduct.*

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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of FY 2017-2018 College-Wide Standing Committees.

Trustees heard a recommendation from Dr. Bullock to approve the list of proposed FY 2017-2018 College-Wide Standing Committees. He said the list was being presented per Board Policy 02.09 and after a thorough review of each committee's accomplishments from the prior year.

Trustee Deters moved and Trustee Reynolds seconded to approve the list of FY 2017-2018 College-Wide Standing Committees as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of Reporting of March 2017 Financial Statements.

Trustees reviewed the March 2017 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, highlighting variances for the statements. This information included a breakdown of the year-to-date spending by category and specific detail on salary and benefit spending, financial details for Funds 1 and 2 (General Fund) as well as the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Bryan Gleckler, Vice President for Business Services, reported on significant variances.

Trustee Deters moved and Trustee Sullivan seconded to accept the March 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Recommendation for Bid of Luther Student Center Masonry Repair & Tuck Pointing Project.

Trustees received a recommendation from Mr. Gleckler regarding acceptance of the bid from Mason's Masonry Restoration, Inc. of Brownstown, Illinois, for the above-referenced project. Trustees were reminded that the need for this project was discussed during the March 2017

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Buildings and Site Committee meeting. Trustees reviewed the bid tabulation sheet and bids from six vendors for this project.

Trustee Cadwell motioned and Trustee Sullivan seconded to approve the recommendation to accept the bid from Mason's Masonry Restoration Inc. of Brownstown, Illinois, in the amount of \$99,720 for the Luther Student Center Masonry Repair and Tuck Pointing Project.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Recommendation for Bid of Parking Lot Sealing and Reflective Crack Repair Project.

Trustees received a recommendation from Mr. Gleckler regarding acceptance of the bid from HSC Pavement Maintenance of Albion, Illinois, for repair and re-seal of various parking lots and roadways on the main campus. Trustees were reminded that, since November 2016, the Board has reviewed the need for this project as well as approved the issuance of bonds to fund the project. Trustees reviewed the bid tabulation sheet and bids from four vendors for this project.

Trustee Sullivan motioned and Trustee Deters seconded to approve the recommendation to accept the bid from HSC Pavement Maintenance of Albion, Illinois, in the total bid amount of \$76,011, representing the base bid price of \$49,003 and alternate bid amount of \$27,008, for the Parking Lot Sealing and Reflective Crack Repair Project.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Recommendation for Bid of Roadway Milling and Re-Paving Project.

Trustees heard a recommendation from Mr. Gleckler regarding acceptance of the bid from Ne-Co Asphalt Co., Inc of Charleston for roadway milling and re-paving at various locations on the main campus. Trustees were reminded that, since November 2016, the Board has reviewed the need for this project as well as approved the issuance of bonds to fund the project. Trustees reviewed the bid tabulation sheet and bids from two vendors for this project.

Trustee Sullivan motioned and Trustee Deters seconded to approve the recommendation to accept the bid from Ne-Co Asphalt Co., Inc of Charleston, Illinois, in the amount of \$79,178 for the Roadway Milling and Re-Paving Project.

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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Recommendation for Renewal of Generator Maintenance and Emergency Service Contract.

Trustees received a recommendation from Mr. Gleckler to approve a bid from Altorfer Power Systems of Urbana for a generator maintenance and emergency services contract. Trustees reviewed details of the bid which offered both a three-year and six-year service term option.

Trustee Deters moved and Trustee Reynolds seconded to approve the bid as presented with Altorfer Power Systems of Urbana for a six-year period in the amount of \$18,204 per service year for the renewal of the contract for generator maintenance and emergency service.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Closed Session.

7:07 p.m. – Trustee Cadwell moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2015 et. Seq.], to discuss the employment, performance or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Return to Open Session – Roll Call.

8:40 p.m.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Ms. Doris Reynolds, Secretary; Mr. Dave Storm, Vice-Chairman; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Dr. Robert Luther and Mr. Bruce Owen.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report. This topic was not discussed in closed session.

Trustee Reynolds motioned and Trustee Cadwell seconded to approve the Human Resources Report as follows:

The following employees have a family medical eligible event:

Durbin, Joseph	FMLA	4/24/2017
Kerkhoff, Abigail	FMLA	4/24/2017-5/12/2017
Shook, Lisa	FMLA	5/01/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bonebrake, Kassidy	Temporary Groundskeeper	04/24/2017
	Primary Position is Special Needs Note Taker	
Brown, Rex	CTPD Staff Development Presenter	04/06/2017
	Primary Position is Print Shop Technician Asst	
Flier-Layton, Sara	Tutor-Disability Services - Bachelor	03/27/2017
	Primary Position is Pathways Teacher Aid II	
Leisch, Lisa	CTPD Staff Development Presenter	04/06/2017
	Primary Position is Admin Asst to Counseling	
Shupe, Justin	CBI Non-credit Instructor	05/01/2017
	Primary Position is Non-Credit Instructor	
Stolz, Cheryl	Non-Credit Instructor	06/20/2017
	Primary Position is Adj Faculty Humanities	

Part-time - Grant Funded

Dal Pozzo, Thomas	Tutor - Bachelor's Carl Perkins	03/27/2017
	Primary Position is Allied Health PTA CLN Instr	
Grimes, Chloe	Perkins Student Worker - Humanities	03/24/2017
	Primary Position is Special Needs Note Taker	
Kingery, Rachael	Perkins Assistant	03/30/2017
	Primary Position is Adj Reading Instructor	
Landstrom, Anna	Agriculture Education Intern	05/15/2017
	Primary Position is Perkins Student Worker Ag	
Travis, Carley	Agriculture Education Intern	05/15/2017
	Primary Position is Adm & Rec Data Entry Asst	

End Additional Appointments

The following employees are ending their additional appointments

	Position	Effective Date
Full-time		

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Stroud, Beckie	Test Proctor	04/09/2017
Stroud, Beckie	Tutor	04/09/2017
Stroud, Beckie	Data Entry Admissions	04/09/2017

Part-time

Bustillos, Autumn	College Workstudy	02/28/2017
Endris, Kelle	Allied Health Clinical Instructor	04/13/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Howard, Kristalynn	Dual Credit Instructor	04/25/2017
Lockwood, Don	Dual Credit Instructor	03/29/2017
Meaker, Charles	Lake Land College Student Trustee	04/03/2017
Wright, Tracy	Dual Credit Instructor	04/04/2017

Part-time

Allen, Jennifer	Dual Credit Coordinator	01/02/2017
Allen, Richard	Temporary Groundskeeper	04/03/2017
Reider, Kristina	Adjunct Faculty Social Science	03/13/2017
Schuring, Tyler	Fitness Center Specialist	04/10/2017
Snyder, Elijah	Admissions and Records Student Asst	04/09/2017
Thompson, Lowell	Temporary Groundskeeper	04/17/2017

Part-time - Grant Funded

Miner, Linda	BNA Clinical Instructor Adult Education	06/05/2017
Bishop, Octazia	College Work Study - Counseling	03/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Lang, Teresa	Early Childhood Education Instructor(Retiree)	05/15/2017

Part-time

Bampelenga Iyomi,	International Stu Ambassador	04/12/2017
Boulou Lombo, Jonathan	International Stu Ambassador	04/12/2017
Fitzpatrick, Julie	Mailroom Assistant	03/14/2017
George, Penny	Adj Doc College Funded	03/18/2016
Greene-Young, Susan	Adj Faculty Math/Science	04/17/2017
Gursoy, Nurten Seval	International Stu Ambassador	04/12/2017
Luong, Nhu Quynh	International Stu Ambassador	04/12/2017
Madigan, Matthew	Adj Faculty Math/Science	03/06/2014
Maitland, Abby	Library Assistant	03/29/2017
Mboma, Rayanna	International Stu Ambassador	04/12/2017

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Moore, James	Adj Doc College Funded Instr	08/19/2016
Moss, Tamesha	Newspaper Ed Student News	01/29/2017
Oh, Su Gyeong	International Stu Ambassador	04/12/2017
Patel, Poojaben	International Stu Ambassador	04/12/2017
Pettry, Carol	Allied Health BNA CIn Instr	04/13/2017
Sango Lebolo, Lebo	International Stu Ambassador	04/12/2017
Tshilombo Kapinga,	International Stu Ambassador	04/12/2017
Tshilombo Luvungula,	International Stu Ambassador	04/12/2017
Wang, Rui	International Stu Ambassador	04/12/2017

College Work Study

Ragon, Kierstyn	CWS College Advancement	12/20/2016
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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Adjournment.

Trustee Cadwell moved and Trustee Reynolds seconded to adjourn the May 8, 2017 meeting of the Lake Land College Board of Trustees at 8:41 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

 Mr. Dave Storm, Board Chair

 Ms. Ann Deters, Board Secretary

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

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



Special Board Meeting
Webb Hall, Room 081, Mattoon, IL
May 15, 2017

Minutes

Call to Order.

Chairman Dave Storm called the May 8, 2017, regular meeting of the Lake Land College Board of Trustees to order at 10:00 a.m. in Webb Hall, room 081, Mattoon.

Roll Call.

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

Trustees Absent: Mr. Charles Meaker, Student Trustee.

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

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Closed Session.

10:01 a.m. – Trustee Luther moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) [Illinois General Assembly 2015 et. Seq.], to discuss the

Lake Land College Board of Trustees
Minutes – May 15, 2017
Page 2 of 4

employment, performance or dismissal of specific employees and to discuss collective negotiating matters between the College and its employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Meaker.

Motion carried.

Return to Open Session – Roll Call.

12:14 p.m.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Secretary; Mr. Dave Storm, Vice-Chairman; and Mr. Mike Sullivan.

Trustees Absent: Mr. Charles Meaker, Student Trustee.

Approval of Reappointment and Extension of Probationary Period for One Additional Academic Year for Non-Tenured Faculty Member Retroactive to March 13, 2017, as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the reappointment and extension of the probationary period for one additional academic year, 2017-2018, for non-tenured faculty member, Mr. James P. Munger, retroactive to March 13, 2017, as discussed in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Meaker.

Motion carried.

Approval of Agreement and Release between the College, a Full-Time Faculty Member and the Lakeland College Faculty Association, as Discussed in Closed Session.

Lake Land College Board of Trustees
Minutes – May 15, 2017
Page 3 of 4

Trustee Cadwell moved and Trustee Reynolds seconded to approve the Agreement and Release as presented between the College, Mr. James P. Munger and the Lake Land College Faculty Association, as discussed in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Meaker.

Motion carried.

Approval of Contract with Lake Land College Faculty Association.

Trustee Luther moved and Trustee Sullivan seconded to approve the three-year contract as presented and as discussed in closed session between the College and the Lake Land College Faculty Association effective August 18, 2017, and for academic years 2017-2018, 2018-2019, and 2019-2020.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Meaker.

Motion carried.

Approval of Contract with Lake Land College Paraprofessional Association.

Trustee Reynolds moved and Trustee Luther seconded to approve the three-year contract as presented and as discussed in closed session between the College and the Lake Land College Paraprofessional Association effective July 1, 2017, through June 30, 2020.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Meaker.

Motion carried.

Proposed Revisions to Board Policy 05.22 – *Planned Retirement*.

Trustees heard a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, regarding proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed changes which reflect that the program will no longer be offered to new hires or re-hires effective July 1, 2017 (in the case of the collective bargaining units, the dates in the contract language will prevail). Proposed revisions will be brought to the Board for action during the June 12, 2017, Board meeting.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Meaker.

Motion carried.

Adjournment.

Trustee Cadwell moved and Trustee Reynolds seconded to adjourn the May 15, 2017 meeting of the Lake Land College Board of Trustees at 12:19 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

 Mr. Dave Storm, Board Chair

 Ms. Ann Deters, Board Secretary

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

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



MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 31, 2017

RE: Proposed Addition of Board Policy 05.37 Employee Compliance Training

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

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

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

With your approval, we would like to present the proposed addition of Board Policy 05.37 for first reading at the June 12, 2017, meeting of the College Board of Trustees. We are happy to address any questions or concerns.

Thank you.

Proposed Addition of New Board Policy

05.37

Employee Compliance Training

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

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

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

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

Adopted:



MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: May 31, 2017

RE: Proposed Revisions to Board Policy 09.19 Unauthorized Animals on Campus

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

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

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

With your approval, I would like to present the proposed revisions to Board Policy 09.19 for first reading at the June 12, 2017, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

Thank you.

09.19

Unauthorized Animals on Campus

~~Animals are prohibited from Lake Land College campus buildings, except when authorized by the Vice President for Business Services, or when the use of an animal is required to assist an individual with a documented disability, e.g. seeing-eye dog. Individuals who require the use of a service animal due to a documented disability must register with the Office of Disability Services. Any animal that is authorized to be on campus shall be restrained by a cage or leash.⁴~~

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

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

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

Service Animals

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

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

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

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

1. Requests for Service Animals

A. Students

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

B. Employees

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

C. Visitors

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

2. Requirements for Service Animals

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

Board Policy No. 09.19

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

3. Removal of a Service Animal from College Property

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

Board Policy No. 09.19

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

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

4. Conflicting Disabilities

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

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

Adopted April 12, 2005

Revised May 9, 2005

Revised

Calendar of Events

Fridays, May 19 - August 11, 2017	Energy Savings Summer Hours begin and end. College is closed.
Thursday, June 8, 2017	<p>Finance Committee Meeting 3 p.m. – Webb Hall 081</p> <p>Resource and Development Committee Meeting 4 p.m. – Webb Hall 081</p> <p>Special Board Meeting for presentation of the FY 2018 Budget 5 p.m. – Webb Hall 081</p> <p>Buildings and Site Committee Meeting 5:30 p.m. – Webb Hall 081</p>
Monday, June 12, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Monday, July 10, 2017	<p>Special Board Dinner with Phipps Trustee Award Recipient 5 p.m. – Luther Student Center, Backstage Theater</p> <p>6 p.m. – Board Meeting – Webb Hall 081*</p>
Thursday, August 10, 2017	<p>Finance Committee Meeting 3 p.m. – Webb Hall 081</p> <p>Resource and Development Committee Meeting 4 p.m. – Webb Hall 081</p>
Monday, August 14, 2017	6 p.m. – Board Meeting – Kluthe Room 220*
Thursday, September 7, 2017	<p>Finance Committee Meeting 3 p.m. – Webb Hall 081</p> <p>Resource and Development Committee Meeting 4 p.m. – Webb Hall 081</p>
Monday, September 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Friday, Sep. 29 – October 1, 2017	Lake Land College 50 th Anniversary Homecoming Weekend
Thursday, October 5, 2017	<p>Finance Committee Meeting 3 p.m. – Webb Hall 081</p> <p>Resource and Development Committee Meeting 4 p.m. – Webb Hall 081</p>
Monday, October 9, 2017	6 p.m. – Board Meeting – Webb Hall 081*

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

Thursday, October 26, 2017	Fall Board Retreat 12 Noon – 4:30 p.m. West Building Conference Room 072
Thursday, November 9, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, November 13, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, December 7, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, December 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*

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

LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Lisa Madlem, Director of Academic Support & Assessment

DATE: May 16, 2017

RE: FY 2017 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 June meeting.

Programs Reviewed

Associate in Applied Science – Radio TV Broadcasting

Associate in Applied Science – Desktop Publishing Graphic Design

Associate in Applied Science – IT Network Administration

Associate in Applied Science – Electronics Engineering Technology

Associate in Applied Science – Electronics Systems Specialist

Associate in Applied Science – Computer Integrated Manufacturing Technology

Associate in Applied Science – Office Assistant Legal

Associate in Applied Science – Law Enforcement

Associate in Applied Science – Automotive Technology

Associate in Applied Science – Office Assistant Medical

Associate in Applied Science – IT Programming

Associate in Applied Science – IT Computer Applications

Associate in Applied Science – IT Web Technology

Associate in Applied Science – Medical Coding & Health Information

Certificate – Medical Coding & Health Information

Certificate – Programmable Logic Controllers

Certificate – Medical Transcriptionist

Certificate – Medical Coding Specialist

Certificate – Massage Therapy

Certificate – Office Support Specialist

Certificate – Office Support Specialist Medical

Certificate – Computer Application Specialist

Certificate – Office Receptionist

Certificate – Radio Broadcasting
Certificate – TV Field/Studio Production
Certificate – Broadcast Announcing
Certificate – Desktop Publishing Graphic Design
Certificate – IT Programming
Certificate – IT Network Administration
Certificate – IT Computer Applications
Certificate – IT Digital Media Specialist
Certificate – IT Web Technology
Certificate – Advanced Automation & Control
Certificate – Computer Technician
Certificate – Electronic Control Technician
Certificate – Computer Troubleshooting
Certificate – Criminal Justice Leadership
Certificate – Law Enforcement Operations
Certificate – Public Safety Telecommunicator
Certificate – Residential Wiring
Certificate – Geospatial Technology
DOC Certificate – Print Management
DOC Certificate – Computer Technology – Advanced Certificate
DOC Certificate – Warehousing & Distribution Specialist
Academic Discipline Review – Communications
Student and Academic Support Services – Admissions
Student and Academic Support Services – Recruiting
Student and Academic Support Services – Registration & Records

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees

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

CC: Dr. Josh Bullock, President

DATE: May 11, 2017

RE: Ag Gift-in-Kind

The Foundation office recently received 100 New Holland Service Factory Manuals with an estimated value of \$10,000. This gift was received by the Foundation, thanks to the efforts of Ag faculty member, Woody Rinehart. These manuals will be used for educational purposes in our ag power technology program.

I respectfully request the Board of Trustees move to accept this donation from Birkey's Farm Store, Inc.

LAKE LAND COLLEGE FOUNDATION

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name Michael Carley Organization BirKey's FARM STORE INC
 Address 2102 W. Park CT City Champaign State/Zip IL
 Telephone 217-369-0424 Fax _____
 Donor's Estimated Value \$ 10,000 \$100 per manual

Gift-in-Kind Description: (Please describe in detail)

Description 100 - New Holland Service MANUALS - Factory MANUALS

Location of item Mattson IL Transportation Cost NONE - Woody to transport

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift 14-91-647-29000 Donor intent/restrictions Instructional

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) -0-

Sale/disposition of gift (including cost) -0-

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: 1-17-17

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW
 Division Chair _____ Date: 03/09/17

Vice President _____ Date: 3-23-17

Foundation CEO _____ Date: 3/28/17

Foundation Treasurer _____ Date: 3/28/17

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: 5/1/17

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees and
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: June 1, 2017

RE: Revisions to Board Policy 02.09 – *College-Wide Committees*

It is respectfully requested that the Board approve revisions to Board Policy 02.09 – *College-Wide Committees* to clarify the role of review boards.

Proposed revisions were submitted as first reading for Board consideration during the May 8, 2017, regular Board meeting.

Attachment

College-Wide Committees

Upon the recommendation of the President, college-wide committees (Standing Committees) shall be established. The President annually will recommend to the Board of Trustees the list of Standing Committees, their purposes, and their membership composition. Employee collective bargaining agreements also identify respective association membership on committees which have been agreed upon during negotiations.

Standing Committees

Appointed to advise, make proposals, and, when applicable, render decisions concerning educational needs and policy adherence of the institution.

Upon the approval of the President, the College will also establish:

Task Forces

Appointed for a specific period of time (short- or long-term). Periodic review will be conducted to determine need for continuation.

Review Boards


Appointed to respond to specific ~~student~~ requests.

Adopted November 9, 1998
 Revised July 14, 2003
 Revised April 12, 2004
 Revised July 11, 2005
 Revised August 11, 2008
 Revised September 13, 2010
 Revised April 11, 2016
Revised

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: May 10, 2017

Re: Update to Policy 05.22 – Planned Retirement

In the upcoming collective bargaining contracts with the Faculty Association and Paraprofessional Association, we revised the Planned Retirement program incentive so it no longer will be available to any employee with a start date or re-hire date based on the commencement of their respective upcoming contracts (August 18, 2017 for Faculty and July 1, 2017 for Paraprofessionals). We are also working with the Custodial Association on an MOU to their existing contract to enact the same provision with a July 1, 2017 effective date.

Based on these changes with our employee groups, I am submitting revisions to Board Policy 05.22 on Planned Retirement to reflect that this program will no longer be offered to new hires or re-hires effective July 1, 2017 (in the case of the Faculty Association, the date in the contract language will prevail).

Additionally, we need to revise the language that indicates we pay out the years-of-service incentive after 60 days after the retirement date. Practically, we pay out the years-of-service after notification from SURS on any possible 6% penalties. Currently, we are not receiving these notifications from SURS until well beyond the 60 day timeframe.

I respectfully recommend the Board approve the revisions to Board Policy 05.22 on Planned Retirement.

Board Policy No. 05.22

Planned Retirement

To enhance long-range planning, Lake Land employees hired or re-hired prior to July 1, 2017, are eligible to participate in the planned retirement program and are encouraged to submit resignations up to four (4) years in advance of their retirement date. Upon acceptance of the resignation by the Board of Trustees, qualified employees will receive a guaranteed 6% raise on their contractual base salary for each of the last four (4) years of service. In addition, a years-of-service incentive will be paid after SURS has completed the processing of the qualified employee's pension and notification of the 6% bill, if any, and the processing of the appeals of the 6% bill. Employees participating in SURS self-managed plan will be paid a years-of-service incentive the first pay period after payment of their final paycheck on the first payroll following sixty (60) calendar days after the retirement date. If a full-time employee member gives less than four (4) years' notice of his/her retirement under this paragraph or retires prior to his/her Board-approved resignation date, any years-of-service incentive described in this section shall not be paid until the S.U.R.S. penalty, if any, has been determined by S.U.R.S. This incentive will be based on the following formula:

<u>Years of Service at LLC</u>	<u>% of the Final 12-Month Base Salary</u>
25 & Over	56% of base pay
20-24	50% of base pay
15-19	44% of base pay
10-14	38% of base pay

Unused sick days can be accumulated and applied towards the years of service at Lake Land College based on the following scale. Unused sick days cannot be applied in partial increments.

180 unused sick days = 1 additional year of service at Lake Land College

360 unused sick days = 2 additional years of service at Lake Land College

If a full-time employee who was hired or re-hired prior to July 1, 2017, gives less than four (4) years' notice of his/her retirement under this paragraph or retires prior to his/her Board-approved resignation date, and:

Board Policy No. 05.22

1. There is not incurred by the College a S.U.R.S. penalty because of this action, then the full-time employee shall receive 100% of the applicable years-of-service incentive described above;
2. There is incurred by the College a S.U.R.S. penalty because of this action, then the years-of-service incentive described above shall be reduced by the amount of the penalty.

To qualify, employees must meet the following criteria:

1. Have a full-time employment start date or re-hire date at Lake Land College prior to July 1, 2017.
2. An employee must be qualified to receive a retirement annuity from S.U.R.S.
32. He/she must have been employed full-time at Lake Land College for at least six (6) consecutive years, including the year prior to applying for participation in the Planned Retirement Program.
43. The employee must submit a signed resignation form to the President up to four (4) years prior to retirement.
54. Retirement must occur no later than the resignation date approved by the Board.
65. Eligibility for benefits hereunder is contingent upon continuing satisfactory performance by the employee and maintenance of continued employment at the College.

An intent to resign must be submitted to the President by December 31 prior to the year in which a resignation will be given. The salary adjustment will begin within thirty (30) days of Board of Trustee approval of the employee's resignation except the salary adjustment may not commence sooner than four (4) years prior to the effective date of resignation.

At the discretion of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified per year. Should this option be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land

Board Policy No. 05.22

College. Employees denied will have one (1) year added to the four (4) year window of opportunity.

Employees who have fifty percent (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in Planned Retirement.

Notwithstanding any contrary or other provision of this Agreement, in the event a retiring employee's SURS creditable earnings for any school year used to determine the employee's final rate of earnings (FRE) for SURS retirement purposes annually would increase by more than 6%, the employee shall only receive the maximum 6% creditable earnings allowable without an employer penalty under SURS rules.

Any retirement incentives set forth shall cease to be available to employees if any law is passed or regulation adopted which would require the Board to pay a penalty or any other type of payment to any instrumentality of state government as a result of the award of such incentive. This restriction shall apply not only to future incentives which have not yet been accessed but to any incentive which is currently being paid or received.

Adopted November 9, 1998
Revised February 14, 2000
Revised July 14, 2003
Withdrawn September 12, 2005
Revised July 9, 2007
Revised January 10, 2011

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: May 31, 2017

RE: Proposed Revisions to Board Policies from Academic Standards Committee

The following proposed Board Policy additions and revisions were presented for first reading at the May 8, 2017, meeting of the Board of Trustees. I have received no requests for additional information or recommendations since that time and would like to present them for approval at the June 12, 2017, meeting. I am happy to answer any questions.

Proposal for new Board Policy 06.18.01 – Credit through the Illinois State Seal of Biliteracy

In 2014-2015, the State of Illinois amended the School Code (105 ILCS 5/2-3.159) to allow Illinois high schools to award a “State Seal of Biliteracy” to recognize high school graduates who have demonstrated a high level of proficiency in one or more languages in addition to English. High schools must receive approval from the Illinois State Board of Education (ISBE) to award the Seal and students must demonstrate proficiency through specific assessments approved by ISBE. Schools indicate the Seal on the high school transcript of students who have met the state-defined/tested level of proficiency. Currently, the following high schools in our district/region have been approved by ISBE to award the Seal: Arcola, Brownstown, Dieterich, Kansas, Pana, Paris, Teutopolis, Edgar County CUSD, and Jasper County CUSD.

Illinois Public Act 99-0600, effective January 1, 2017, further amended the School Code, now requiring Illinois community colleges and public universities to: 1) Accept the State Seal of Biliteracy as equivalent to 2 years of high school foreign language for admissions purposes and 2) Establish criteria to translate a State Seal of Biliteracy into course credit based on foreign language course equivalencies.

Because Lake Land College does not require foreign language for admission purposes, no action is needed in relation to the first requirement. To accommodate the requirement that we award college course credit based on the Seal, the Academic Standards Committee is recommending approval of a new Board Policy 06.18.01 as attached. The course equivalencies were determined through collaboration with Casey Reynolds, Spanish/English Instructor, and Salisa Olmsted, Division Chair for Humanities and Communications.

Revision to Board Policy 06.18 Credit through the Advanced Placement Program

Illinois Public Act 99-0624, expands the *College and Career Success for All Students Act* to require that beginning with the 2017-2018 academic year, all Illinois colleges and universities award college credit based on subject examination scores for International Baccalaureate Diploma Program (IB) participants. IB is a rigorous two-year university-preparation program through which students may demonstrate mastery through a standardized exam for over 30 courses. Currently, no high schools in the Lake Land College district offer the International Baccalaureate program; however, the college must have a policy in place to award credit for those students graduating from high schools where the program is available.

To accommodate this new requirement, the Academic Standards Committee is recommending revisions to Board Policy 06.18 as attached. As noted in the policy, and as is current practice with Advanced Placement credit, information on required scores and credit available will be listed in the most recent edition of the college catalog and on the college's website. The college's required scores and equivalent courses have been determined by faculty and division chairs and include opportunities for students to receive credit for approximately 25 different courses.

Revision to Board Policies: 07.01.01 Admission of International Students; 07.03 Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs; 07.04 Intent to Enroll Procedures and Requirements; and 07.05 Placement Tests

After being informed that ACT was discontinuing Compass, the placement test used by the college since 2011, a college-wide committee conducted an in-depth analysis of college placement tests and selected Accuplacer, a College Board product, as the college's placement test beginning Spring 2017. At the same time that ACT discontinued Compass, the Illinois State Board of Education changed the state-funded college entrance exam provided free to all public high school juniors from the ACT to SAT, also a College Board product. All high school juniors participated in SAT for the first time in Spring 2017.

The attached proposed revisions to the four policies identified above reflect the changes from Compass to Accuplacer and ACT to SAT for Lake Land College placement testing requirements.

Revision to Board Policy 07.01.02 Special Admission and Graduation Requirements for Select Technical Programs

Karla Hardiek, Division Chair for Allied Health, worked with the Academic Standards Committee throughout the spring semester to seek approval to establish both special admission criteria and unique graduation requirements for the new Medical Assistant program. Karla indicated that similar to other Allied Health Division programs (Nursing, Dental Hygiene, and Physical Therapist Assistant), special admission criteria are needed to ensure that applicants admitted to the limited enrollment Medical Assistant program have the academic background and/or prerequisite skills needed to achieve success. Through her work with Allied Health division faculty and the Academic Standards Committee, Karla presented special admission criteria that will help screen applicants with that intent. The special admissions criteria also define for students steps they may take in order to prepare themselves for admission to the program.

Additionally, Board Policy 07.01.02 requires that all requests to establish special admission criteria for technical programs be submitted to the Academic Standards Committee for consideration for approval and recommendation to the Board of Trustees. There is no policy, however, that identifies what programs have been approved to have special admission criteria. It is the recommendation of the Academic Standards Committee that the approved programs be added to this policy page. As noted in the attached proposed revisions, the Medical Assistant program is included on the list of programs approved to have special admission criteria.

Revisions to Board Policy 07.24 Graduation Requirements

In order to ensure well-prepared graduates and meet accreditation standards, Karla also proposed unique graduation requirements for the Medical Assistant programs. Specifically, it was proposed that students enrolled in the Medical Assistant Program must earn a grade of "C" or higher in all Medical Assistant (MAP) courses as well as MCS-095 Medical Office Procedures, in order to remain in, and graduate from, the program. These requirements are consistent with graduation requirements for other Allied Health programs.

The attached proposed revisions to Board Policy 07.24 include the proposed unique graduation requirements for both the Medical Assistant Associate in Applied Science and Certificate. Additional revisions are included to create consistency in wording throughout the policy and to clarify that both the Massage Therapy and Practical Nursing Certificate programs have the same unique graduation requirements of their "parent" associate degree programs of PTA and Associate Degree in Nursing.

In reviewing this policy, the Academic Standards Committee identified additional related revisions needed. Most notably is the revision changing the minimum hours for an associate degree from 64 semester hours to "the minimum semester hours required for the specific degree." This change is recommended based on ICCB and HLC recommendations that all associate degree programs require 60 semester credits and that any variation from that 60

hours is explained and justified. ICCB now requires that colleges submit that explanation and justification when a new associate degree is submitted.

Because the minimum number of hours needed for our work-force ready associate degrees varies dependent upon the particular needs of the specific degree, the Academic Standards Committee recommends that Board Policy 07.24 not state a minimum number of hours required for the degree. Additionally, because there was no justification for requiring more than 60 semester credits for the Medical Assistant degree, it was submitted to ICCB with 60 credit hours rather than 64 credit hours. The proposed change to require that "one-half of the total number of semester hours required for the degree" be completed at Lake Land is in accordance with this change.

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

06.18.01**Credit through the Illinois State Seal of Biliteracy**

Lake Land College grants course credit for two semesters of foreign language, including sign language, if a student's high school transcript indicates that the student has been awarded the Illinois State Seal of Biliteracy. The student must request the course credit through the Lake Land College Admissions and Records Office within three (3) academic years after graduating from high school. Credit is based on criteria established by the State Board of Education and the following provisions apply:

1. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy.
2. Students must request course credit for the Seal within three (3) academic years after graduating from high school and must be currently enrolled at Lake Land College at the time of the request.
3. Credit will be limited to the foreign languages the college is approved to offer as follows:
 - a. ENG110/111: Manual Communication-Deaf and Advanced Signing
 - b. FLG130/131: Elementary French I and II
 - c. FLG140/141: Elementary Spanish I and II
 - d. FLG150/151: Beginning German I and II
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
5. No tuition or fees will be assessed for the credit to be awarded.
6. Students should be aware that the credit may not be accepted by another college or university.

06.18

Credit through the Advanced Placement Program or International Baccalaureate Diploma Programs

Lake Land College grants credit for courses taken by high school students who participate in the Advanced Placement and International Baccalaureate Programs. Credit is based on ~~course examinations administered by the College Entrance Examination the College Board~~ Advanced Placement examination and International Baccalaureate Diploma subject scores, ~~and according to~~ the following provisions ~~apply~~:

1. Students must have scores sent directly to the Lake Land College Admissions and Records Office. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded. Information on required scores and credit available will be listed in the most recent edition of the College Catalog and on the College's website.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for Advanced Placement or International Baccalaureate credit.
6. Students should be aware that Advanced Placement and International Baccalaureate credit may not be accepted by another college or university.

Adopted November 9, 1998
Revised October 8, 2001
Revised June 8, 2015
Revised

07.01.01**Admission of International Students**

Lake Land College, in accordance with regulations of the U. S. Immigration and Naturalization Service, will admit citizens from other countries who meet the following admission requirements.

International students are accepted on the basis of available space in the various educational programs. Consideration is also given to selecting a diversified international student population. *All documents should be written in English or accompanied by an official English translation.* The admission of international students will be determined based upon the following criteria:

1. Completion of an International Student Application for Admission.
2. Submission of official transcripts showing completion of the equivalent of a high school (secondary) education.
3. Submission of official transcripts from any previous colleges or universities attended, including training in English as a Second Language. If student plans to transfer credit from a college or university outside of the United States, student must provide an evaluation completed by one of Lake Land College approved credential evaluation services.
4. Submission of a completed International Student Financial Affidavit and corresponding official bank statements or documentation supporting the ability to cover all expenses for an academic year. Tuition is charged at the out-of-state rates for international students, except students who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school, who will be charged tuition at the in-district rate.

5. Submission of proof of health insurance coverage. Students who do not provide proof of health insurance must immediately purchase a policy and submit documentation to the Director of International Studies Program¹
6. Students who have satisfied the English Proficiency requirement will be allowed to enroll in regular academic courses without any support from the Intensive English Language Program.

Students who have not met the English proficiency requirement will be required to enroll in the Intensive English language Program until they are adequately prepared for regular academic courses. Assignment to the appropriate level will be based on Lake Land College placement testing prior to registration.

7. Completion of the Lake Land College placement test consisting of math, reading, and English, or submission of ACT or SAT scores. This placement test will be deferred for students enrolled in the Intensive English Language Program.
8. Enrollment as a full-time student.
9. Students who already possess an F-1 visa and wish to transfer to Lake Land College must submit copies of current I-20 and F-1 visa.

¹ Board Policy No. 10.28.02

Adopted November 9, 1998
 Revised May 12, 2003
 Revised November 10, 2003
 Revised November 14, 2005
 Revised April 14, 2014
 Revised December 8, 2014

Revised

07.03**Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs**

The State of Illinois has enacted minimum admission standards for all Illinois public universities and community colleges (Public Act 86-0954). These standards are for admission to college transfer programs leading to a baccalaureate degree. The specific high school subject requirements for students admitted to college transfer programs are satisfactory completion of at least fifteen (15) units of high school course work from the following five categories:

1. Four (4) years of English (emphasizing written and oral communications and literature);
2. Three (3) years of social studies (emphasizing history and government);
3. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
4. Three (3) years of science (laboratory sciences); and
5. Two (2) years of electives in foreign languages, music, vocational education or art.

Students must meet general admission requirements.

If at the time of admission it has not been determined from the applicant's final high school transcript that the high school course work pattern has been satisfied, the student will be provisionally admitted. The student will remain on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate course work.

New Students

All first time, degree-seeking college students will be required to complete placement testing in English, mathematics, and reading and participate in scheduled orientation activities prior to registering for classes. Students who have taken the ACT or SAT college entrance exam or Compass Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Compass Accuplacer scores or request that a copy of their ACT or SAT scores be sent to Lake Land College directly from ACT.

Transfer Students

Students transferring from other regionally accredited colleges who are seeking a degree must meet the same placement testing requirements as new students, with the following exception: Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing are not required to complete the reading placement test. Students who have previously completed college-level English and math courses may not be required to complete the English and math placement tests. In order to be considered for a placement test waiver, students must present, or have on file, documentation of their previous college work.

Readmit Students

Former Lake Land College students who have interrupted their continued enrollment for at least full year are considered to be readmit students upon returning. Readmit students are bound by the admission and placement testing requirements in effect at the time of their readmission.

Continuing Students

Continuing students requesting a curriculum change into an A.A., A.E.S., or A.S. degree program must meet the placement testing requirements in effect at the time of the requested curriculum change.

Adopted November 9, 1998
Revised November 10, 2003
Revised January 10, 2011

07.04**Intent to Enroll Procedures and Requirements**

At a minimum, Intent to Enroll forms will be available in the Lake Land College Admissions and Records Office, the Lake Land College Kluthe Center for Higher Education and Technology, at in-district high schools or online for all students who wish to enroll in the College.

Students must complete the intent form. Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, ACT-these scores may be used to-replace-in lieu of college placement test scores. Some vocational/technical programs may require additional tests prior to registration.

An accepted student who does not enroll after applying loses his/her enrollment status at the College and must reapply for admission to any future semesters.

Adopted November 9, 1998

Revised May 12, 2003

Revised June 14, 2004

Revised January 10, 2011

Revised

07.05

Placement Tests

As part of the registration process, all degree-seeking students and all non-degree students who wish to enroll in an English or math course will be required to complete placement testing in reading, math and English prior to registration. Students who have taken the ACT or SAT college entrance exam or Compass-Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Compass-Accuplacer scores or request that a copy of their ACT or SAT scores be sent to Lake Land College -directly from ACT-. Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university are not required to complete the reading placement test. Students who have previously completed college-level English and math courses may not be required to complete the English and math placement tests. In order to be considered for a placement test waiver, students must present, or have on file, documentation of their previous college work. (Some vocational programs may require use of other instruments.) Depending upon the students' placement test -or ACT or SAT scores, mandatory placement, including placement in developmental courses, will be required for specific courses in English, reading and math.

Students who have taken the Lake Land College placement tests may retest once in each skill area. If four or more years have passed since a student's last retest, the student may choose to complete one retest in each subject area. There is a \$5.00 fee for each section of the retest.

Adopted November 9, 1998
 Revised May 12, 2003
 Revised November 10, 2003
 Revised January 10, 2011
Revised

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 catalogue. 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, Dental Hygiene, John Deere Tech, Medical Assistant, Physical Therapist Assistant.

Certificates

Cosmetology, Esthetics, Massage Therapy, Medical Assistant, Practical Nursing.

¹ See Board Policies 02.03 and 07.24.

Adopted May 8, 2000

Revised June 11, 2012

Revised

Graduation Requirements

Graduation Requirements

Lake Land College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed curricula:

- Associate in Arts
- Associate in Science
- Associate in Engineering Science
- Associate in Applied Science
- Associate in Liberal Studies (ALS)

Certificates are granted in technological fields to students who completed the required courses in accordance with prescribed standards developed by the College.

The requirements for each degree and certificate will be recommended by the faculty and approved by the President. The requirements shall be based upon the needs and interests of the students and of the community and shall reflect requirements of the Illinois Community College Board, transfer institutions, and/or accrediting associations.

1. Required of All Students in Degree Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the associate degree curriculums listed in the catalogue. Associate in Science or Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college requirements.

-
- C. Accumulated a the minimum ~~of sixty-four (64)~~ semester hours required for the specific degree.
- D. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the .040 course level or above will count toward graduation.
- (1) The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
 - (2) The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. Accredited is defined to include only the Higher Learning Commission North-Central Association or other regional accrediting agencies.
 - (3) Students enrolled in the Associate Degree in Nursing, Dental Hygiene, and Physical Therapist Assistant programs are required to must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program. maintain final grades of "C" or better each semester in every required course in the curricula.
 - (4) Students enrolled in the Medical Assistant program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
 - (45) Students enrolled in the John Deere Tech program must achieve earn a grade of "C" or higher in all JDA classes and TEC-048 to remain in, and graduate from, the program. Any student receiving less than a "C" in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.

(56) A grade of “C” or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science, or Associate in Engineering Science Degree.

- E. Completed at Lake Land College at least ~~thirty-two (32)~~ one-half of the total number of semester hours required for the degree. Hours earned through Advanced Placement, International Baccalaureate and CLEP, ~~proficiency examination and life experience credit~~ do not count toward this one-half in the 32 hours. Credits transferred from other colleges are evaluated on a course-by-course basis.
- F. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

2. Requirements for More than One Associate Degree

Students may earn one Associate in Arts and one Associate in Science degree. Students may earn multiple Associate in Applied Science degrees. To earn more than one degree, if they students must meet all general and specific curriculum requirements for each degree. ~~However, s~~Students completing more than one degree according to catalog requirements in effect prior to Fall 2016 may not earn both an Associate in Science (A.S.) and an Associate in Arts (A.A.) degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for, or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file an Intent to Graduate form with the Admissions and Records Office for each degree.

3. Required of All Students in Certificate Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the certificate programs listed in the Catalogue.
- C. Achieved a "C" (2.00) average or received a grade of P (Pass) in those courses applicable to meet the requirements of the certificates.

(1) Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program.

(2) Students enrolled in the Medical Assistant program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.

- D. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advanced Placement, International Baccalaureate and CLEP, ~~proficiency examination and life experience credit~~ do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- E. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

Board Policy No. 07.24

A student who discontinues attendance for a full year or more will be subject to requirements in the current catalogue ~~ue~~ at the time of registration. The student is responsible for proper registration each semester and satisfying all graduation requirements.

Adopted November 9, 1998
Revised May 10, 1999
Revised November 8, 1999
Revised May 12, 2003
Revised July 11, 2005
Revised December 8, 2008
Revised April 11, 2011
Revised November 11, 2013
Revised February 17, 2014
Revised June 8, 2015
Revised February 8, 2016

Revised

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: June 7, 2017

RE: Delegation of authority to the president to enter into contracts during FY 2018 for securing education services.

Board Policy 10.01 outlines the Board of Trustees authority to:

13. Enter into contracts of agreement necessary for the effective operation of the College.
 - B. Contracts with not-for-profit corporations which are organized for educational purposes and contracts or reaches agreement with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.

Board Policy 02.03 also outlines Board of Trustees responsibilities as:

33. To enter into contracts or agreements with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.

Operating within the purchasing and bidding requirements as outlined in Board Policy 10.22, I respectfully request the Lake Land College Board of Trustees delegate authority to me as College President to enter into contracts or agreements during FY 2018 to provide or secure education services per Board Policies 10.01 and 02.03.

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: May 25, 2017
Subject: Proposed Lease Agreements



Memo

Please find attached three lease agreements, two are programs located at the Workforce Development Center, and one is for the Pathways Program in Marshall. Properties the College leases are with Local Workforce Investment Board and LWIA 23/CEFS Economic Opportunity Corporation at 305 Richmond Ave East.

The Pathways Program lease is extended for one year with an increase of \$30 per month. The LWIA and CEFS leases are continuous with a 60 day notice to terminate the lease.

I recommend the trustees approve these leases, and I am available should you have any questions or concerns.

Attachments

SUB-LEASE AGREEMENT

This sublease is entered into between Community College District No. 517, herein called the Sub-Lessor, and LWIA/C.E.F.S. Economic Opportunity Corporation, herein called the Sub-Lessee, under the conditions stated herein.

1. Location of subleased premises: 305 Richmond Avenue East, Mattoon, Illinois.
2. The term of this lease shall be deemed to have commenced upon the 1st day of July, 2017, and shall terminate on the 30th day of June, 2018. Notwithstanding the foregoing, unless written notice is given to the party desiring to terminate this lease to the other party sixty (60) days prior to the end of the lease then this lease shall extend for an additional year on the same terms and conditions. Lessee may be allowed to terminate for lack of federal funding.
3. Rental: \$2,857.45 per quarter.
4. The Sub-Lessor shall provide all services, including but not limited to: heat, electricity, power (computer outlets), water, water fountain, air conditioning, toilet supplies, janitorial services (daily), lamps, tubes, ballast's and replacements.
5. The Sub-Lessor shall maintain the premises and property under this sublease in good repair and tenantable condition during sublease except in case of damage arising from acts of negligence of Sub-Lessee employees or agents.
6. Alterations: the Sub-Lessee may make alterations with permission of the Sub-Lessor and all alterations become property of Sub-Lessor.
7. Applicable Codes and Ordinances: the Sub-Lessor shall conform to all existing codes and ordinances.
8. Heating and Air Conditioning: shall be required to maintain an inside temperature in the range of 65 to 80 degrees, regardless of outside temperature.
9. Lighting: modern diffused fluorescent fixtures with thermally produced ballast's will be provided to maintain a minimum of 50 candle foot at desk level.

10. Telephone and electrical outlets shall be provided by Sub-Lessor as mutually agreed upon with Sub-Lessee.
11. Two rest rooms per gender, with mechanical exhaust ventilation, shall be provided.
12. Heating and Air Conditioning: shall be furnished daily from 6:30 a.m. to 10:00 p.m. Utilities shall be furnished at all times for lighting, and operation of office machines and hot and cold running water and chilled drinking water.
13. Janitorial service will be furnished in accordance with the following schedule: daily (except non-working days), empty trash receptacles, clean drinking fountains and rest rooms, replenish toiletry supplies and dispose of all trash from the subleased premises. Vacuum carpet area as needed. Desk surfaces shall be maintained and cleaned by Sub-Lessee.
14. Sub-Lessor will provide at no additional cost, parking spaces in the parking lot adjacent to the building.
15. The Sub-Lessor shall meet all local fire and safety requirements including providing fire exit lighting and fire extinguishers.

The parties hereby agree to the above terms and enter into the sublease on this date, the first day of July 2017.

Community College District No. 517

Bryan Gleckler
Vice President for Business Services

LWIA/C.E.F.S. Economic Opportunity
Corporation

Date

Date

Facility Lease Agreement

This lease, made this _____ 2017, in Mattoon, Illinois, by and between Lake Land College of Mattoon, Illinois, hereinafter referred to as Lessor, and Local Workforce Innovation Area 23, hereinafter referred to as Lessee.

WITNESSETH:

1. Lessor hereby leases to the Lessee space in the described attached office buildings at 305 Richmond Avenue East, Mattoon, Illinois 61938. The area consists of approximately 922 square feet.

The term of this lease shall be deemed to have commenced upon the 1st day of July, 2017, and shall terminate on the 30th day of June, 2018. Notwithstanding the foregoing, unless written notice is given to the party desiring to terminate this lease to the other party sixty (60) days prior to the end of the lease then this lease shall extend for an additional year on the same terms and conditions. Lessee may be allowed to terminate for lack of federal funding.

2. Lessee agrees to use and occupy the premises for the purpose of operating a Workforce Innovation Act and Trade Adjustment Assistance.

3. Lessee agrees to pay to Lessor as rent for the premises the sum of \$5,488.69 per quarter, payable on the first day of every quarter of the term herein, the time of each such rental payment being of the essence of this agreement. Payment of rent is to be made to 5001 Lake Land Boulevard, Mattoon, Illinois 61938 or at such other place as Lessor may from time to time direct.

4. All cost of maintaining of the interior of the office building, including the furnace, air conditioner, plumbing and light fixtures shall be paid by the Lessor.

5. Lessor shall be responsible for janitorial service, trash removal, and snow removal.

6. Lessor shall be responsible for utilities, including gas, electricity, water and sewer.

7. All expense of maintenance of the exterior of the building, including lawn care, shall be the responsibility of the Lessor.

8. Lessee accepts "premises" with their appurtenances and fixtures in their present condition, and, upon termination of its Lease, will surrender the "premises" in as good order and condition, as when received, reasonable wear and tear, damage from the elements, fire, acts of God, or other casualty accepted.

9. Should a substantial portion of the leased premises, or of the property of which it is a part, be substantially damaged by fire or other casualty or be taken by eminent domain, the Lessor, may elect to terminate this Lease. When such fire, casualty, or taking renders the leased premises substantially unsuitable for the intended use, a just and proportionate abatement of rent shall be made, and the Lessee may elect to terminate this lease if:

(a) the Lessor fails to give written notice within thirty (30) days of intention to restore leased premises, or

(b) the Lessor fails to restore the leased premises to the condition substantially suitable for their intended use within ninety (90) days of said fire, casualty, or taking.

The Lessor reserves, and the Lessee grants to Lessor, all rights which the Lessee may have for damages or injury to the leased premises for damages or injury to the leased premises for any taking by eminent domain, except for damage to the Lessee's fixtures, property, or equipment.

10. Lessee agrees not to assign this Lease nor sublet the "premises" or any part thereof without the prior written consent of the Lessor, which consent may be granted or withheld in Lessor's absolute discretion. The ban as to subleasing the subject "premises" does not apply to the sublease to the Lessor by the Lessee attached hereto and incorporated herein by reference and dated that same date herein. Subletting or assignment of this lease by Lessee shall not release Lessee from any part of his obligations under this Lease and acceptance of an assignment of this Lease, or sublease of the "premises", by any person, shall be construed as a promise on the part of such assignee or Sub-Lessor to be bound by and perform all of the agreements of Lessee herein contained.

11. Lessee agrees not to make any contract for the construction, repair, or improvement of, or, to, the "premises", or any part thereof, or for any work to be done or materials furnished on or to the "premises", or any part thereof, without the prior written consent of Lessor, and without providing in such contract or agreement that no lien of mechanics or materialman shall be created or shall arise against the leased "premises", building, or improvements at any time located on said "premises".

12. This Lease may be terminated by either party at their election in the event of the breach by the other party of any of the agreements herein contained, unless said breaching party cures such breach within thirty (30) days of notice thereof from the other, except that Lessor may terminate this Lease for non-payment of rent on thirty (30) days written notice to Lessee.

13. A waiver by Lessor of any one instance of default by Lessee in the performance of any provision of its Lease shall not be construed as a waiver of any other prior or

subsequent default, nor a relinquishment by Lessor of Lessor's right hereunder to have Lessee perform this Lease in strict accordance with its provisions, time being of the essence of this Lease. Without limiting the foregoing, the acceptance of rent after it falls due, or after knowledge of any breach hereof by Lessee, whether required by law or not, shall not constitute, nor be construed as, a waiver by Lessor of any right or remedy arising out of any prior or subsequent default by Lessee, nor a waiver of Lessor's right to insist on Lessee's performance of all of his obligations hereunder in strict accordance of the provisions of this Lease.

14. The rights and remedies of the Parties under this Lease are not exclusive, but shall be cumulative, and to exercise of any right or remedy by a Party shall not prevent the exercise of any other right or remedy by the Party, whether provided for by this Lease or by law.

15. All of the agreements, conditions and undertakings herein contained shall extend to and be binding on the representatives, heirs, executors, administrators, and permitted successors and assigns pursuant to paragraph 14 above, of the respective Parties hereto.

16. This Lease shall be executed in duplicate, each such executed copy to be considered an original.

17. Lessee agrees, at the expiration, or earlier termination, of this Lease, and without notice or demand, to give peaceable possession of the premises to Lessor.

18. In the event of default by either party, in the terms of this Lease, the defaulting party shall pay the other parties reasonable attorney fees and Court costs necessarily incurred for enforcement of the terms of the Lease.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals the day and year first above written.

Lake Land College

Local Workforce Innovation Area 23

Print Authorized Agent of Lessor

Print Authorized Agent of Lessee

Title

Title

Signature

Signature



P.O. Box 10
Marshall, IL 62441

Phone: 800-457-0671
Fax: 217-826-2926

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is between:

DORIC PRODUCTS, INC. and

LAKE LAND COLLEGE PATHWAYS TO THE FUTURE PROGRAM

For property at:

806 North 2nd Street, Marshall IL 62441

This memorandum of understanding is for facility usage by Pathways to the Future beginning August 1, 2017 and ending May 31, 2018, for a fee of three hundred ninety five dollars (\$395.00) per month. This rate includes utilities. It is understood that the Pathways program will be responsible for cleaning the office space occupied by them and that the Doric Products, Inc. plant manager will inspect the area from time to time to insure this is being done properly.

It is agreed the Pathways program is responsible for insuring their property and will have insurance in force during the term of this memorandum of understanding.

It is agreed the Pathways program will be responsible for personal injury liability and will have liability insurance in force with Doric Products, Inc. named during the term of this memorandum of understanding.

Lake Land College

Date

Steve Vincent, President
Doric Products, Inc.

Date

LAKE LAND COLLEGE

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Chris Kramer, Director of Auxiliary Services
DATE: May 30, 2017
RE: Approval of Caterers for FY 2018

The following list of caterers would like to be Board approved caterers for Lake Land College.

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

Each caterer has unique abilities, all are willing to offer the various service levels and menu options we require. Caterers are not guaranteed a volume of business and our employees are free to choose the caterer they feel best meets their needs.

I respectfully request approval of these caterers to be available to serve Lake Land College for the next fiscal year.

cmk



MEMO

TO: Dr. Jonathan Bullock, President

FROM: Bryan Gleckler, Vice President Business Services

CC:

DATE: May 26, 2017

RE: Approval of FY 2019 RAMP Document

Included in the Board's packet is a copy of the FY 2019 Resource Allocation Management Program (RAMP) document which we wish to submit to the Illinois Community College Board. Funding is being requested for the following project:

Renovation of Existing Campus Buildings—this includes the rehabilitation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab

The Programmatic Justification sections of the document describe the benefits of the requested projects.

This project is vital to our continued ability to fulfill the mission of meeting the higher education needs of our students.

Please also note, the Rural Development Technology Building has been removed per our discussion with Mr. Ed Smith at ICCB. Per Mr. Smith this project is already on the list maintained at ICCB since it was approved and appropriated in 2010.

FISCAL YEAR 2019 RAMP

COMMUNITY COLLEGE CAPITAL PROJECTS

JUNE 2017

BOARD OF TRUSTEES

Gary Cadwell

Ann Deters

Robert Luther

Bruce Owen

Doris Reynolds

David Storm

Mike Sullivan

Charles Meaker, Student Trustee

Josh Bullock, President

Community College District Number 517
Mattoon, Illinois

LAKE LAND COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Community College District	Lake Land College 51701
Budget Year Request	FY 2019
Capital RAMP Contact Person	Bryan Gleckler
Telephone Number	217.234.5224
Email	bgleckler@lakelandcollege.edu

CONTENTS

Introduction	1
Rehabilitation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab	2

Introduction

District/College: 51701/Lake Land College

Projects: Renovation of Existing Campus Buildings

Lake Land College has a proud tradition of academic excellence through quality educational programs and is recognized throughout the state as a leader in successfully launching new and timely programs of high quality. However, the 40,329 square foot East classroom building, opened in October 2000 and the 84,012 square foot West building, completed in fall of 2009 have been the only educational facilities erected on the main campus since the completion of the Vo-Tech building in 1973, and the Northwest classroom building in 1974. The college is in need of modern, safe, permanent facilities so we may continue to provide quality instruction and services to the residents of our district. One good example is our bookstore, a 5,200 square foot pole-framed building built as a temporary structure in the 1970s, which requires a consistently high level of maintenance, is terribly energy inefficient and unattractive.

Lake Land College is requesting funding for the remodeling of our existing classroom facilities as listed above. The following pages consist of a review of the programs or departments that will occupy them. We respectfully request your consideration of these projects as the means by which the college can overcome the daily problems we face including inadequate and obsolete facilities and shortage of space, all of which hinder us from doing our best to serve our students.

Programmatic Justification Narrative

Rehabilitation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab

Programs involved:

Math and Science
 Social Science
 Humanities
 Business
 Industrial Technology
 Allied Health
 Administration
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's

original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

What facilities are already available?

The existing Luther Student Center, Northwest Classroom Building and Field House Buildings were completed in the early 1970s as part of the original campus. The Child Care Lab was completed in 1988, the Kluthe Center for Higher Education in 1995 and Neal Hall in 2000.

Scope of Work Narrative

District/College: 51701/Lake Land College

Project Name: Rehabilitation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab

Exact Location: 5001 Lake Land Boulevard, Mattoon, IL 61938

Scope of Work in Building

This major remodeling project will include a comprehensive renovation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab buildings. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room. The major functions to be housed in the renovated square footage include the following:

Program Requirements

110-115 Classrooms	34,920	NASF
210-255 Labs	19,673	NASF
310-355 Office	27,956	NASF
410-455 Study	13,008	NASF
510-590 Special Use	31,194	NASF
610-625 Assembly and Exhibition	4,263	NASF
630-685 Other General Use	3,813	NASF
710-765 Support Facilities	2,492	NASF
810-895 Health Care	155	NASF
Unclassified	27,486	NASF
Subtotal	164,600	NASF
	192,463	GSF

Scope of Work-On-Site

General

Site renovation includes minimal landscaping and sidewalks.

Plumbing

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab buildings.

Electrical

Upgrade duct bank and electrical service from existing power house.

Upgrade building lighting to more efficient fixtures.

TABLE 1
FISCAL YEAR 2019 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE #51701 Lake Land College

PROJECT NAME AND/OR DESCRIPTION Rehabilitation of Kluthe Center,
LSC, NW, FH, NH, CC

NEW FACILITIES CONSTRUCTION/ACQUISITION _____

REMODELING/REHABILITATION PROJECT X

OTHER _____

DISTRICT PRIORITY NUMBER 2 **OUT OF** 2

NEW REQUEST _____

REQUESTED PREVIOUSLY X

ACTIVITY DESCRIPTION	PRIOR YEARS APPROPRIATIONS			CURRENT REQUEST FY			BEYOND CURRENT YEAR			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS AND/OR STRUCTURES			-	4,513.9	1,504.6	6,018.5				4,513.9	1,504.6	6,018.5
LAND			-	-	-	-				-	-	-
MOVEABLE EQUIPMENT			-	5,779.3	1,926.4	7,705.7				5,779.3	1,926.4	7,705.7
UTILITIES			-	952.2	317.4	1,269.6				952.2	317.4	1,269.6
REMODELING & REHABILITATION			-	14,792.3	4,930.8	19,723.1				14,792.3	4,930.8	19,723.1
SITE IMPROVEMENTS			-	954.3	318.1	1,272.4				954.3	318.1	1,272.4
PLANNING			-	3,203.3	1,067.7	4,271.0				3,203.3	1,067.7	4,271.0
TOTAL	-	-	-	30,195.3	10,065.0	40,260.3				30,195.3	10,065.0	40,260.3

MATCHING CONTRIBUTION

TOTAL PROJECT REQUEST(CURRENT YEAR) \$ 40,260.3

TOTAL COMPLETED PROJECT COST \$ 40,260.3

DESIRED PROJECT STARTING DATE FY2018

ESTIMATED COMPLETION DATE FY2019

ESTIMATED OCCUPANCY DATE Fall 2019

ESTIMATED ANNUAL OPERATING COST \$ 1,780.3

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE \$ 10,065.0

ICCB CONSTRUCTION CREDIT _____

DEBT ISSUE _____

DATE OF APPROVAL: _____

OTHER _____

TOTAL \$ 10,065.0

TABLE 2
FY 2019 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

Rehabilitation of Kluthe Center, LSC, NW, FH, NH, CC

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY (Land Acquisition)	Number of Acres Requested in Budget Year
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
		Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling		
Classrooms	110 thru 115		34,920	34,920	1 Landscaped Ground	
Laboratory	210 thru 255		19,673	19,673	2 Physical Education and Athletic Fields	
Office	310 thru 355		27,596	27,596	3 Buildings and Attached Structures	
Study	410 thru 455		13,008	13,008	4 Experimental Plots	
Special Use	510 thru 590		31,194		5 Other Instructional Areas	
General Use:					6 Parking Lots	
Assembly and Exhibition	610 thru 625		4,263	4,263	7 Roadways	
Other General Use	630 thru 685		3,813	3,813	8 Pond Retention and Drainage	
Support Facilities	710 - 765		2,492	2,492	9 Other(specify)	
Health Care	810 - 895		155	155	Total Assigned Area	0
Unclassified	Lower Level		27,486	27,486	Currently Unassigned	
TOTAL NASF #			164,600	164,600	Total Acres	0
TOTAL GSF #			192,463	192,463		

TABLE 3
FY 2019 BUILDING BUDGET ESTIMATION FORM

District/College
Location
Project Name

517/Lake Land College
Mattoon, Illinois, Main Campus
Rehabilitation of Kluthe Center, LSC, NW, FH, NH, CC

Space Type	NASF	% NASF	Mult.	GSF	% GASF	\$/GSF	
Classroom	34,920	21.2%	0.86	40,831	21.2%	\$ 96.86	\$ 3,954.9
Instructional Lab (Dry)	19,673	12.0%	0.86	23,003	12.0%	\$ 96.86	\$ 2,228.1
Instructional Lab (Wet)				-		\$ 96.86	\$ -
Research Lab (Dry)				-		\$ 96.86	\$ -
Research Lab (Wet)				-		\$ 96.86	\$ -
Office	27,596	16.8%	0.86	32,267	16.8%	\$ 96.86	\$ 3,125.4
Study (Library)							
under 1,400 NASF				-		\$ 96.86	\$ -
over 1,400 NASF	13,008	7.9%	0.86	15,210	7.9%	\$ 96.86	\$ 1,473.2
Special Use	31,194	19.0%	0.86	36,474	19.0%	\$ 96.86	\$ 3,532.9
Assembly & Exhibition	4,263	2.6%	0.86	4,985	2.6%	\$ 96.86	\$ 482.8
Other Gen.	3,813	2.3%	0.86	4,458	2.3%	\$ 96.86	\$ 431.8
Support	2,492	1.5%	0.86	2,914	1.5%	\$ 96.86	\$ 282.2
Health Care	155	0.1%	0.86	181	0.1%	\$ 96.86	\$ 17.6
Unclassified	27,486	16.7%	0.86	32,139	16.7%	\$ 96.86	\$ 3,113.0
Building Total	164,600	100%		192,463	100.0%	\$ 96.86	
Land							\$ -
Equipment							\$ 7,283.3
Utilities							\$ 1,200.0
Remodeling							
& Rehabilitation							\$ 18,641.9
Site Improvements							\$ 1,202.6
1. Base Total							\$ 28,327.8
2. Added Costs							
LEED design cost							\$ 1,699.7
Other Added Costs							\$ 742.6
3. Base Cost							\$ 30,770.1
4. Escalation							\$ 1,784.7
Expected Bid Date:			Months to Bid Date:	24			
5. Escalated Building Budget							\$ 32,554.8
6. Escalated Building Budget							
Plus 10% Contingency							\$ 35,810.3
7. Adds:							
a. A/E Fees							\$ 2,864.8
b. On-Site Observation							
Number of Months	36		Hours per week	24			\$ 224.6
c. Reimbursable expenses							\$ 205.0
d. Art-in-Architecture							\$ 179.1
e. Construction Administration Fee							\$ 976.6
f. Other Adds			Decription:				\$ -
f. Sub-total Adds							\$ 4,450.1
9. Total Building Budget							\$ 40,260.4

TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST

District/College	# 517/Lake Land College				
Location	Mattoon, Illinois, Main Campus				
Project Name	Rehabilitation of Kluthe Center, LSC, NW, FH, NH, CC				
Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Classroom	100	Student Desk	560	299	167.440
Classroom	100	Computer table	560	375	210.000
Classroom	100	Student Chair	1064	151	160.664
Classroom	100	Chair - Handicap	56	269	15.064
Classroom	100	Instructors Desk	28	711	19.908
Classroom	100	Instructor's Keyboard Tray	28	329	9.212
Classroom	100	Instructors Chair	28	365	10.220
Classroom	100	Instructors Computer Table	28	615	17.220
Classroom	100	Dry Erase Board	56	809	45.304
Classroom	100	Classroom Computer	120	1496	179.520
Classroom	100	Faceplates	80	24	1.920
Classroom	100	Printers	25	1795	44.875
Classroom	100	Stand - Printer	28	1213	33.964
Classroom	100	Amp	28	299	8.372
Classroom	100	VCR	28	112	3.136
Classroom	100	Elmo	28	3740	104.720
Classroom	100	Gyro mouse	28	74	2.072
Classroom	100	Pronto, software	28	451	12.628
Classroom	100	Screen	28	748	20.944
Classroom	100	Projector	28	2245	62.860
Classroom	100	Sound System	28	1942	54.376
Classroom	100	Cabinet - multimedia	28	1496	41.888
Lab	200	Student Desk	960	615	590.400
Lab	200	Computer Table	960	151	144.960
Lab	200	Student chair	1824	299	545.376
Lab	200	Chair - handicap	96	269	25.824
Lab	200	Instructors desk	48	711	34.128
Lab	200	Instructor's keyboard tray	48	329	15.792
Lab	200	Instructors chair	48	365	17.520
Lab	200	Instructors computer table	48	615	29.520
Lab	200	Dry Erase Board	96	809	77.664
Lab	200	Lab Computer	160	1496	239.360
Lab	200	Faceplates	80	24	1.920
Lab	200	Printers	10	1795	17.950
Lab	200	Stand - Printer	48	1213	58.224
Lab	200	Amp	48	299	14.352
Lab	200	VCR	48	112	5.376
Lab	200	Elmo	48	3740	179.520
Lab	200	Gyro mouse	48	74	3.552
Lab	200	Pronto, software	48	451	21.648
Lab	200	Screen	48	748	35.904
Lab	200	Projector	48	2245	107.760
Lab	200	Sound System	48	1942	93.216
Lab	200	Cabinet - multimedia	48	1496	71.808
Lab	200	Air Compressor	3	3142	9.426
Lab	200	Clothes Washer & Dryer	4	1795	7.180
Study Room	410	Table	50	598	29.900
Study Room	410	Chair	600	299	179.400
Study Room	410	Upholstered Chair	150	824	123.600
Study Room	410	Upholstered Sofa - 2 Seat	75	1086	81.450
Study Room	410	Upholstered Sofa - 3 Seat	50	1496	74.800
Study Room	410	End Table	125	412	51.500
Office Space	300	Office Computers	150	1496	224.400
Office Space	300	Desk	150	711	106.650
Office Space	300	Chair	150	365	54.750
Office Space	300	Credenza	150	697	104.550

TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST

District/College	# 517/Lake Land College				
Location	Mattoon, Illinois, Main Campus				
Project Name	Rehabilitation of Kluthe Center, LSC, NW, FH, NH, CC				
Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Office Space	300	Hutch	150	521	78.150
Office Space	300	Side Chair	300	233	69.900
Office Space	300	File Cabinet	300	307	92.100
Office Space	300	Bookcase	150	292	43.800
Office Space	300	Keyboard trays	150	329	49.350
Office Space	300	Message Board	25	711	17.775
Office Space	300	Paper shredder	25	2081	52.025
Office Space	300	Literature organizer	40	485	19.400
Conference Room	350	Conference Table	10	4850	48.500
Conference Room	350	Conference Chair	140	588	82.320
Conference Room	350	AV Carts	10	347	3.470
Conference Room	350	Laptop computers	80	900	72.000
Conference Room	350	desktop presenters	10	2356	23.560
Conference Room	350	Portable projection screens	10	347	3.470
Conference Room	350	Slide projectors	10	347	3.470
Conference Room	350	DVD/VCR	10	1107	11.070
Conference Room	350	Portable white board	10	695	6.950
Conference Room	350	Portable tack board	10	485	4.850
Conference Room	350	LCD monitor - large format	20	2500	50.000
Central Computer	710	Racks	30	1496	44.880
Central Computer	710	Blades, 211 ports	60	11968	718.080
Central Computer	710	wireless	20	14960	299.200
Central Computer	710	UPS	80	748	59.840
Central Computer	710	Telephones	350	521	182.350
Central Computer	710	Meridian blade expansion	15	2245	33.675
Central Computer	710	Cabling (est. *1000 feet)	450	226	101.700
Central Computer	710	Fiber, in ft	13000	3	39.000
Central Computer	710	Cable mgmt	60	375	22.500
Central Services	750	Utility Cart	10	226	2.260
Central Services	750	Eye Washes	10	433	4.330
Central Services	750	Bucket - mop w/ringer 35 quart	10	127	1.270
Central Services	750	Wet Floor Signs	20	44	0.880
Central Services	750	Buffer - 20" 175 rpm	10	1123	11.230
Central Services	750	Buffer - 20" 1900 to 2000 rpm	10	1420	14.200
Central Services	750	Carpet Blower	20	299	5.980
Central Services	750	Carpet Extractor - 16" 10 gallon	10	2245	22.450
Central Services	750	Cart - custodian	10	279	2.790
Central Services	750	Kaivack - auto crew machine w/vacuum	10	6515	65.150
Central Services	750	Ladder - 8'	10	299	2.990
Central Services	750	Receptacle - Trash - Commons	50	558	27.900
Central Services	750	Receptacle - Recycling - Commons	50	558	27.900
Central Services	750	Receptacle - trash w/dolly 44 gallon	20	184	3.680
Central Services	750	Scrubber - Auto 32"	10	8975	89.750
Central Services	750	Vacuum - wet 15 gallon	10	913	9.130
Central Services	750	First Aid Cabinet	10	636	6.360
Central Services	750	Defibrillator	10	4488	44.880
Central Services	750	Materials Storage Cabinets	10	1269	12.690
Central Services	750	Records Storage Shelving	10	672	6.720
Central Services	750	Work Bench	10	971	9.710
Central Services	750	Hand Truck	10	636	6.360
Central Services	750	High Out Blower Fan	10	1123	11.230
Central Services	750	Brooms	20	61	1.220
Central Services	750	Garden Hose	20	24	0.480
Central Services	750	Rakes	20	81	1.620
Central Services	750	Shovels	20	91	1.820
Central Services	750	Tool packages	10	748	7.480

TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST

District/College	# 517/Lake Land College				
Location	Mattoon, Illinois, Main Campus				
Project Name	Rehabilitation of Kluthe Center, LSC, NW, FH, NH, CC				
Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Central Services	750	Pumps	10	957	9.570
Central Services	750	Mower	3	5237	15.711
Central Services	750	Blowers	10	226	2.260
Central Services	750	Line Trimmers	10	112	1.120
Central Services	750	Snow Shovels	10	52	0.520
Central Services	750	Emergency Lighting	10	133	1.330
Central Services	750	Emergency Generator	10	1123	11.230
Total					7,283.273

Board of Trustees Matching Funds Commitment

I hereby certify that the Board of Trustees of Lake Land Community College, District #517, meeting in their regular session of June 12, 2017, with a quorum present, officially authorized the submission of the attached Fiscal Year 2019 RAMP Community College Capital Project Request.

I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.

I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Rehabilitation of the Kluthe Center for Higher Education, Luther Student Center, Northwest Classroom Building, Field House, Neal Hall, Child Care Lab

Proposed Source(s) of Local Funding

1. Viable Local Fund Balances	
2. Protection, Health, and Safety Tax Levy	\$9,000,000
3. Protection, Health, and Safety Bond Proceeds	
4. Other Debt Issue	
5. State Certified Construction Credits	
6. Other	\$ 781,400
Total Local Match	\$9,781,400

Signed

Chairperson

of the Board of Trustees

Signed

Chief Executive Officer of the College District

MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 17, 2017

RE: April 2017 Financial Statement Summary

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

Overall Variances:

- *Revenue* – Total April revenue was \$232,211 resulting in an overall unfavorable variance of \$452,794. Due to budgeting state funding to be received throughout the year and receiving 100% in September. Year to date revenue totals \$31,571,658 resulting in a favorable variance of \$2,054,844. This is due to already receiving 100% of state funding plus unbudgeted supplemental funding received in March in the amount of \$428,571.42.
- *Expenditures* – Total April expenditures were \$2,091,433 resulting in an overall favorable variance of \$183,296. Year to date spending totals \$24,954,384 resulting in a favorable operating expenditure variance of \$217,590.

Revenue Variances:

- *ICCB Credit Hour Grant* – April unfavorable variance of \$178,234 due to receiving 100% of state funding in September instead of monthly. Year to date this has a favorable variance of \$104,942. The FY17 budgeted amount assumed for this revenue was \$2,138,808 so at this point I anticipate ending the year with an unfavorable variance of \$251,526 for credit hour reimbursement.
- *ICCB Equalization Grant* - April unfavorable variance of \$231,163 due to receiving 100% of state funding in September instead of monthly. Year to date this has a favorable variance of \$532,273. The FY17 budgeted amount assumed for this revenue was \$2,773,959 so at this point I anticipate ending the year with a favorable variance of \$69,946 for equalization reimbursement.
- *Tuition & Fees* – April favorable variance for tuition of \$15,482 and \$10,076 for fees. Year to date, tuition is unfavorable by \$185,562 (however only off \$47,023 as compared to annual budget amount). Fees are favorable by \$25,561 year to date.
- *Other Revenue* – April had an unfavorable variance of \$68,088. This is due to timing of receipts versus the budget projections as the year to date variance is favorable by

- *Institutional Support* – Had an unfavorable April variance of \$89,419. Because of the structural changes not accounted for during budget development, the salary and wages line continues to track unfavorably (\$83,595) and will continue throughout the remainder of the fiscal year. Year to date the Institutional Support line is unfavorable by \$487,380. The salary and wage line is unfavorable by \$574,631 for reasons previously mentioned. Benefits have a favorable variance of \$172,469 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat. Contractual services is unfavorable by \$62,407 due to the Recruiter consulting and the IT maintenance contract renewals coming due earlier than budgeted. General materials and supplies is unfavorable by \$45,050 due to the need to purchase textbooks that were not budgeted for but necessary to meet student needs. Finally, fixed charges are unfavorable by \$27,247 due to the Iowa Lakes invoice for Datatel access being approximately \$30,000 higher than budgeted for.
- *Scholarships, Grants, Waivers* – this shows an overall unfavorable variance of \$1,431,684. As previously discussed, this is due to recording the offset from tuition revenues accrued for the Dual Credit program given the fact that tuition is not collected for Dual Credit.

As a comparison, in FY2016, spending through April was \$26,410,208. This year, spending through April is nearly \$1.5 million less than FY2016 at \$24,954,384.

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

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY16 Final Audited Numbers	FY17 Annual Budget
Revenues:										
-	2,500	(2,500)	Local Sources	7,916,458	8,055,753	(139,295)	-1.73%	6,964,526	6,972,533	8,060,752
-	178,234	(178,234)	ICCB Credit Hour Grant	1,887,282	1,782,340	104,942	5.89%	-	1,263,864	2,138,898
-	231,163	(231,163)	ICCB Equalization Grant	2,843,905	2,311,632	532,273	23.03%	-	1,382,884	2,773,959
113,218	111,586	1,632	Other State Sources	993,045	624,605	368,440	58.99%	356,147	725,454	1,017,044
(3,568)	(19,050)	15,482	Tuition	11,283,245	11,468,807	(185,562)	-1.62%	9,372,959	9,386,709	11,330,268
46,069	35,993	10,076	Fees	4,101,083	4,075,502	25,561	0.63%	3,992,292	4,101,281	4,100,809
76,491	144,579	(68,088)	Other Revenue	2,546,680	1,198,175	1,348,485	112.54%	4,219,070	4,241,372	1,469,884
232,211	685,005	(452,794)	Total Revenues	31,571,658	29,516,814	2,054,844	6.96%	24,904,994	28,054,097	30,891,304
Expenditures:										
Instructional										
933,257	877,478	(55,779)	Salary and Wages	9,634,358	9,747,436	113,078	1.16%	9,916,341	10,834,407	10,269,748
163,554	156,121	(7,433)	Employee Benefits	1,640,451	1,601,744	(38,707)	-2.42%	1,523,586	1,862,973	1,804,496
63,489	68,281	4,793	Contractual Services	370,723	402,799	32,077	7.96%	411,010	517,170	460,975
48,495	50,886	2,391	General Materials and Supplies	397,918	584,847	196,929	33.11%	381,794	444,295	722,120
5,393	17,000	11,607	Travel and Meeting Expenses	26,385	97,033	70,648	72.81%	42,044	56,020	123,592
-	15,230	15,230	Fixed Charges	32,321	58,490	26,169	0.00%	32,809	59,514	72,025
-	200	200	Capital Outlay	7,375	11,110	3,735	33.62%	-	-	83,246
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
1,214,188	1,185,197	(28,991)	Total Instructional	12,109,531	12,513,459	403,929	3.23%	12,307,584	13,774,380	13,536,202
Academic Support										
32,034	88,662	56,628	Salary and Wages	390,453	820,484	430,030	52.41%	676,664	801,131	1,008,467
7,620	21,918	14,298	Employee Benefits	98,476	185,148	86,672	46.81%	153,030	179,981	228,984
514	1,000	486	Contractual Services	1,483	8,100	6,617	0.00%	2,819	2,819	8,400
7,644	4,538	(3,106)	General Materials and Supplies	158,662	188,857	30,195	15.99%	173,931	178,385	220,277
1,386	6,260	4,874	Travel and Meeting Expenses	5,838	19,145	13,307	69.51%	4,356	6,445	59,760
30	-	(30)	Fixed Charges	4,318	9,250	4,932	53.32%	7,069	7,078	10,300
-	-	-	Capital Outlay	-	-	-	0.00%	-	9,967	-
-	-	-	Other	-	-	-	0.00%	-	-	47,510
49,227	122,377	73,150	Total Academic Support	659,230	1,230,983	571,753	46.45%	1,017,870	1,185,806	1,583,698
Student Services										
111,349	134,091.09	22,742	Salary and Wages	1,208,173	1,423,397	215,224	15.12%	1,218,320	1,408,297	1,662,255
31,954	45,471.08	13,517	Employee Benefits	330,230	422,243	92,014	21.79%	299,158	363,186	512,886
-	-	-	Contractual Services	9,322	832	(8,490)	0.00%	9,322	9,322	14,632
3,273	35,006.61	31,733	General Materials and Supplies	58,213	274,289	216,075	78.78%	50,968	72,742	317,709
365	8,152.56	7,787	Travel and Meeting Expenses	9,768	56,015	46,248	82.56%	45,836	49,637	65,916
3,250	3,750.00	500	Other Expenditures	7,000	7,500	500	0.00%	7,500	7,500	17,500
150,191	226,471	76,280	Total Student Services	1,622,706	2,184,277	561,571	25.71%	1,631,105	1,910,685	2,590,898
Public Service/Cont Ed										
32,365	55,027.21	22,662	Salary and Wages	280,940	553,104	272,164	49.21%	311,555	389,139	690,971
4,098	2,852.71	(1,245)	Employee Benefits	48,758	43,233	(5,525)	-12.78%	55,661	68,465	48,939
3,935	1,611.00	(2,324)	Contractual Services	29,798	16,530	(13,268)	-80.26%	34,143	48,925	17,712
4,377	10,106.53	5,730	General Materials and Supplies	63,071	84,404	21,333	25.28%	52,879	77,818	99,716
79	49.11	(29)	Travel and Meeting Expenses	2,760	8,875	6,115	68.90%	6,571	8,190	11,104
12,662	13,390.26	729	Fixed Charges	126,576	134,567	7,991	5.94%	157,229	216,091	162,927
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	500	500	0.00%	678	678	-
57,515	83,037	25,522	Total Public Service/ Cont Ed	551,904	841,213	289,309	34.39%	618,716	809,307	1,031,369
Operations & Maintenance										
78,805	87,970.21	9,165	Salary and Wages	821,738	967,672	145,934	15.08%	975,484	1,176,619	1,187,598
25,564	28,600.14	3,036	Employee Benefits	264,749	286,001	21,252	7.43%	266,742	319,658	355,202
12,289	11,543.50	(746)	Contractual Services	239,620	273,448	33,827	12.37%	326,383	362,890	293,008
11,902	21,975.98	10,074	General Materials and Supplies	89,156	173,842	84,686	48.71%	166,628	192,287	213,004
-	-	-	Travel and Meeting Expenses	-	125	125	100.00%	324	324	150
11,132	1,952.18	(9,180)	Fixed Charges	142,292	20,421	(121,871)	-596.78%	24,732	106,530	38,125
71,667	97,941.25	26,274	Utilities	971,257	1,005,732	34,474	3.43%	795,886	1,126,806	1,200,915
-	-	-	Capital Outlay	-	111,663	111,663	100.00%	5,495	5,495	107,206
211,360	249,983	38,624	Total Operation and Maint	2,528,813	2,838,904	310,091	10.92%	2,561,675	3,290,610	3,395,208
Institutional Support										
233,437	149,841.41	(83,595)	Salary and Wages	2,479,663	1,905,032	(574,631)	-30.16%	2,373,620	2,911,468	2,238,153
63,779	99,186.08	35,407	Employee Benefits	692,782	865,251	172,469	19.93%	610,335	880,322	1,067,623
25,254	29,659.90	4,406	Contractual Services	386,202	323,795	(62,407)	-19.27%	401,662	670,421	550,102
38,938	32,562.86	(6,375)	General Materials and Supplies	513,549	468,499	(45,050)	-9.62%	2,227,199	2,684,707	625,528
1,994	2,022.00	28	Travel and Meeting Expenses	31,118	38,664	7,546	19.52%	24,978	40,997	58,115
-	2,475.00	2,475	Fixed Charges	240,597	213,350	(27,247)	-12.77%	147,264	149,540	214,500
-	-	-	Capital Outlay	5,649	-	(5,649)	0.00%	1,416,836	1,339,474	-
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	1,502,017
41,764	-	(41,764)	Other	709,290	756,880	47,590	0.00%	522,400	543,861	-
405,166	315,747	(89,419)	Total Institutional Support	5,058,851	4,571,471	(487,380)	-10.66%	7,724,294	9,220,791	6,256,038
3,787	91,917	88,130	Scholarships, grants, waivers	2,423,351	991,667	(1,431,684)	-144.37%	548,964	588,356	1,205,000
2,091,433	2,274,730	183,296	Total Expenditures	24,954,384	25,171,974	217,590	0.86%	26,410,208	30,779,934	29,598,413
289	107,740	107,451	Transfers Out:	603,995	1,077,411	473,416	43.94%	642,165	1,528,661	1,292,892
Excess of Revenues over Expenditures & Transfers										
(1,859,511)	(1,697,465)	(162,046)		6,013,279	3,267,429	2,745,850	84.04%	(2,147,379)	(4,254,498)	(1)

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,421,246	1,393,070	(28,176)	Salary and Wages	14,815,327	15,417,126	601,798
296,570	354,149	57,579	Employee Benefits	3,075,446	3,403,621	328,175
105,481	112,096	6,614	Contractual Services	1,037,148	1,025,504	(11,644)
114,628	155,076	40,448	General Materials and Supplies	1,280,568	1,784,736	504,168
9,216	33,484	24,267	Travel and Meeting Expenses	75,869	219,857	143,988
23,824	33,047	9,224	Fixed Charges	546,103	436,078	(110,025)
71,667	97,941	26,274	Utilities	971,257	1,005,732	34,474
-	200	200	Capital Outlay	13,024	122,773	109,749
-	-	-	Contingency Funds	-	-	-
45,014	3,750	(41,264)	Other Expenditures	716,290	764,880	48,590
2,087,646	2,182,813	95,167	Total	22,531,034	24,180,307	1,649,273

Lake Land College
FY2017 Salary, Wage & Benefits Detail


	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary & Wages							
Salary and Wages - Instructional	\$9,634,358	\$9,747,436	\$113,078	\$10,269,748	\$10,399,607	\$10,269,748	(\$129,859)
Salary and Wages - Acad. Support	\$390,453	\$820,484	\$430,031	\$1,008,467	\$470,454	\$1,008,467	\$538,013
Salary and Wages - Stud. Svcs	\$1,208,173	\$1,423,397	\$215,224	\$1,662,255	\$1,448,173	\$1,662,255	\$214,082
Salary and Wages - Public Svc.	\$280,940	\$553,104	\$272,164	\$690,971	\$360,940	\$690,971	\$330,032
Salary and Wages - Maintenance	\$821,738	\$967,672	\$145,934	\$1,187,598	\$988,739	\$1,187,598	\$198,859
Salary and Wages - Inst. Support	\$2,479,663	\$1,905,032	(\$574,631)	\$2,238,153	\$2,949,664	\$2,238,153	(\$711,511)
Total Salary and Wages	\$14,815,325	\$15,417,125	\$601,800	\$17,057,192	\$16,617,577	\$17,057,193	\$439,616

	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits							
Employee Benefits - Instructional	\$1,640,451	\$1,601,744	(\$38,707)	\$1,804,496	\$1,906,650	\$1,804,496	(\$102,154)
Employee Benefits - Acad. Support	\$98,476	\$185,148	\$86,672	\$228,984	\$116,476	\$228,984	\$112,508
Employee Benefits - Stud. Svcs	\$330,230	\$422,243	\$92,013	\$512,886	\$397,230	\$512,886	\$115,656
Employee Benefits - Public Svc.	\$48,758	\$43,233	(\$5,525)	\$48,939	\$57,759	\$48,939	(\$8,820)
Employee Benefits - Maintenance	\$264,749	\$286,001	\$21,252	\$355,202	\$316,747	\$355,202	\$38,454
Employee Benefits - Inst. Support	\$692,782	\$865,251	\$172,469	\$1,067,623	\$832,782	\$1,067,623	\$234,841
Total Employee Benefits	\$3,075,446	\$3,403,620	\$328,174	\$4,018,130	\$3,627,645	\$4,018,129	\$390,484

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: May 24, 2017

Re: Base Salary Adjustments for Administrative, Supervisory, & Support Employees

For Fiscal Year 2018, we are proposing a base salary adjustment for our Administrative, Supervisory, and Support staff employees that is consistent with what was agreed upon in the collective bargaining agreement with the Lake Land College Faculty Association. Excluding those staff that are currently in planned retirement, employees within these work groups shall receive a base salary increase based on a percentage of state funding that the college receives for credit hour reimbursement, equalization, and supplemental funding compared to FY2015 levels into the college's operating fund.

The formula for the base salary increase shall be as follows:

0% - 24.9% of state funding - 1.0%
25.0% - 39.9% of state funding - 1.25%
40.0% - 49.9% of state funding - 1.5%
50.0% - 59.9% of state funding - 2.0%
60.0% - 79.9% of state funding - 3.0%
80.0%+ of state funding - 4.0%

The financial impact of a 1% base salary increase for Administrative, Supervisory, and Support staff totals \$33,780 on the general operating funds and an additional \$21,110 on the ancillary funds. The impact of these increases are accounted for in the College's Fiscal Year 2018 proposed budget.

I respectfully recommend the Board approve these base salary adjustments for the Administrative, Supervisory, and Support staff employees of the college.

MEMO

TO: Bryan Gleckler, Vice-President for Business Services
FROM: Dustha Wahls, Director of Human Resources
DATE: May 31, 2017
RE: FY18 Part-Time Rates and Stipends

The principal objective of our compensation program is to ensure the institution is able to attract, motivate, and retain a highly qualified workforce in a cost-effective manner.

To remain competitive and retain a highly competent staff, it is recommended we increase adjunct faculty wages by \$5.00 per credit hour by the number of semesters taught effective the 2017 fall semester. The increase allows for fairness and consistency across the institution and rewards employees for their dedication and performance. Additionally, there is a recommended change to the Ag Judging Coach stipend to be consistent with other Head Coaches in Athletics. Finally, the proposed FY18 part-time rates includes a \$0.10 per hour increase for part time staff.

I respectfully recommend the Board approve the proposed FY18 part-time rates and stipends.

FY18 Part-Time Rates and Stipends

Assistants**Level I - Education Level H.S.****\$8.25**

Adult Education Instructor Assistant(student)
 Assistant Coach/Cheer Coach
 Bookstore Assistant
 Central Receiving Assistant
 Cosmetology Administrative Assistant
 Counseling Clerical Worker
 Dental Hygiene Clinical Student Assistant
 Disability Services Notetaker
 Extension Center Administrative Assistant
 GIS Assistant
 Int'l Studies Student Ambassador
 Int'l Studies Student Assistant
 Kluthe Administrative Assistant
 Kluthe Resource Room Assistant
 Laker Mallard Mascot
 Library Assistant
 Library Assistant Technical Services
 Mailroom Assistant
 Office Assistant
 Partnership Administrative Assistant
 Pathways Student Classroom Assistant
 Perkins Student Worker
 Physical Plant Assistant
 Physical Plant Student Assistant
 Print Assistant
 Retrospect Project Assistant
 Special Needs Notetaker
 Strategic Planning Assistant
 Student Assistant
 Textbook Assistant
 TRiO SSS Student Assistant
 Workforce Education Assistant

Level II -**\$8.50**

Administrative Asst to Grants and IR Office
 Lab Assistant/Technician
 Western/Eastern Ext Center Admin Assistant

Level III**\$8.75**

Accounting Assistant
 Administrative Assistant to Police Dept
 Auxiliary Services Assistant
 Data Entry Assistant
 Emergency Medical Services Assistant
 Financial Aid Assistant
 Human Resources Assistant
 IDOT QC/QA Administrative Assistant
 International Studies Program Assistant
 Print Shop Administrative Assistant
 PTA Assistant
 Test Proctor/Training Assistant
 TRIO Administrative Assistant

Level IV	\$9.25	Archives Project Developer Data Employment Specialist Foundation Operations Assistant Library Assistant II Print Shop Technician Assistant Student Services Specialist
Level V	\$10.00	Adult Education Bus Driver Commercial Driver Student Recruiter (CBI)
Coordinators		
Level I	\$8.50	Auxiliary Services Office Coordinator Off Campus Coordinator
Level II	\$9.25	Financial Aid Processor/Coordinator Fitness Center Specialist MPAE Coordinator Student Assistant Specialist/Career Services/Counseling TRIO Talent Search Office Coordinator
Editors		
Level I	\$8.25	Layout and Design Editor Managing Editor Photo Web Editor Section Editor
Grounds		
Level I	\$8.25	Farm Manager Assistant Groundskeeper Assistant
Level II	\$9.25	Custodian Groundskeeper Physical Plant Tech I
Level III	\$12.00	Physical Plant II Wind Turbine Technician
Technical		
Level I	\$8.25	Audio-Visual Technician Communications and Creative Services Intern Print Technician Videography Intern
Level II	\$8.50	
Level III	\$8.25	

Bookstore Computer Services Specialist
 Microcomputer Support Technician
 Web Developer/Help Desk Support

Level IV	\$10.00
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Graphic Specialist
 Microcomputer Support Specialist
 Web Programmer

Level V	\$11.00
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Graphic Design Pre-Flighter

Level VI	\$12.00
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Marketing Digital Content Specialist
 Marketing Videographer Photographer
 Network Consultant

Tutor	
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Level I - High School	\$8.25
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Tutor I

Level II - Associates	\$10.00
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Tutor II

Level III - Bachelor	\$13.00
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Tutor III

Professional	
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Level I	\$10.00 - \$15.00
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Academic Services Datatel Assistant	\$10.50
Adult Education Child Care Aide	\$11.00
Adult Education Child Care Specialist	\$15.00
Adult Educational Classroom Assistant	\$10.00
Area Literacy Representative	\$10.00
Auxiliary Services Data Specialist	\$12.00
Broadcast Engineer	\$15.00
Business Partnership Support Specialist	\$11.00
ECIDC Specialist	\$12.00
Engineering Technician	\$15.00
Financial Aid Representative	\$11.00
Lab Supervisor/Associates	\$12.00
Marketing & Digital Content Specialist	\$12.00
Pathways Classroom Assistant (Associate)	\$10.00
Pathways Special Project Advisor	\$10.00
Police Officer	\$12.75
Professional Development Support	\$11.00

Level II	\$15.50
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Admissions Services Specialist	\$15.50
Accelerated Opportunities Adult Ed Advisor	\$15.50
Adult Education Special Projects Advisor	\$15.50
Alternative Education Specialist	\$15.50
Athletic Marketing & Development Specialist	\$15.50
Career Services Representative	\$15.50
Cooperative Work Study Program Coordinator	\$15.50

Counseling Services Specialist	\$15.50
Creative Specialist	\$15.50
Dual Credit Student Support Specialist	\$15.50
Early Advantage Program (EAP) Specialist	\$15.50
Education Specialist	\$15.50
Employment Specialist	\$15.50
Financial Aid Outreach Coordinator	\$15.50
GIS Technician Specialist	\$15.50
Grant Specialist	\$15.50
Human Services Internship Supervisor	\$15.50
Intramural Director	\$15.50
Intramural Official	\$15.50
Lab Supervisor/Bachelors	\$15.50
Partnership Specialist	\$15.50
Perkins Specialist	\$15.50
Special Needs Assistant (Perkins)	\$15.50
Student Services Professional	\$15.50
TRIO Learning Skills Specialist	\$15.50

Level III

Academic Counselor	\$24.81
Allied Health Career Coordinator	\$24.81
Assessment Facilitator	\$20.00
CDL Driver Instructor/Trainer	\$18.10
Clinical Instructor	\$24.81
Institutional Research Consultant	\$20.00
Literacy Advisor	\$18.00
Nursing Lab Coordinator	\$24.81
Part-Time Instructor	\$24.81
TRIO Advising Counselor	\$18.00

CONTRACTED RATES

C.N.A. Evaluators	\$30.00
CBI Technical Writer	Market Rate
CBI Trainer	Market Rate
Clinical Dentist	\$44.50
Executive Director ECIDC	Contract Rate
Navigator Sales Assistant	Based on Advertising Sales
Nursing Clinical Instructors	\$30.00
Sign Language Interpreter (Certified Intermediate)	\$35.00
Sign Language Interpreter (Non-Certified)	\$20.00
Special Projects Coordinator	Based on % of grant funding

Note: Retirees hired under the Retiree Advantage Program will be employed at the current hiring wage plus 5%.

Effective 7/1/18

Paid Per Occurrence						
Part time academic rates begin with the Fall Semester						
						FY2018
Women's Basketball Officials	Service	Per Game				\$185.00
Men's Basketball Officials	Service	Per Game				\$185.00
Volleyball Officials	Service	Per Match			3 out of 5	\$125.00
Men's Baseball Umpires	Service	SINGLE				\$145.00
Men's Baseball Umpires	Service	DOUBLE				\$195.00
Softball Umpires	Service	DOUBLE				\$150.00
Scorekeeper / Timer / Announcer	Service	Per Game			\$15/hour	\$30.00

Stipends Part time academic year rates begin with the Fall Semester	
Position	FY2018
Accreditation Coordinator	\$7,500.00
Head Coach (Athletics, Ag Judging)	\$6,000.00
Assistant Coach/Cheer Coach	\$4,125.00
Chair of Counseling (11 MONTHS)	\$6,500.00
CPR Instructors @ IDOC per course	\$185.00
Director Honors Experience	\$6,000.00
Director of Learning Resource Center (11 MONTHS)	\$3,499.00
Director of Physical Therapy Assistant Program	\$23,049.00
Division Chairs (11 MONTHS)	\$6,500.00
Faculty Honors Experience Advisor	\$4,000.00
Farm Manager	4 ECH for 60 acres, .07 ECH for each additional acre
Human Anatomy / Physiology Preparation (Per cadaver)	\$3,589.00
Perkins Coordinator	\$6,500.00
Dual Credit High School Coordinator	\$100 to cover the first five dual credit sections offered per semester. \$10 for each subsequent dual credit section offered per semester.
Extension Center Coordinator	\$100 stipend + \$25 for each instructor evaluation completed each semester + \$15 per section for the first two sections offered per semester + \$10 per section for all subsequent sections offered each semester + \$1.50 per credit hour generated per student
Release Time Formula for Division Chairs: ACADEMIC YEAR a) .6 ECH each term for each full-time faculty in the division b) .3 ECH each term for each pt instructor supervised on campus c) .15 ECH each term for each pt instructor supervised off campus SUMMER TERM .6 ECH for each one FTE faculty (full or part-time) (one FTE = 8 ECH)	
Directors	
Dental Hygiene (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Nursing Programs: (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Physical Therapy Assistant & Massage Therapy Program (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Cosmetology	15.0 ECH (11 Mo.)
Broadcast Operations	15.0 ECH (11 Mo.)
Director, Medical Assistant	15.0 ECH (11 Mo.)
Other positions	
BNA Coordinator	15.0 ECH (11 Mo.)
Coaching Stipend Formula: (If paid in addition to full-time position) Head Coach Stipend: \$6000.00 Base pay rate for all coaches for any sport and ag judging + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College. + \$100 per year for experience outside Lake Land College as college head or assistant coach or high school head coach. Annual pay increase based on % increase for full-time employees Cheer Coach / Assistant Coach Stipend: \$4,125.00 (\$8.25 per hour for 500 hours) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College. Annual pay increase based on hourly rate increase for part-time employees Additional Head Coach Stipend: \$500 Team to National Tournament (VB, MBB, WBB, SB, BB) \$500 60% wins (VB, MBB, WBB, SB, BB) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag Judging) \$100 per All American (as selected by NJCAA or NJCLJCA) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year) \$100 per sophomore Academic All American (3.60 or higher cumulative GPA)	
Chair Stipend: Division Chair and Chair of Counseling Stipend : \$6500.00 Base pay rate + \$222 per year annual increase as a Division Chair or Chair of Counseling.	
Director of Learning Resource Center Stipend Formula: Director of Learning Resource Center Stipend: + \$100 per year for previous experience as a Director of Learning Resource Center.	

Adjunct Faculty Wage Scale

Period of Time	FY2018
0-7 Semesters	\$590
8-15 Semesters	\$605
16+ Semesters	\$620
Retired LLC Faculty	\$635

Fall, spring & summer are calculated as recordable semesters toward placement on wage scale.

FY2018 Substitution Rates

The Standard Substitution Rate is to be used when a **substitute** is needed for:

1. A fulltime faculty member who has been hired for an academic year according to the Lake Land College fulltime faculty salary scale.
2. An adjunct faculty member who has been hired for an academic semester according to the Lake Land College adjunct faculty salary scale.
3. A unique exception. All exceptions must be approved by the Vice President for Academic Services.

Current Fulltime Faculty Rates

Lecture Hour - Fulltime Faculty Overload Credit Hour / sixteen weeks

$$\$725 / 16 = \$45.31$$

Lab Hour - Fulltime Faculty Overload Credit Hour / sixteen weeks x 1.0

$$\$725 / 16 \times 1.0 = \$45.31$$

DC Overload Hourly Rate \$24.81

Current Adjunct Faculty Rates

Lecture Hour - Adjunct Faculty Credit Hour / sixteen weeks

$$\$590/16 = \$36.88$$

$$\$605/16 = \$37.81$$

$$\$620/16 = \$38.75$$

$$\$635/16 = \$39.69$$

Lab Hour - Adjunct Faculty Credit Hour / sixteen weeks x 1.0

$$\$590/16 \times 1.0 = \$36.88$$

$$\$605/16 \times 1.0 = \$37.81$$

$$\$620/16 \times 1.0 = \$38.75$$

$$\$635/16 \times 1.0 = \$39.69$$

Effective: 8/2017

MEMO

TO: Bryan Gleckler, Vice-President for Business Services

FROM: Dustha Wahls, Director of Human Resources

DATE: May 17, 2017

RE: Proposed FY18 Salary Grade Schedule

Please find attached the proposed FY18 salary grade and range schedule recommendation for starting salaries for new full-time employees. This change is a .5% increase over the FY17 schedule (which was the same as FY16) effective July 1, 2017. This will allow for continued fairness and consistency across the institution.

I respectfully recommend the Board approve the proposed FY18 salary grade schedule.

Lake Land College

Administrative, Supervisory, Support

Pay Ranges

07/01/17-06/30/18

Pay Ranges for Lake Land College						
Grade	Point	Point	Point	Minimum	Midpoint	Maximum
	Min	Mid	Max			
19	614	674	734	\$ 84,999	\$ 113,437	\$ 141,665
18	519	566	613	\$ 71,617	\$ 95,663	\$ 119,501
17	439	479	518	\$ 61,371	\$ 81,863	\$ 102,250
16	371	405	438	\$ 52,484	\$ 70,173	\$ 87,613
15	314	342	370	\$ 44,852	\$ 59,907	\$ 74,858
14	269	291	313	\$ 39,102	\$ 52,275	\$ 65,135
13	228	248	268	\$ 34,188	\$ 45,688	\$ 57,084
12	192	210	227	\$ 30,215	\$ 40,356	\$ 50,393
11	161	176	191	\$ 27,392	\$ 36,593	\$ 45,688
10	135	148	160	\$ 24,465	\$ 32,724	\$ 40,775
9	114	124	134	\$ 21,642	\$ 28,856	\$ 36,070

7/1/2017

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0617-044

DATE: 6-12-17

RESOLUTION AUTHORIZING TRANSFER OF WORKING CASH FUNDS TO EDUCATION FUND TO PAY FOR EDUCATIONAL SERVICES PROVIDED TO DEPARTMENT OF CORRECTIONS

WHEREAS, the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois has issued and sold working cash funds and the proceeds thereof have been deposited in a working cash fund; and

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of monies in said working cash fund to the Educational Purposes or Building and Maintenance Purposes funds; and

WHEREAS, it is proposed to transfer the working cash fund of said District to the Educational Purposes Fund for educational services provided to the Department of Corrections (DOC) in anticipation of the collection of the FY 17 DOC contracted payments; and

WHEREAS, the proposed transfer will be reimbursed from anticipated FY 17 DOC Contracted payments in the amount of \$4,877,744.

WHEREAS, this District has issued no tax anticipation warrants, the proposed transfer is not made in anticipation of monies to be received from federal or other sources, there are no receipts from personal property replacement taxes which will be set aside for the payment of any part of debt service and pension or retirement obligations as required by section 12 of "An Act in relation to State Revenue Sharing with local government entities," approved July 31, 1969, as amended, and no monies have been transferred previously from said working cash fund to the Educational Purposes or Building and Maintenance Purposes fund in anticipation of the collection of the aforesaid taxes or other monies from other sources.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, that the Treasurer of the District is hereby directed to transfer from the Working Cash Fund up to \$4,877,744 to the Educational Fund to pay for educational services provided to the Department of Corrections.

ADOPTED this 12th day of June, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____
Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution Authorizing Transfer of Working Cash Funds to Education Fund to Pay for Educational Services Provided to Department of Corrections is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 12th day of June, 2017.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of June, 2017.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0617-045

DATE: 6-12-17

RESOLUTION TO TRANSFER INTEREST EARNED FROM WORKING CASH

WHEREAS, Lake Land College has established a working cash fund which, when invested, earns interest; and

WHEREAS, the interest may be transferred by authority of the Board of Trustees from the working cash fund to other funds; and

WHEREAS, the administration has proposed use of working cash interest for the purpose of new building construction and to remunerate expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, directs the Treasurer to transfer interest earned from the working cash fund to the operation and maintenance fund for the purpose of new building construction and to remunerate expenditures by authority under the Illinois Public Community College Act, Section 805/3-33.

ADOPTED this 12th day of June, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____
Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Transfer Interest Earned from Working Cash is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 12th day of June, 2017.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of June, 2017.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0617-046

DATE: 6-12-17

RESOLUTION AUTHORIZING TREASURER TO INVEST FUNDS

IT IS HEREBY RESOLVED THAT the Lake Land College Board of Trustees, Community College District #517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois, does hereby authorize the College Treasurer to invest College funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act (Illinois Revised Statutes, Chapter 122, Paragraph 103-47) and with the policies approved and adopted by the Board of Trustees at the November 9, 1998, regular meeting.

IT IS FURTHER RESOLVED THAT the Lake Land College Board of Trustees shall receive a quarterly report of said investments.

ADOPTED this 12th day of June, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution Authorizing Treasurer to Invest Funds is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 12th day of June, 2017.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of June, 2017.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: May 25, 2017
Subject: Resolution Pertaining to Prevailing Wage Rates



Memo

The attached Resolution, which is prepared annually for Board action at the June meeting, is a legal requirement of all public bodies to ascertain the prevailing wage rates applicable to each type of trade or labor engaged in construction, remodeling or other public works projects at Lake Land College.

The attached schedule of prevailing wage rates is effective 5 June 2017. The scale of wage rates for Coles County is determined by the Illinois Department of Labor. Any changes must be incorporated into bid specifications.

Following Board action on the Resolution, we will publish the required information in newspapers of general circulation in the district. The Secretary of the Board is also responsible for filing a certified copy of the Resolution with both the Secretary of State and the Illinois Department of Labor. We would be happy to file these papers as the Secretary's representative following Board action. A copy will also be posted in the Business Office and distributed to other employees, interested parties, and labor organizations, upon request.

I recommend Board approval to adopt the Resolution as submitted and to incorporate the wage rate schedule by reference.

I would be pleased to respond to any questions you may have on this subject.

Attachments

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0617-047

DATE: 6-12-17

RESOLUTION TO ASCERTAIN THE PREVAILING WAGE RATES

A RESOLUTION OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, ascertaining the prevailing rate of wages for laborers, workers, and mechanics employed on public works of said colleges.

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community College District #517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, (known as Lake Land College, 5001 Lake Land Boulevard, Mattoon, Illinois, 61938), investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Lake Land College employed in performing construction of public works for said Community College.

NOW, THEREFORE, BE IT RESOLVED by said Board of Trustees of Community College District #517, that:

Section 1. To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of this Board of Trustees of said Community College District #517 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Coles County area as determined by the Department of Labor of the State of Illinois as of June 5, 2017, a copy of that determination being incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's

June determination and apply to any and all public works construction undertaken by this Board of Trustees of said Community College District #517. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

Section 2. Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Board of Trustees to the extent required by the aforesaid Act.

Section 3. The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of this Community College this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 4. The Secretary of this Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers, and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5. The Secretary of this Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

Section 6. The Secretary of this Board of Trustees shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

ADOPTED this 12th day of June, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____
Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Ascertain the Prevailing Wage Rates is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 12th day of June, 2017.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of June, 2017.

Secretary, Board of Trustees

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

COLES COUNTY
PREVAILING WAGE
RATES EFFECTIVE
JUNE 5, 2017

TradeTitle	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	BLD		30.59	31.84	1.5	1.5	2.0	6.30	14.23	0.00	0.90
ASBESTOS ABT-MEC	All	BLD		22.40	23.40	1.5	1.5	2.0	6.80	6.55	0.00	0.50
BOILERMAKER	All	BLD		34.34	36.84	1.5	1.5	2.0	7.07	22.13	1.50	0.71
BRICK MASON	All	BLD		31.32	32.82	1.5	1.5	2.0	8.00	13.07	0.00	0.85
CARPENTER	All	BLD		31.80	34.05	1.5	1.5	2.0	8.20	15.40	0.00	0.52
CARPENTER	All	HWY		32.30	0.40	1.5	1.5	2.0	8.20	15.40	0.00	0.52
CEMENT MASON	All	BLD		32.26	33.76	1.5	1.5	2.0	8.00	9.50	0.00	0.50
CEMENT MASON	All	HWY		33.09	34.59	1.5	1.5	2.0	8.00	9.50	0.00	0.50
CERAMIC TILE FNSHER	All	BLD		29.58	0.00	1.5	1.5	2.0	7.20	8.20	0.00	0.00
ELECTRIC PWR EQMT OP	All	All	1	39.15	53.92	1.5	1.5	2.0	6.36	10.96	0.00	0.39
ELECTRIC PWR EQMT OP	All	All	2	34.96	53.92	1.5	1.5	2.0	6.36	9.79	0.00	0.35
ELECTRIC PWR GRNDMAN	All	All		28.81	53.92	1.5	1.5	2.0	6.36	8.06	0.00	0.29
ELECTRIC PWR LINEMAN	All	All		49.05	52.35	1.5	1.5	2.0	6.36	13.73	0.00	0.49
ELECTRICIAN	All	BLD		36.27	39.90	1.5	1.5	2.0	6.85	8.72	0.00	0.54
ELECTRONIC SYS TECH	All	BLD		31.91	33.91	1.5	1.5	2.0	6.85	6.61	0.00	0.40

ELEVATOR												
CONSTRUCTOR	All	BLD		42.52	47.84	2.0	2.0	2.0	14.43	8.96	3.40	0.60
FENCE ERECTOR	All	All		32.21	34.11	1.5	1.5	2.0	8.84	10.02	0.00	0.90
GLAZIER	All	BLD		35.63	37.63	1.5	1.5	2.0	6.25	8.40	0.00	0.68
HT/FROST INSULATOR	All	BLD		30.58	31.58	1.5	1.5	2.0	6.61	11.75	0.00	0.43
IRON WORKER	All	All		32.61	34.51	1.5	1.5	2.0	9.64	11.37	0.00	0.90
LABORER	All	BLD		28.09	29.34	1.5	1.5	2.0	6.30	14.23	0.00	0.80
LABORER	All	HWY		29.65	30.65	1.5	1.5	2.0	6.30	14.73	0.00	0.80
LATHER	All	BLD		31.70	33.95	1.5	1.5	2.0	8.00	14.15	0.00	0.52
MACHINIST	All	BLD		45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	0.00
MARBLE FINISHERS	All	BLD		29.58	0.00	1.5	1.5	2.0	7.20	8.20	0.00	0.00
MARBLE MASON	All	BLD		31.08	0.00	1.5	1.5	2.0	7.20	8.55	0.00	0.00
MILLWRIGHT	All	BLD		31.56	33.81	1.5	1.5	2.0	8.20	16.10	0.00	0.52
MILLWRIGHT	All	HWY		33.58	35.33	1.5	1.5	2.0	8.20	16.67	0.00	0.52
OPERATING												
ENGINEER	All	All	1	40.25	41.25	1.5	1.5	2.0	8.50	9.90	0.00	0.95
OPERATING												
ENGINEER	All	All	2	39.25	41.25	1.5	1.5	2.0	8.50	9.90	0.00	0.95
OPERATING												
ENGINEER	All	All	3	25.00	41.25	1.5	1.5	2.0	8.50	9.90	0.00	0.95
PAINTER	All	All		35.16	36.66	1.5	1.5	2.0	8.00	4.98	0.00	0.60
PAINTER SIGNS	All	All		35.16	36.66	1.5	1.5	2.0	8.00	4.98	0.00	0.60
PILEDRIIVER	All	BLD		32.80	34.30	1.5	1.5	2.0	8.20	15.40	0.00	0.52
PILEDRIIVER	All	HWY		33.30	35.05	1.5	1.5	2.0	8.20	15.40	0.00	0.52
PIPEFITTER	All	BLD		41.06	43.56	1.5	1.5	2.0	7.00	11.45	0.00	1.57
PLASTERER	All	BLD		32.05	34.05	1.5	1.5	2.0	8.00	11.37	0.00	0.50
PLUMBER	All	BLD		41.06	43.56	1.5	1.5	2.0	7.00	11.45	0.00	1.57
ROOFER	All	BLD		30.50	32.00	1.5	1.5	2.0	9.25	8.43	1.00	0.24
SHEETMETAL												
WORKER	All	BLD		35.74	37.74	1.5	1.5	2.0	8.85	14.59	0.00	0.52
SPRINKLER FITTER	All	BLD		37.12	39.87	1.5	1.5	2.0	8.42	8.50	0.00	0.35
STONE MASON	All	BLD		31.32	32.82	1.5	1.5	2.0	8.00	13.07	0.00	0.85

TERRAZZO FINISHER	All	BLD		31.08	0.00	1.5	1.5	2.0	7.20	8.55	0.00	0.00
TERRAZZO MASON	All	BLD		31.52	31.52	1.5	1.5	2.0	8.00	9.71	0.00	0.10
TILE LAYER	All	BLD		30.70	32.95	1.5	1.5	2.0	8.00	13.65	0.00	0.52
TILE MASON	All	BLD		31.08	0.00	1.5	1.5	2.0	7.20	8.55	0.00	0.00
TRUCK DRIVER	All	All	1	35.02	38.55	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	All	2	35.54	38.55	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	All	3	35.77	38.55	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	All	4	36.10	38.55	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	All	5	37.05	38.55	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	O&C	1	28.02	31.14	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	O&C	2	28.43	31.14	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	O&C	3	28.62	31.14	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	O&C	4	28.88	31.14	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TRUCK DRIVER	All	O&C	5	29.64	31.14	1.5	1.5	2.0	11.92	5.66	0.00	0.25
TUCK POINTER	All	BLD		31.32	32.82	1.5	1.5	2.0	7.20	11.57	0.00	0.85

Explanations

COLES COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given

local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life

safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more.

Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Draglines, Derricks, Shovels, Gradalls, Mechanics, Tractor

Highlift, Tournadozer, Concrete Mixers with Skip, Tournamixer, Two

Drum Machine, One Drum Hoist with Tower or Boom, Cableways, Tower

Machines, Motor Patrol, Boom Tractor, Boom or Winch Truck, Winch or

Hydraulic Boom Truck, Tournapull, Tractor Operating Scoops, Bulldozer,

Push Tractor, Asphalt Planer, Finishing Machine on Asphalt, Large

Rollers on Earth, Rollers on Asphalt Mix, Ross Carrier or similar

Machine, Gravel Processing Machine, Asphalt Plant Engineer, Paver

Operator, Dredging Equipment, or Dredge Engineer, or Dredge Operator,

Central Mix Plant Engineer, CMI or similar type machine, Concrete

Pump, Truck or Skid Mounted, Engineer or Rock Crusher Plant, Concrete

Plant Engineer, Ditching Machine with dual attachment, Tractor Mounted

Loaders, Hydro Crane, Standard or Dinkey Locomotives, Scoopmobiles,

Euclid Loader, Soil Cement Machine, Back Filler, Elevating Machine,

Power Blade, Drilling Machine, including Well Testing, Caissons, Shaft

or any similar type drilling machines, Motor Driven Paint Machine,

Pipe Cleaning Machine, Pipe Wrapping Machine, Pipe Bending Machine,

Apsco Paver, Boring Machine, (Head Equipment Greaser), Barber-Greene

Loaders, Formless Paver, (Well Point System), Concrete Spreader, Hydra

Ax, Span Saw, Marine Scoops, Brush Mulcher, Brush Burner, Mesh Placer, Tree Mover, Helicopter Crew (3), Piledriver-Skid or Crawler, Stump Remover, Root Rake, Tug Boat Operator, Refrigerating Machine, Freezing Operator, Chair Cart- Self-Propelled, Hydra Seeder, Straw Blower, Power Sub Grader, Bull Float, Finishing Machine, Self-Propelled Pavement Breaker, Lull (or similar type Machine), Two Air Compressors, Compressors hooked in Manifold, Chip Spreader, Mud Cat, Sull-Air, Fork Lifts (except when used for landscaping work), Soil Stabilizer (Seaman Tiller, Bo Mag, Rago Gator, and similar types of equipment), Tube Float, Spray Machine, Curing Machine, Concrete or Asphalt Milling Machine, Snooper Truck-Operator, Backhoe, Farm Tractors (with attachments), 4 Point Lift System (Power Lift or similar type), Skid-Steer (Bob Cat or similar type), Wrecking Shears, Water Blaster.

Class 2. Concrete Mixers without Skips, Rock Crusher, Ditching Machine under 6', Curbing Machine, One Drum Machines without Tower or Boom, Air Tugger, Self-Propelled Concrete Saw, Machine Mounted Post Hole Digger, two to four Generators, Water Pumps or Welding Machines, within 400 feet, Air Compressor 600 cu. ft. and under, Rollers on Aggregate and Seal Coat Surfaces, Fork Lift (when used for landscaping

work), Concrete and Blacktop Curb Machine, One Water Pump, Oilers, Air Valves or Steam Valves, One Welding Machine, Truck Jack, Mud Jack, Gunnite Machine, House Elevators when used for hoisting material, Engine Tenders, Fireman, Wagon Drill, Flex Plane, Conveyor, Siphons and Pulsometer, Switchman, Fireman on Paint Pots, Fireman on Asphalt Plants, Distributor Operator on Trucks, Tampers, Self-Propelled Power Broom, Striping Machine (motor driven), Form Tamper, Bulk Cement Plant, Equipment Greaser, Deck Hands, Truck Crane Oiler-Driver, Cement Blimps, Form Grader, Temporary Heat, Throttle Valve, Super Sucker (and similar type of equipment).

Class 3. Power Cranes, Truck or Crawler Crane, Rough Terrain Crane (Cherry Picker), Tower Crane, Overhead Crane.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available.

If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and

provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jim Hull, Vice President for Workforce Solutions and Community Education
DATE: June 1, 2017
RE: DOC Contract with Kewanee Life Skills Reentry Center




A contract has been prepared by the Illinois Department of Corrections seeking Lake Land College to provide post-secondary vocational educational services at the Kewanee Life Skills Re-Entry Center. The duration of this contract is for 1 year, commencing on July 1, 2017 and provides for the offering of two programs initially – Commercial Custodial Maintenance and Restaurant Management. The Contract will employ a total of 4 full-time positions, including an Associate Dean, Office Assistant, Custodial Maintenance Instructor and Restaurant Management Instructor. The total estimated expenditure over the life of the contract is \$262,033.01. Under the terms of this contract all costs are reimbursed to the college either through ICCB reimbursements or through Illinois Department of Corrections funds.

I respectfully request that the Board of Trustees approve entering into the Contract for Services at the Kewanee Life Skills Re-Entry Center at the June 12, 2017 Board meeting. I will be available to answer any questions the Board may have.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

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

CC:

DATE: June 1, 2017

RE: Foundation Recommendation for Naming of Northwest Building Room 114

The Lake Land College Foundation is pleased to share that funds have been given and designated to be used to provide an upgrade of facilities and equipment for Northwest Building Room 114, the Dental Hygiene Lab. In addition, a Dental Hygiene Tutoring Center is being planned within the project scope. Heartland Dental, Inc. made the upgrade possible through a cash gift of \$250,000 and through their purchasing power and discount from their vendors for a total impact of \$850,000.

Heartland Dental has demonstrated their commitment to supporting their community and future dental professionals through this gift. There are 50 students enrolled in the Lake Land College Dental Hygiene program, with approximately 970 alumni graduating since 1968. Many of the alumni are now employed with Heartland Dental, the largest dental support organization in the United States with more than 750 supported dental offices located in 34 states. Heartland Dental also supported the inaugural Lake Land College Homecoming by hosting a continuing education opportunity for dental hygiene alumni, and plan to do so again in 2017 as part of the College Homecoming and 50th Anniversary celebration.

The impact of Heartland Dental on Lake Land College will be felt by dental hygiene students and faculty at Lake Land College for many years. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, the Lake Land College Foundation recommends naming Northwest Building Room 114, also known as the Dental Hygiene Lab, as the Heartland Dental Dental Hygiene Lab for a period of 5 years.


Thank you for your consideration and please feel free to let me know if you have any questions.

sb

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

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

CC:

DATE: June 1, 2017

RE: Foundation Recommendation for Naming of Campus Park

The Lake Land College Foundation is pleased to share that funds have been given and designated to be used to create a park in an area between the campus pond and Podestá Drive. The funds, now totaling nearly \$193,000, were given by Ms. Willie Podestá Young, along with memorial gifts given at the time of her father's passing, Dr. William L. Podestá. The late Melvin Lockard was also a major contributor to the fund.

Dr. Podestá attended McKendree College and graduated from St. Louis University Dental School in 1934 and began the practice of dentistry in Mattoon, Illinois. Margaret Doelling Podestá, most commonly referred to as Peg, graduated from EIU in 1958 and the University of Illinois in 1963. They married on Nov. 29, 1934 and both quickly became active supporters and volunteers in the community. Dr. Podestá later received a Bachelor of Arts degree from Eastern Illinois University in 1976.

Dr. Podestá entered the Army in 1941 as a Lieutenant in the Dental Corps. While awaiting orders, he was officer in charge of entertainment at the Cow Palace in San Francisco and, for a short time, was President Ronald Reagan's commanding officer. He was among 13 dentists chosen to head Plastic Eye Programs for the Army, Navy, Air Force, and Marines and served as Director of the Plastic Eye Program in the Pacific Ocean Theatre. While in the Army, Podestá was awarded several commendations including the Bronze Star. Mrs. Podestá also served a role in supporting the war efforts by serving as the receptionist for the Plastic Eye Clinic at Dibble General Hospital at Palo Alto, California, worked with the Motor Corps, First Aid Units, and the U.S.O. Dr. Podestá was discharged from active duty in 1946, but continued to serve in the Army Reserves until 1976, when he retired as a lieutenant colonel. After the war, he was one of five civic leaders responsible for the building of the National Guard Armory in Mattoon. Mrs. Podestá continued her service through the Red Cross as Secretary, Roll Call Chairman, and was the first person to organize house-to-house fundraising campaigns.

Education was always a top priority for Podestá's. Mrs. Podestá taught at Jefferson Junior High School in Mattoon for eight years and was the first woman to receive the Illinois Administrative Certificate in Curriculum in Coles County. Dr. Podestá was a 12-year member of the Mattoon school board, serving three terms as president.

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

**The Kluthe Center for Higher
Education and Technology**
1204 Network Center Blvd.
Effingham, Illinois 62401
217-540-3555

Lake Land College
5001 Lake Land Blvd.
Mattoon, Illinois 61938
217-234-5253
lakelandcollege.edu

Western Region Center
600 East First St.
Pana, Illinois 62557
217-562-5000

**Workforce
Development Center**
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

The Podestá 's were among some of the original supporters of the junior college concept and actively promoted the establishment of Lake Land College. The college was developed on land previously owned by the Podestá family. Dr. Podestá served on the Lake Land College Board of Trustees from 1970 to 1976, and 1978 to 1981. He was responsible for the establishment of the Dental Hygiene and Dental Assisting Program at the College. In 1988, Lake Land honored him with a Distinguished Service Award. In November 1998, the Lake Land College Board of Trustees voted to name the road around Lake Land College "Podestá Drive".

The Podestá 's were involved in and recognized by nearly every community organization in the Coles County area over the course of their lives. They were significant benefactors to these organizations, improving the lives of many in their community. Dr. Podestá made a significant contribution to the quality of life of Mattoon residents as the initiator and chairman behind fluoridation of the Mattoon water supply. Mrs. Podestá served on the Mattoon City Park Board, Mattoon Planning Commission, and Mattoon Library Board in addition to leadership positions in several community organizations. A former member of the Eastern Illinois University Foundation and as principal donors to the Burl Ives Art Building, the Podestá 's were the first husband and wife recipients of the EIU Distinguished Alumni Award in 1986.

Dr. William L. and Margaret Podestá served their country and community well. Their impact on Lake Land College and the surrounding community is felt even today. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, the Lake Land College Foundation recommends naming the park area described above, the Dr. William L. and Margaret Podestá Park.

Thank you for your consideration and please feel free to let me know if you have any questions.

sb

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

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

DATE: June 6, 2017

RE: Creation of Campus Park



The Lake Land College Foundation has received a gift from a donor who would like for the funds to be used to create a park in the area between Podesta Drive and the campus pond, consisting of hardscape areas, natural habitat and planting areas, and a paved walking path. The park would also be used to recognize veterans of the community who have attended Lake Land College. As plans develop, it is anticipated that sculpture art will also be a part of the veterans' recognition in the park.

The creation of the park would consist of approximately \$110,000 for landscape architecture and around \$50,000 for the paved walking path. Remaining funds would be used to create the veterans' recognition portion. Funds for the park totaling \$193,000 are held by the Lake Land College Foundation. It is anticipated that further fundraising efforts will be conducted to complete the veterans' portion.

We recommend that the Board of Trustees approve the creation of the park as described.

sb

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
June 12, 2017**

The following employees have a family medical eligible event

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

Additional Appointments

The following employees are recommended for additional appointments

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

Part-time - Grant Funded

Caldwell, Maddison	Agriculture Education Intern	05/15/2017
	Primary Position is Peer to Peer	
Williams, Christopher	Adjunct DOC College Funded Instr	06/05/2017
	Primary Position is Associate Dean - Hill CC	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Aydt, James	Adult Ed Classroom Asst	05/31/2017
Barnhart, Joyce	Test Proctor	09/15/2016
Endris, Kelle	Allied Health Instructor	04/13/2017

Grimes, Chloe	Perkins Student Worker	06/01/2017
Howell, Jessica	CWS Physical Plant	05/09/2017
Nichols, Megan	CWS Business	05/12/2017
Powell, Clyde	CWS TRIO	05/09/2017
Satterfield, Ryan	Tutor	12/30/2016
Travis, Carley	Admissions Data Entry	05/31/2017
Tshilombo, Gael	Tutor	04/12/2017
Warner, Elaine	Allied Health Instructor	05/13/2017
Wheeler, Allison	CWS - TRIO	05/09/2017

New Hire-Employees

The following employees are recommended for hire

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

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Drake, Steven	Assoc Dean-Vandalia CC-Retiree	04/28/2017
Kimball, Linda	BNA Coordinator-Retiree	05/19/2017
Plummer, Teresa	Alternative Education Instr-Retiree	06/15/2017
Stroud, Beckie	Admin Asst JJ Programs	06/12/2017
Wycislo, Gary	Corr Hort Instr-Jacksonville CC	05/31/2017

Part-time

Bales, Vivian	Professional Development Support	05/11/2017
Bohannon, Randilynn	ECIDC Executive Director	06/15/2017
Brandenburg, Zachary	Perkins Student Worker - Business	05/12/2017
Darimont, Lynn	Adj Reading Instructor	05/30/2017
Fitzgerald, Andrew	Perkins Stu Worker - Technology	06/01/2017
Fitzpatrick, Julie	Mailroom Assistant	03/14/2017
Fox, Darrell	Tutor - Associate-Lrng Asst	12/31/2016
Freesmeier, Donald	Adj Faculty Math/Science	05/12/2017
George, Penny	Adj Doc College Funded Instr	12/31/2015
Gipson, Christian	Perkins Student Worker - Business	05/12/2017
Jabs, Hayley	Human Resources Assistant	04/07/2017
Kamidi, Gloria	International Stu Ambassador	06/01/2017
Kettleson, Joshua	Adj Faculty Business	05/12/2017
Kull, Bailey	Tutor - Student Lrng Asst Ctr	05/08/2017
Maitland, Abby	Library Assistant	03/29/2017
Moore, James	Adj Doc College Funded Instr	08/19/2016
Mulvey, Pamela	Adj Faculty Business	05/12/2017
Schroeder, Louis	Adj Doc College Funded Instr	12/31/2016
Sowa, Cathy	Microcomputer Support Specialist	05/15/2017
Tran, Le Phuong Vy	International Stu Ambassador	06/01/2017
Vogt, Chase	Laker Mallard Mascot Talent	12/31/2016
Voronina, Daria	Tutor - Student Lrng Asst Ctr	04/26/2017
Weber, Kathleen	Allied Health Clinical Instr	04/29/2016

College Work Studys

Ashby, Emily	College Work Study-TRIO SSS	05/09/2017
Black, Tiarra	College Work Study-Child Care	05/09/2017
Burrus, Michelle	College Work Study-TRIO SSS	05/09/2017
Grant, Erica	College Work Study-SSE	05/09/2017
Greenhalgh, Ralph	College Work Study-Radio TV	05/09/2017

Haney, Alexandria	College Work Study-Bookstore	05/09/2017
Kuhlman, Alyssa	College Work Study-Business	05/09/2017
Lash, Danielle	College Work Study-Physical Plant	05/09/2017
O'Brien, Ian	College Work Study-Fitness Ctr	05/09/2017
Pieper, Sara	College Work Study-IR	05/09/2017
Ragon, Kierstyn	CWS-College Advancement	12/20/2016
Smith, Lisa	College Work Study- SSE	05/09/2017
Tague, James	College Work Study-Business	05/12/2017
Tubbs, Justin	College Work Study Physical Plant	05/09/2017
Walters, Ralph	College Work Study-Business	05/12/2017
Wick, Joshua	College Work Study-Technology	05/09/2017
Wilson, Cheyanna	College Work Study-SSE	05/09/2017

Transfers/Promotions

The following employees are recommended for a change in position

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