

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book

June 11, 2018

Regular Meeting No. 618

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



Regular Meeting No. 618  
Monday, June 11, 2018, 6:00 p.m.  
Webb Hall 081, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Item.**

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

1. Approval of Minutes of May 14, 2018, Regular Meeting.
2. Approval of Minutes of May 14, 2018, Board Retreat.
3. Approval of Minutes of May 14, 2018, Closed Session.
4. Approval of Agenda of June 11, 2018, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.  
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:  
[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)
6. Destruction of Tape Recording of December 12, 2016, Closed Session.

**II. Hearing of Citizens, Faculty and 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	Mr. Bruce Owen
E. Student Report	Ms. Tessa Philpot
F. President's Report	Dr. Josh Bullock

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Presentation of FY 2019 Budget.	
2. Calendar of Events.	24-25
3. Correspondence.	26-27

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Organizational Charts.	28-33
2. Approval of Revisions to Board Policy 07.17.01 – <i>Incomplete Grade</i> .	34-35
3. Adoption of New Board Policy 06.16.01 – <i>Credit for Military Experience</i> .	36-37
4. Acceptance of Reporting of April 2018 Financial Statements.	38-44
5. Delegation of Authority to President to Provide or Secure Education Services.	45
6. Approval of Two Lease Renewal Agreements.	46-51
7. Approval of Caterer List.	52
8. Approval of RAMP Document.	53-72
9. Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.	73

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| 10. Approval of Resolution No. 0618-014 Authorizing Transfer of Working Cash Funds to the Education Fund to Pay for Educational Services Provided to Department of Corrections.  | 74-76   |
| 11. Approval of Resolution No. 0618-015 Authorizing Treasurer to Transfer Interest Earned from Working Cash.   | 77-79   |
| 12. Approval of Resolution No. 0618-016 Authorizing Treasure to Invest Funds.  | 80-82   |
| 13. Approval of Resolution No. 0618-017 Ascertaining the Prevailing Wage Rates.  | 83-93   |
| 14. Approval of Resolution No. 0618-018 - Resolution Providing for the Issue of Not to Exceed \$17,000,000 General Obligation Community College Bonds, Series 2018B, for the Purpose of Paying Claims against the Community College District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof. | 94-129  |
| 15. Approval of Bid for Autoclave/Sterilizer.  | 130-131 |
| 16. Approval of Beverage and Vending Services Provider.  | 132     |
| 17. Approval of Membership in Governmental Telecommunications Consortium.  | 133-168 |
| 18. Approval of Contract with Lake Land College Custodial Association.   |         |
| 19. Approval of Contract with AFSCME.  |         |
| 20. Approval of Contract for Educational Services with Illinois Department of Corrections.   |         |
| 21. Acceptance of Plastics Equipment Transfer from Eastern Illinois University.  | 169     |
| 22. Closed Session.<br>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21) [Illinois General Assembly 2017 et. Seq.], closed session is called 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 Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.   |         |
| 24. Approval of Human Resources Report.  | 170-174 |
| 25. Approval of Part-Time Staff Hourly Increase.   | 175     |

**V. Other Business. (Non-action)****VI. Adjournment.**

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



Regular Board Meeting No. 617  
Webb Hall, Room 081, Mattoon, IL  
May 14, 2018

**Minutes**

**Call to Order.**

Chair Storm called the May 14, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

**Trustees Absent:** Ms. Meg Steward.

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

**Approval of Consent Items.**

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

1. Approval of Minutes of April 9, 2018, Regular Meeting.
2. Approval of Agenda of May 14, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

Education Fund	\$	316,412.54
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Building Fund	\$	35,405.84
Site & Construction Fund	\$	168,020.32
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	27,197.66
Restricted Purposes Fund	\$	754,565.42
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	38,949.19
Student Accts Receivables	\$	101,308.59
Total	\$	1,441,859.56

For details of bills refer to:

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

4. Destruction of Tape Recording of November 13, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Public Hearing concerning the Intent of the Board of Trustees to Sell \$17,000,000 Funding Bonds for the Purpose of Paying Claims against the District.**

6:02 p.m. - Chair Storm announced that a hearing was being held to receive comments on the proposal to sell bonds of the District in the amount of \$17,000,000 for the purpose of funding and paying claims against the District.

Chair Storm asked members of the Board for any further comments about the bond sale. There were no additional comments by Trustees.

Chair Storm asked the public for any written or oral testimony about the bond sale. There were none.

6:03 p.m. - Trustee Sullivan motioned and Trustee Cadwell seconded to adjourn the public hearing concerning the intent of the Board of Trustees to sell \$17,000,000 funding bonds for the purpose of paying claims against the District and resume to the regular Board meeting.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

### **Committee Reports.**

#### **ICCTA/Legislative.**

Trustee Sullivan deferred comments to Chair Storm who attended the recent ICCTA Lobby Day on his behalf and along with President Bullock. Chair Storm and Dr. Bullock highlighted their visits with various legislators of the College District during the 2018 ICCTA Lobby Day.

#### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee had not met since the last regular Board meeting and she had no report at this time. She said pertinent Resource and Development Committee items will be discussed later in the agenda.

#### **Finance.**

Trustee Deters, Committee Chair, said the Committee had not met since the last regular Board meeting and she had no report at this time. She said pertinent Finance Committee items will be discussed later in the agenda.

#### **Buildings & Site.**

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

#### **Student Report.**

Student Trustee Philpot highlighted recent events hosted by the Student Ambassadors and Student Government Association (SGA).

#### **President's Report.**

Dr. Bullock said:

- Thank you to all of the Trustees, faculty and staff who participated in our 50<sup>th</sup> Spring Commencement. Nearly 400 students walked during the ceremony, the second largest group to do so in our history.
- Over the past month the College received \$927,843.34 in FY 2017 credit hour reimbursement, \$213,628.95 in FY 2018 credit hour reimbursement and \$389,943.33 in equalization payments. To date the College has received 100% of



the FY 2017 state credit hour reimbursement and equalization appropriation (received \$10.4 million of \$10.4 million appropriated), and 93.9% of FY 2018 appropriations (received \$8.2 million of \$8.7 million appropriated).

- For FY 2018, we have received 34.0% of the invoiced funds for the Illinois Department of Corrections and 69.9% of the invoiced funds for the Illinois Department of Juvenile Justice programs.

### **Business Items.**

### **Non-action Items.**

### **Appointment of Board Committees.**

Chair Storm named Trustees to the following committees and liaison appointments effective May 14, 2018:

**Finance Committee:** Ann Deters as Chair and members Gary Cadwell and Mike Sullivan.

**Resource and Development Committee:** Doris Reynolds as Chair and members Bruce Owen, Mike Sullivan and Student Trustee Tessa Philpot.

**Buildings and Site Committee:** Bruce Owen as Chair and members Doris Reynolds and Meg Steward.

**Legislative Liaison to ICCTA:** Mike Sullivan as Representative and Ann Deters as Alternate.

**Lake Land College Foundation Liaison:** Doris Reynolds.

**Alumni Association Liaison:** Mike Sullivan.

### **Navigator News Award.**

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.

### **Proposed Revisions to Board Policy 07.17.01 – Incomplete Grade.**

Trustees heard a recommendation from Dr. Stovall on behalf of the Academic Standards Committee regarding proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions which were submitted as first reading.

### **Calendar of Events.**

Trustees received a calendar of upcoming events.

### **Correspondence.**

Trustees reviewed three items of correspondence.

### **Action Items.**

#### **Approval of FY 2019 College-Wide Committees.**

Trustees heard a recommendation from Dr. Bullock to approve the list of proposed FY 2019 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 Reynolds moved and Trustee Sullivan seconded to approve the list of FY 2019 College-Wide Standing Committees as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

#### **Approval of FY 2019 Part-Time Rates and Stipends.**

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, regarding FY 2019 part-time rates and stipends. Trustees reviewed details of the proposed rates that included an increase of adjunct faculty wages by \$15.00 per credit hour by the number of semesters taught effective the 2018 fall semester. Mr. Bryan Glecker, Vice President for Business Services, also highlighted some of the proposed rate increases.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented the FY 2019 part-time rates and stipends.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

#### **Acceptance of Reporting of March 2018 Financial Statements.**

Trustees reviewed the March 2018 Financial Statements and a memorandum from Mr. Gleckler 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). Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2018.

Trustee Deters moved and Trustee Sullivan seconded to approve the March 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of New Position of Dean for Guided Pathways for Student Success.**

Trustees heard a recommendation from Dr. Bullock, Dr. Stovall and Mr. Jon Althaus, Vice President for Academic Services, to approve the creation of a new administrative position titled Dean for Guided Pathways for Student Success. Trustees reviewed details of the proposed job description that highlights leadership qualities of a person dedicated to the creation of a Guided Pathways model and the level of responsibility needed for successful implementation that will have a positive impact on student success and goal completion. Mr. Althaus said that with Board approval he hopes the position is filled by the start of the Fall 2018 semester.

Chair Storm said the recommendation for the creation of this new position was discussed in detail earlier in the day during the Board Retreat. Numerous Trustees expressed support that the administration was creating the foundation for implementing Guided Pathways to Student Success as well as creating the foundation for data analytics, both as the two key focus areas of the College's FY 2019-2021 Strategic Plan.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the new position of Dean for Guided Pathways for Student Success.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of MOU with Paraprofessionals Union regarding a Title Change.**

Trustees heard a recommendation from Mr. Gleckler to approve a Memorandum of Understanding with the Paraprofessionals Association to change the position title of Administrative Assistant to Center of Business and Industry, level two, to Community and Professional Program Specialist, level three. Trustees reviewed details of the proposed MOU.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented the MOU with the Paraprofessionals Association to change the position title of Administrative Assistant to Center of Business and Industry, level two, to Community and Professional Program Specialist, level three.

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There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Approval of MOU with Faculty Association Clarifying Reimbursement Options for Innovation Committee Funding.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to approve the above-referenced Memorandum of Understanding that will clarify reimbursement options for Innovation Committee funding. Trustees reviewed the proposed MOU which was approved by the Faculty Association at their meeting on April 25<sup>th</sup>.

Trustee Reynolds moved and Trustee Deters seconded to approve as presented the MOU with the Faculty Association clarifying reimbursement options for Innovation Committee funding.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Approval of Bid for *Lake Land College Magazine*.**

Trustees reviewed a recommendation from Ms. Kelly Allee, Director of Marketing and Public Relations, for the Board to approve bid from Premier Print Group, Champaign, Illinois, in the amount of \$55,425 for the printing and mailing of the new *Lake Land College Magazine* for FY19. Dr. Stovall said Premier has done an excellent job in the past for printing and mailing the College's magazine.

Trustee Sullivan moved and Trustee Deters seconded to approve as presented the bid from Premier Print Group, Champaign, Illinois, in the amount of \$55,425 for the printing and mailing of the new *Lake Land College Magazine* for FY19 (summer, fall, and spring editions).

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Approval of Cell Phone Tower Lease Extension.**

Trustees heard a recommendation from Mr. Gleckler for the Board to approve a cell phone tower lease extension with American Tower. Trustees reviewed details of the proposed extension and terms of the existing lease agreement.

Trustee Deters moved and Trustee Sullivan seconded to authorize the College Treasurer to approve a lease extension as presented between Lake Land College, as lessor, and American Tower Corporation of Boca Raton, Florida, as lessee, and amend the existing lease with American Tower by adding six additional extension terms of five years each on the back-end of the current lease, or through April 30, 2064, if all extension terms are exercised.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Bid for Scoreboard and Video Board for Athletics.**

Trustees heard a recommendation from Mr. Gleckler for the approval of the bid from Watchfire of Danville, Illinois, in the amount of \$108,765 for replacing the scoreboards for baseball and softball and replacing the scoreboards and installing a video board in the Field House. Trustees learned the Lake Land College Foundation has graciously agreed to fund this purchase and installation of these items for the College's Athletics Department.

Trustee Reynolds moved and Trustee Owen seconded to approve as presented the bid from Watchfire of Danville, Illinois, in the amount of \$108,765 for replacing the scoreboards for baseball and softball and replacing the scoreboards and installing a video board in the Field House.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Closed Session.**

6:34 p.m. – Trustee Cadwell moved and Trustee Owen seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], to discuss the employment, appointment, compensation or performance employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Return to Open Session – Roll Call.**

6:58 p.m.

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

**Trustees Absent:** Ms. Meg Steward.

**Appointment of Technology Division Chair as Discussed in Closed Session.**

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Owen seconded to approve the appointment of Mr. Michael Beavers, Electronics Engineering Technology Instructor, as Technology Division Chair effective June 4, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Approval of Human Resources Report as Discussed in Closed Session.**

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

**The following employees are recommended for leave**

Breer, Lynn	FMLA (Intermittent)	03/18/2018
Pierce, Kevin	FMLA	03/20/2018
Watts, Lori	FMLA	04/15/2018-06/04/2018

**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Brown, Jeannie	Bookstore Rush Worker	05/01/2018
	Primary Position is College Work Study Bookstore	
Dial, Josette	Tutor-Disability Services - Student	04/01/2018
	Primary Position is Tutor - Student Lrng Asst	
Dial, Josette	Tutor-Student Community Education	04/01/2018
	Primary Position is Tutor - Student Lrng Asst	
Harmon-Mckenzie, Leslie	IDOC CPR Instructor	04/01/2018
	Primary Position is Adj Doc adjunct	
Mumm, Tiffany	Dual Credit Coordinator	04/20/2018
	Primary Position is Dual Credit Instructor	

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Smithenry, Stacey	Agriculture Education Intern	05/14/2018
	Primary Position is Tutor - Student Lrng Asst	
Thornton, Reann	Tutor-Disability Services - Student	02/09/2018
	Primary Position is Tutor - Student Lrng Asst	
Thornton, Reann	Tutor-Student Community Education	02/09/2018
	Primary Position is Tutor - Student Lrng Asst	

**Part-time Grant Funded**

Dial, Josette	Tutor-Student Carl Perkins	04/01/2018
	Primary Position is Tutor - Student Lrng Asst	
Starwalt, William	Perkins Student Worker - Humanities	04/05/2018
	Primary Position is Newspaper Ed Student News	
Thornton, Reann	Tutor-Student Carl Perkins	02/09/2018
	Primary Position is Tutor - Student Lrng Asst	

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Hardiek, Karla	Adult Ed Adjunct Faculty	04/02/2018
<b>Part-time</b>		
Daniels, Tori	Intl Student Program Assistant	03/23/2018
Meaker, Charles	Student Trustee	04/14/2018
Moluba Eballi, Geonel	International Student Ambassador	04/13/2018
Padrick, Lynae	Career Services Assistant	04/13/2018
Semple, Lynn	Kluthe Center Administrative Assistant	04/09/2018

**Position Recommendation**

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

Dean of Guided Pathways (Administrative) - Level 17	05/14/2018
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**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Rincker, Laurie	Biological Science Instructor	08/17/2018
Rodgers, Matthew	John Deere Technology Instructor	08/17/2018
<b>Full-time Grant Funded</b>		
Celmer, Joseph	Correctional Commercial Cooking Instr- Illinois River CC	04/16/2018
Wilson, Dicie	Correctional Career Technology Instr- Taylorville CC	04/09/2018

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Strohl, Christine Director of Adult and Alternative Education 06/01/2018

**Part-time**

Bruens, Autumn	Agriculture Education Intern	05/14/2018
Dial, Josette	Tutor - Student Learning Assistance	04/01/2018
Goatley, Ian	Chemistry Lab Student Assistant	03/26/2018
Hendrix, John	Assistant Softball Coach	03/12/2018
Hough, Rebecca	Agriculture Education Intern	05/14/2018
Johnson, Davis	Fitness Center Specialist	03/13/2018
Knackmuhs, Kennedy	Agriculture Education Intern	05/14/2018
Lee, Yu Jin	International Student Ambassador	04/03/2018
Macdonald, Alissa	Allied Health BNA Clinical Instructor	08/17/2018
Oh, Hyuntaek	International Student Ambassador	04/03/2018
Parker, Lisa	Dual Credit Coordinator	04/26/2018
Parrott, Janet	Library Assistant	05/03/2018
Sutherland, Lora	Allied Health Dental Clinical Instructor	04/02/2018
Thornton, Reann	Tutor - Student Learning Assistance	02/09/2018
Walk, Emmalyn	Agriculture Education Intern	05/14/2018

**Part-time - Grant Funded**

Kemper, Dalton	Perkins Student Worker - SSE	04/05/2018
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**Unpaid Volunteer**

Caldwell, Nicholas	Counseling Services Unpaid Intern	04/16/2018
McQueen, Megan	Counseling Services Unpaid Intern	04/16/2018
Philpot, Tessa	Lake Land College Student Trustee	04/15/2018
Vesconte, Abriana	Humanities Unpaid Intern	08/20/2018
Webb, Amber	Counseling Services Unpaid Intern	05/11/2018

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Abston, Roy (Joe)	Custodian (deceased)	04/27/2018
Cooper, Adrienne	Marketing Digital Content Coordinator	05/11/2018
Smith, Vickie	Microcomputer Support Specialist(Retiree)	05/07/2018

**Full-time Grant Funded**

Mershon, Kenton	Corr Remedial Bridge Instr-SWICC	04/30/2018
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**Part-time**

Aumiller, Natalin	Agriculture Education Intern	05/03/2018
Baker, Samuel	IDOC CPR Instructor	04/26/2018
Brown, Joan	Adult Education Instructor	11/30/2017
Caldwell, Maddison	Agriculture Education Intern	05/03/2018
Dial, McKenzie	Adj Faculty Humanities	12/01/2017



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Duncan, Carah	Marketing & PR Intern	04/19/2018
Doughan, Gary	Adj Faculty Humanities	05/01/2018
Francis, Sue	Adj Faculty Humanities	05/01/2018
Hatcher, Tatum	Pathways Classroom Assistant	03/02/2018
Hott, Stuart	Adj Faculty Non Credit	05/29/2011
Kanizer, Tyler	Tech Team Intern	03/29/2018
Kemper, Dalton	Perkins Student Worker - SSE	04/06/2018
Landsaw, Aron	Adj Faculty Ag	05/03/2018
Mabiala, Benjamin	International Stu Ambassador	03/31/2018
Mitchell, Robert	IDOC CPR Instructor	04/08/2018
Moening, Mary	Agriculture Education Intern	05/03/2018
Morlen, Kristen	Human Resources Assistant	04/13/2018
Musgrave, Kathy	Adj Doc College Funded Instr	04/06/2018
Perry, Dannie	Alternative Education Instructor	03/29/2018
Read, Blake	Agriculture Education Intern	05/03/2018
Reardon, Jenalee	Tutor - Assoc Community Ed	03/29/2018
Rotramel, Debbie	Adj Faculty Humanities	08/01/2017
Travis, Carley	Agriculture Education Intern	05/03/2018
Valentine, Samantha	Agriculture Education Intern	05/03/2018
Seibert, Adam	Tech Team Intern	03/29/2018

### Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Keller, Sharmista	Employment Specialist Transferring from: Academic Specialist	06/04/2018
<b>Part-time</b>		
Bowling, Emily	Print Shop Technician Assistant Transferring from: Print Shop Student Asst	04/19/2018

There was no further discussion.

Roll Call Vote:

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

Absent: Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### Other Business. (Non-action)

Dr. Bullock noted the future need for some level of administrative assistant support for the Dean for Guided Pathways for Student Success.

There was no additional discussion.

### Adjournment.

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Trustee Owen moved and Student Trustee Philpot seconded to adjourn the May 14, 2018, meeting of the Lake Land College Board of Trustees at 7:00 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/](https://www.lakelandcollege.edu/col/board_minutes/)

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



Board Retreat  
Webb Hall, Room 081, Mattoon, IL  
May 14, 2018

**Minutes**

**Call to Order.**

Chair Storm called the May 14, 2018, special meeting of the Lake Land College Board of Trustees to order at 3:00 p.m. in Webb Hall, room 081, Mattoon.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

**Trustees Absent:** Ms. Meg Steward.

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

**Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

**How the Board Can Support Innovation. (Non-action)**

Chair Storm said he believes it is important for the Board to support innovative ideas and efforts brought forth by the College's administration and staff. He noted that the conduit for idea exchange from within the college community is the administrative team, and the Board's role is to serve as a sounding board for innovative ideas brought to the Board by the administration. He reminded the Trustees that the Board's strength rests when it serves as a unit in support of the College's overall mission and direction.

Trustees then heard a presentation from President Bullock regarding an analysis of the College's enrollment trends since 2003. Dr. Bullock said it was important for the Trustees to understand the historical trends of enrollment and the close correlation to both Illinois and U.S. unemployment rates. Currently historic low unemployment rates are driving down enrollments, specifically of non-traditional students.

Dr. Bullock said that although high school graduating classes have declined over the past five years, Lake Land has continued to capture between 35-40% of all high-school graduates and that over the past 15 years we have averaged a capture rate of 38% of graduating classes. Dr. Bullock said that, as we set the tone for innovation, we are looking for long-term solutions to advance student success and that we should avoid reacting to ebbs and flows of enrollment numbers in a particular year as they are generally driven by a larger economic cycle.

### **Update on Capital Plan. (Non-action)**

Mr. Bryan Gleckler, Vice President for Business Services, provided an update on the College's capital projects currently underway or in the design phase, including renovation of the former Day Care Facility that will become the Board and Administration Center and renovation of the Luther Student Center. Mr. Gleckler highlighted renovations of the existing spaces as well as additional square footage that will be added to each building. Mr. Gleckler said the expected completion dates are August 2018 for the Board and Administration Center and August 2019 for the Luther Student Center. Mr. Gleckler highlighted goals for renovation of Luther Student Center that include providing a new campus entrance for student services, an improved modern look, a student-centered experience, and a co-location of student services. Trustees also received an update on the budgets and project cost summaries for each building project. Mr. Gleckler said there is currently a positive budget variance of \$1,388,280 for the combined projects.

### **Update on Workforce Solutions and Community Education. (Non-action)**

Trustees heard an update from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, regarding numerous activities within this unit. Dr. Hull said:

- The College has reached a tentative agreement with AFSME related to the educational services provided to the Illinois Department of Corrections (IDOC). The administration hopes to bring the recommendation for Board approval of the contract to the June 11, 2018, Board meeting. Dr. Hull reminded Trustees the College currently provides educational services for 23 of the state's IDOC facilities and two of the state's IDJJ facilities.
- Registration is underway for the new IT Launch Code 20-week certificate program, with evening classes set to begin at the Effingham Kluthe Center in June, 2018. To date, seven people have registered for this program. The Effingham Regional Growth Alliance has been assisting to identify businesses willing to offer scholarships to students for the program. There are currently three sponsored scholarships.

- Registration is underway for the innovative training partnership between Lake Land College and LSC Communications that offers a nine-week fast track training program leading to a job at the printing facility in Mattoon. He said individuals who complete the training will receive a college certificate and will be hired by LSC Communications in the positions of bindery operator, press operator or assistant press operator at wages of \$16 to \$18 per hour. Once hired, the employee will enter into an apprenticeship to learn the detailed craft of printing. To date, eight people have registered for this program.
- The curriculum for the plastics molding program has been submitted to ICCB and IBHE for approval. Numerous businesses in the region have expressed interest in establishing apprenticeships and partnerships with the College for the plastics molding program.
- Dimond Bros. Insurance, headquartered out of Paris with 300 offices throughout the Midwest, recently requested the College create a learning management system for their employee training needs. The College's Information Systems and Services Department (ISS) has created and licensed to Dimond Bros. an IT solution that Lake Land will also use internally for employee training.

Trustees discussed the relatively low number of student enrollees for the new programs of Launch Code and the LSC/Lake Land training partnership. Trustees encouraged the administration to continue promoting these programs as it often takes time to generate awareness of these new educational opportunities.

[The Board took a break from 3:50 p.m. to 3:53 p.m.]

### **Innovating for Student Success – Guided Pathways. (Non-action)**

Trustees heard a joint presentation from Dr. Tina Stovall, Vice President for Student Services, and Mr. Jon Althaus, Vice President for Academic Services, regarding efforts underway to implement a Guided Pathways model. Dr. Stovall explained the six basic design features of Guided Pathways including: exploratory or “meta-majors”; degree maps; predictable schedules; integrated instruction in foundation skills; progress toward tracking, feedback and support; and bridges to college programs. Dr. Stovall said that Guided Pathways guides a student's choice without limiting his/her options. Trustees also learned of an institution's essential capacities for Guided Pathways implementation. Mr. Althaus highlighted a proposed three-year timeline and goals for implementation. He also explained the structure of a recommended Guided Pathways Leadership Team that would include a Dean for Guided Pathways (to be described later in the meeting) as the leader and team members comprised of faculty. Faculty chosen to serve on the Guided Pathways Leaders Team would be paid a stipend and serve a three-year term.

### **Innovating for Student Success – Data Analytics. (Non-action)**

Trustees heard a presentation from Ms. Jean Anne Grunloh, Senior Executive to the President, regarding the administration's efforts to lay the foundation for institution-wide data analytics. Trustees learned of actions taken by the Data Analytics Task Force since January

2018 including: an audit of the current processes; defining what a successful implementation might look like; identifying best practices; and identifying proposed strategies in a three-year timeline. Ms. Grunloh highlighted a few examples of how other higher education institutions are utilizing data analytics to advance student success, support guided pathways initiatives, and/or improve operational efficiencies. Trustees also learned how predictive modeling can be used to increase student success including: identifying at-risk students; targeting student outreach while affording timely intervention efforts; uncovering and validating high-impact practices that help students succeed the most; promoting a culture of data literacy and customization; and empowering analyses that are proactive rather than retrospective. Ms. Grunloh said that in the coming year the administration will be seeking to procure appropriate tools and software to transition from our numerous data silos to a unified platform and will be seeking to fund a staff position that will provide in-house data analytics expertise. This will be built into FY 2019 funding requests to be submitted to the Board in June 2018. Additionally, Ms. Grunloh said we will need to promote an understanding of how data analytics can improve student outcomes and operational efficiencies and that the administration will be seeking the Board's support and approval of data governance, data standards and a common data dictionary.

**Proposal of New Position of Dean for Guided Pathways for Student Success. (Non-action)**

Trustees heard a recommendation from Dr. Bullock, Dr. Stovall and Mr. Althaus for the Board to approve the creation of a new administrative position titled Dean for Guided Pathways for Student Success. Trustees learned the overall job summary of the position defines that the Dean will lead college-wide efforts to implement a full Guided Pathways model for providing academic programs and services to support student success through college completion. Following initial implementation, the Dean will lead college-wide efforts to continuously expand the Guided Pathways model through program improvements and additional program development. Trustees also reviewed details of the proposed job description that highlights leadership qualities of a person dedicated to the creation of a Guided Pathways model and the level of responsibility needed for successful implementation of a program that will have a positive impact on student success and goal completion. Mr. Althaus said that with Board approval, the administration hopes to fill the position by the start of the Fall 2018 semester.

Numerous Trustees expressed support that the administration was creating the foundation for implementing Guided Pathways to Student Success as well as creating the foundation for data analytics, both as the two key focus areas of the College's FY 2019-2021 Strategic Plan. Ms. Grunloh informed Trustees that the administration will continue providing bi-annual planning updates that will detail progress being made toward implementation of both initiatives.

**Adjournment.**

Trustee Storm moved and Trustee Reynolds seconded to adjourn the meeting at 5:01 p.m. Motion carried with unanimous voice vote approval.

Approved by:

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Mr. Dave Storm, Board Chair

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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/](https://www.lakelandcollege.edu/col/board_minutes/)

### Calendar of Events

Fridays, May 18 - August 10, 2018	Summer Hours of Operation. College is closed on Fridays.
Thursday, June 7, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Friday, June 8, 2018	Top 50 VIP Recognition Celebration 6 p.m. Keller Convention Center, Effingham Call the Foundation office at 234-5363 to RSVP
Monday, June 11, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, July 12, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, July 16, 2018 (Third Monday of Month)	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, August 9, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, August 13, 2018	5 p.m. – Board Dinner – Kluthe Center 6 p.m. – Board Meeting – Kluthe Center, Room 220
Friday, August 17, 2018	Fall Opening Day 8:00 a.m. Lake Land College Theater
Thursday, September 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, September 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, October 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081



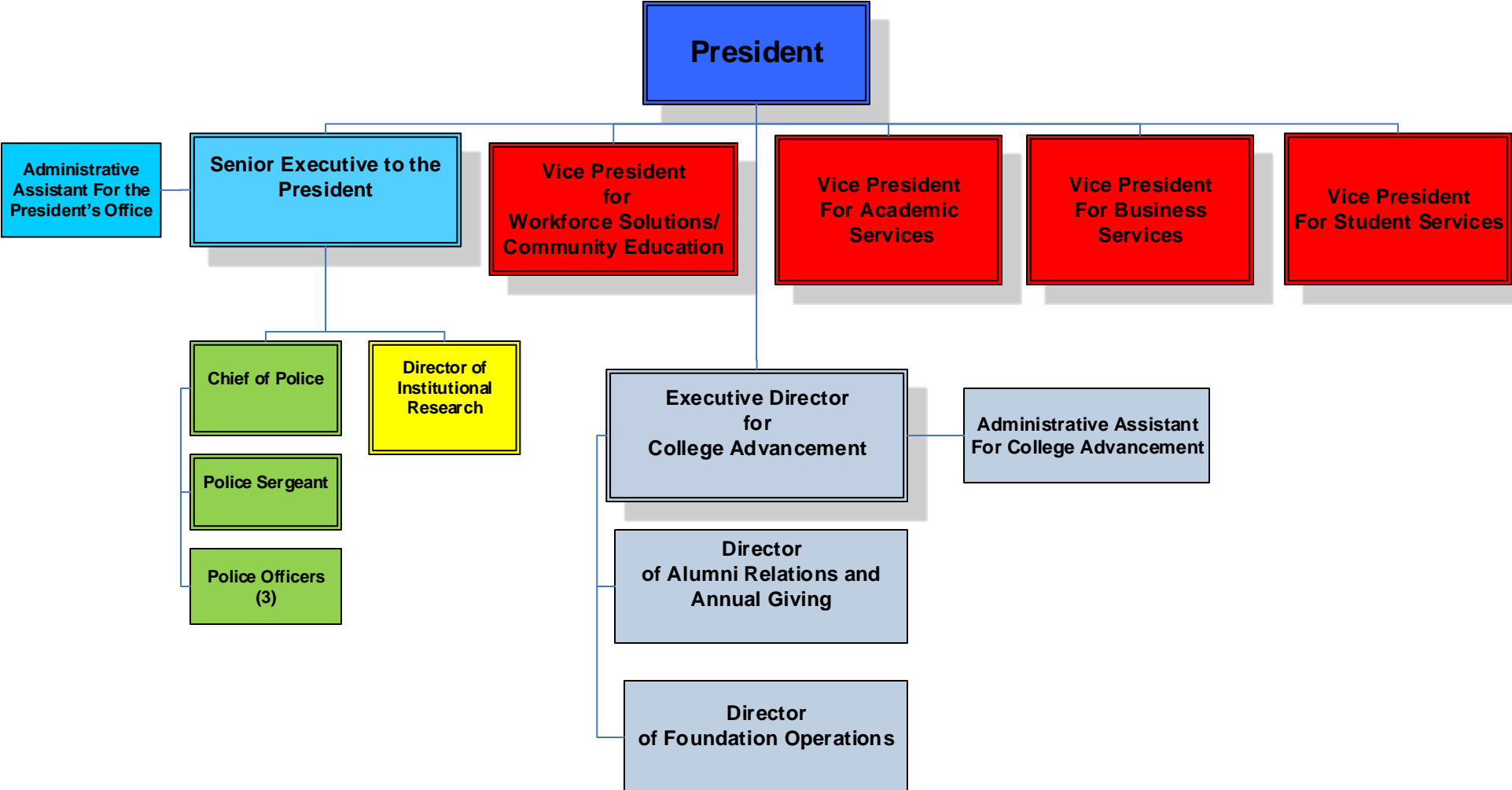
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, November 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, December 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081

*Your kind expression  
of sympathy  
is deeply appreciated  
and gratefully acknowledged  
by the family of  
Joe Abston*

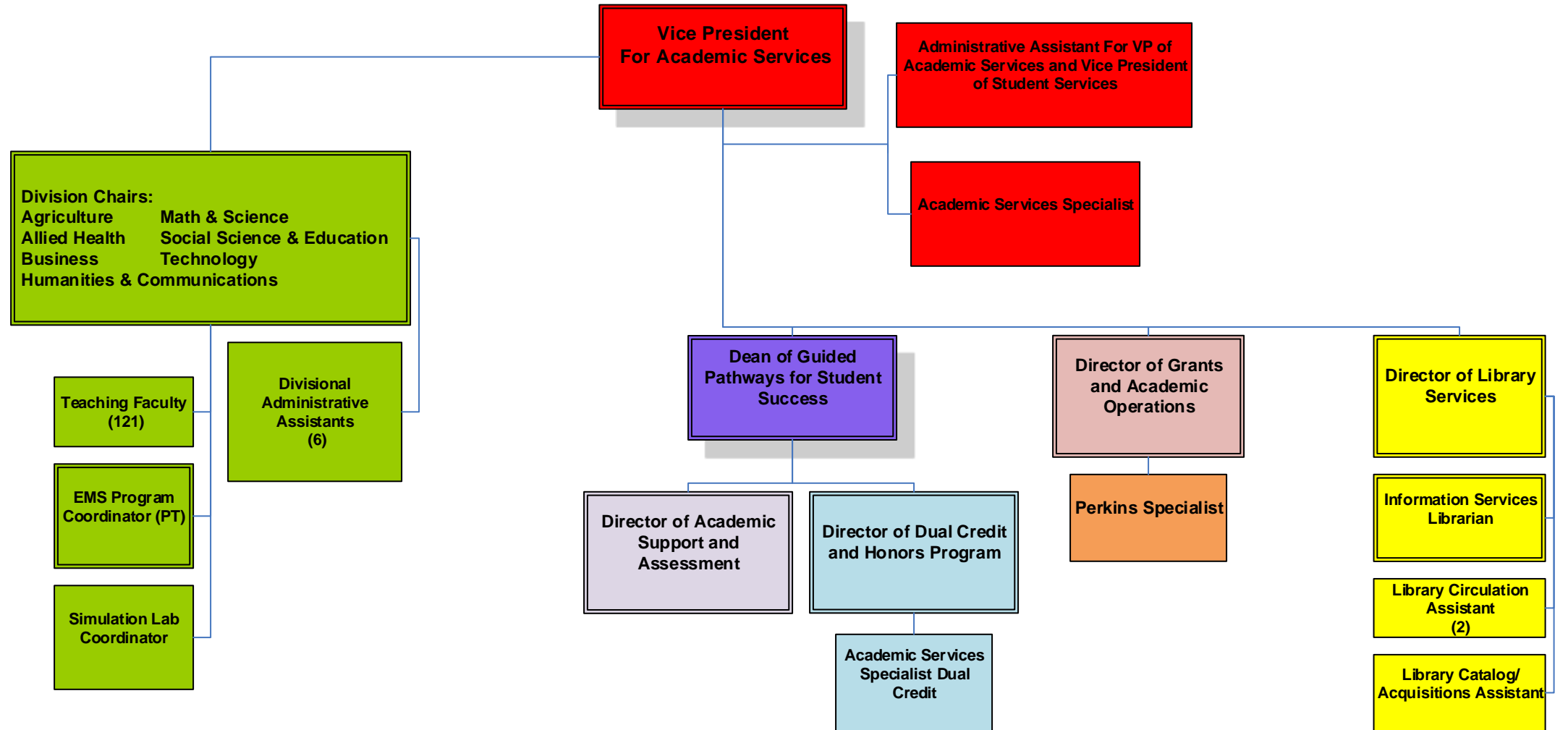
*Thank you for  
your words of sympathy,  
your voice of concern,  
your gesture of caring  
and the love you offer.*

*The Family of  
Louanna Jaeger*

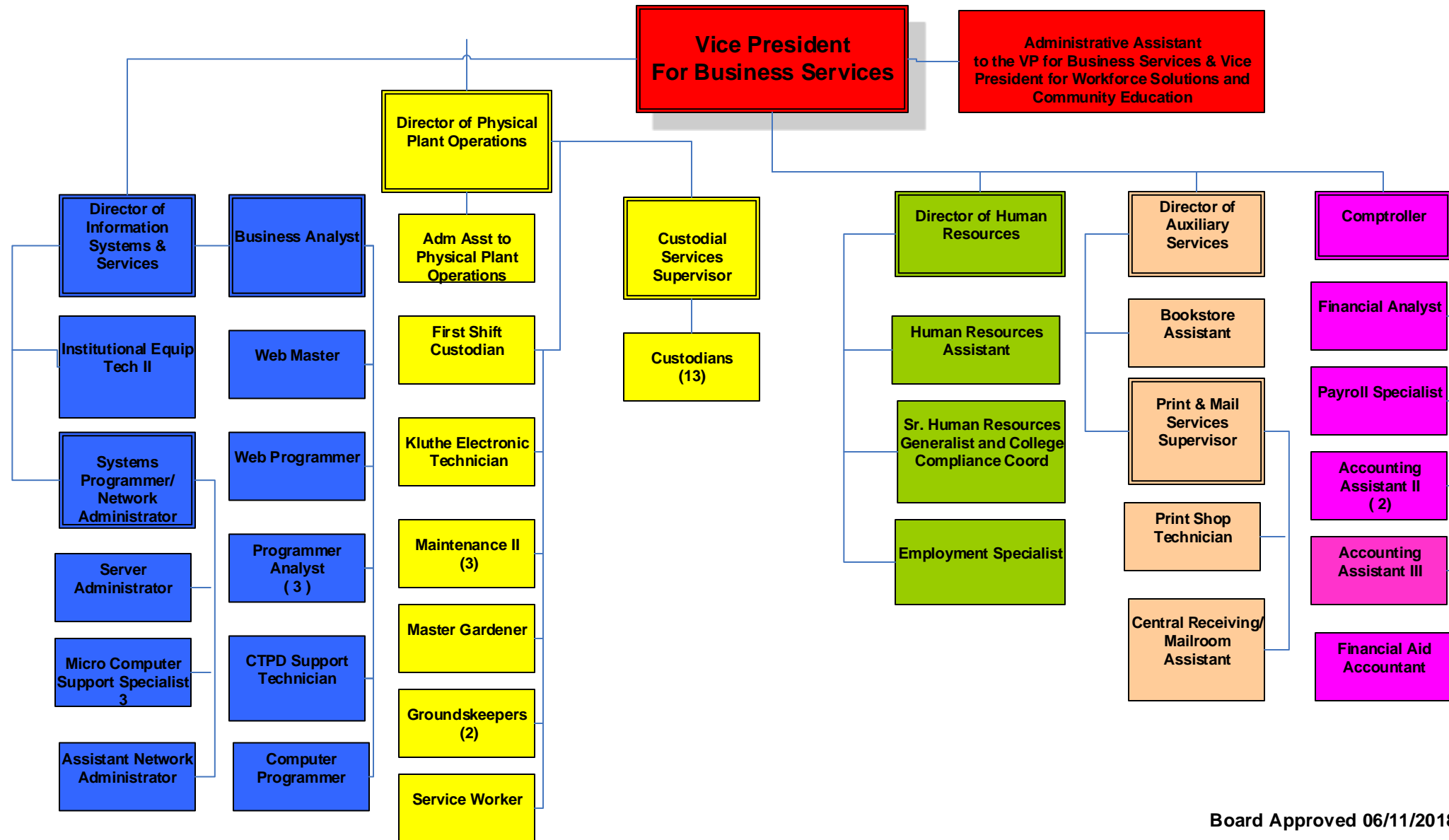
# LAKE LAND COLLEGE PRESIDENT'S OFFICE ORGANIZATIONAL CHART July 1, 2018



# LAKE LAND COLLEGE ACADEMIC SERVICES ORGANIZATIONAL CHART July 1, 2018

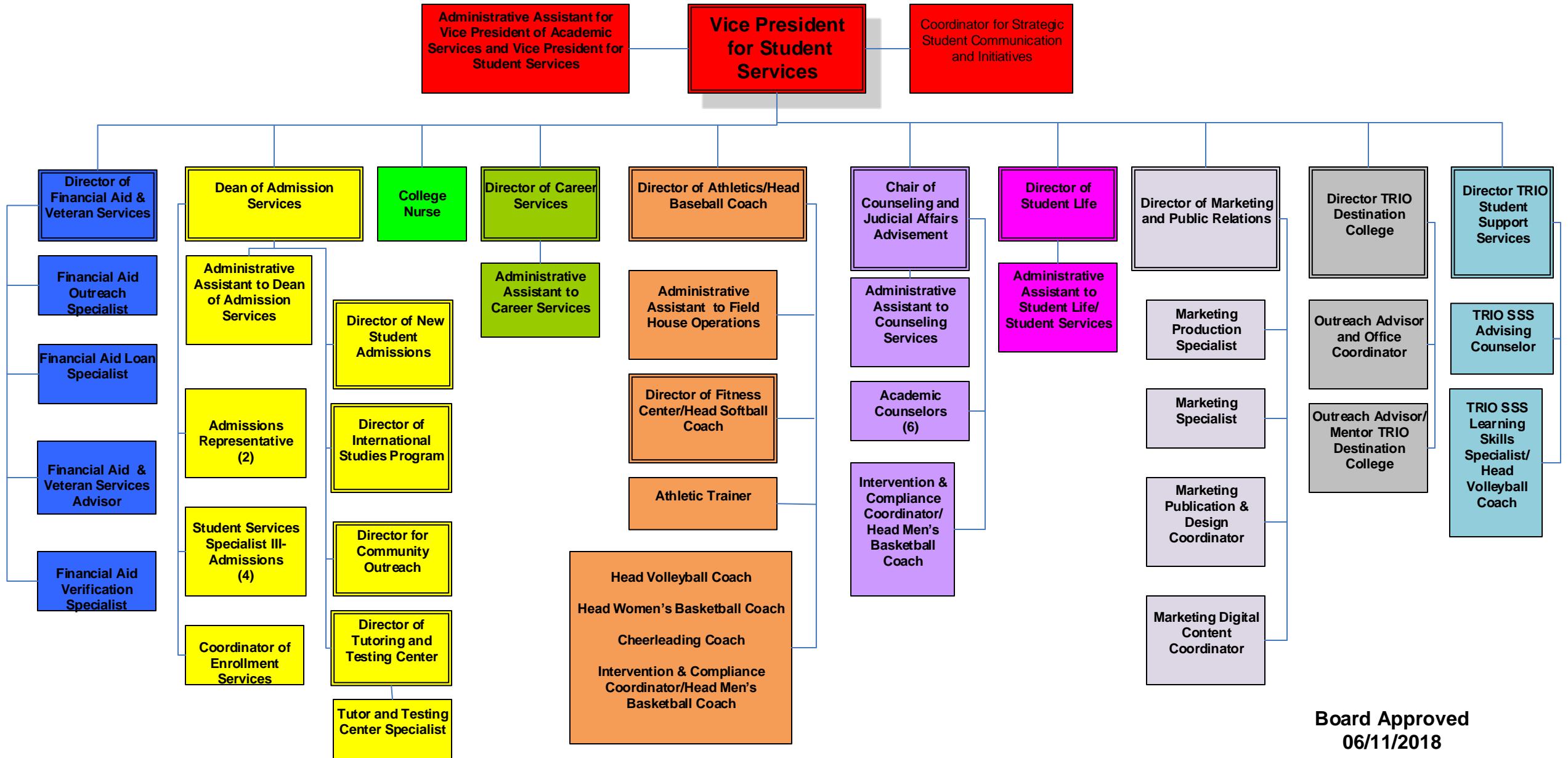


## LAKE LAND COLLEGE BUSINESS SERVICES ORGANIZATIONAL CHART July 1, 2018



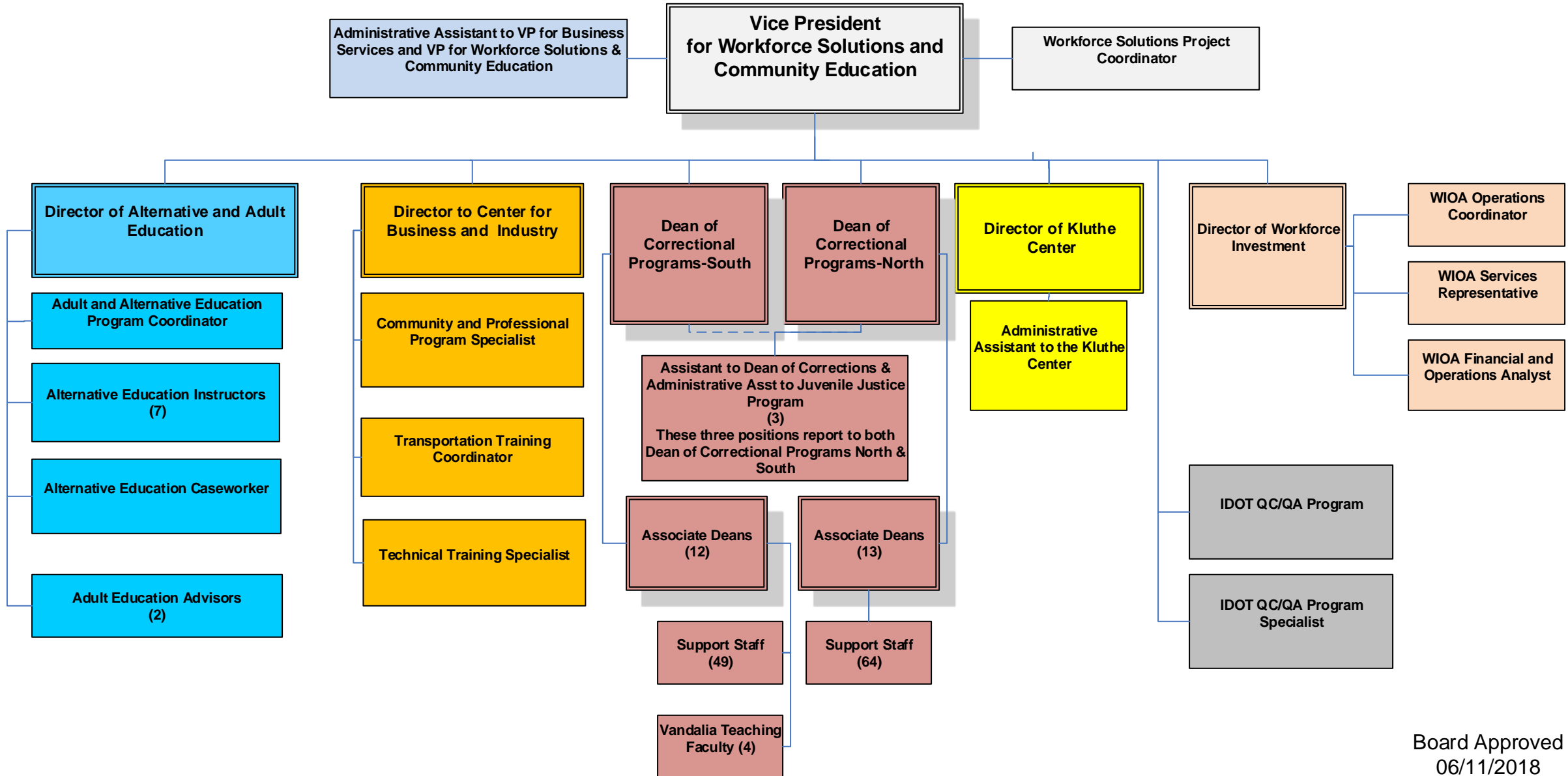
Board Approved 06/11/2018

**Lake Land College**  
**Student Services Organizational Chart**  
 July 1, 2018



**Board Approved**  
**06/11/2018**

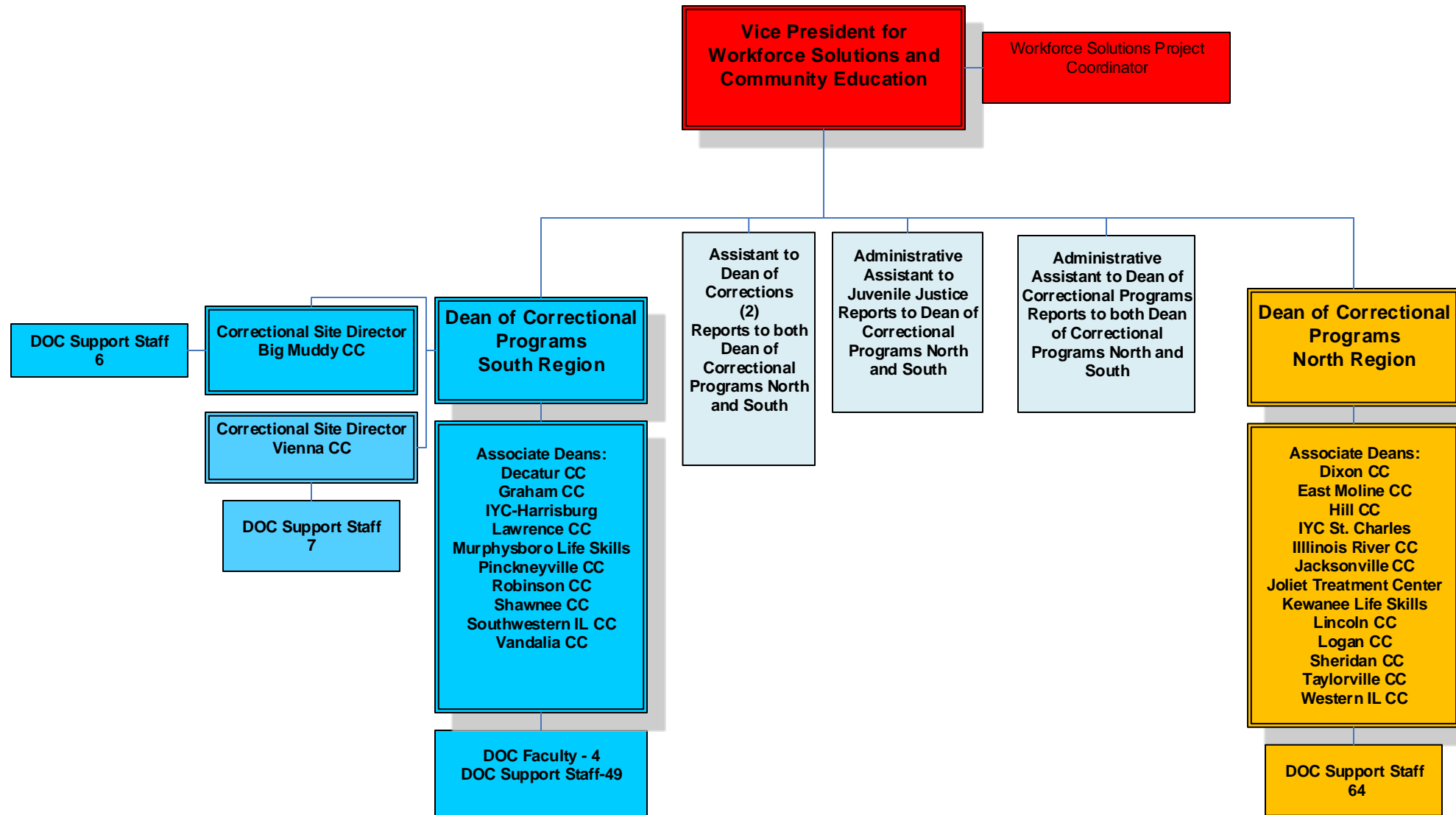
# LAKE LAND COLLEGE ORGANIZATIONAL CHART WORKFORCE SOLUTIONS AND COMMUNITY EDUCATION July 1, 2018



Board Approved  
06/11/2018



**LAKE LAND COLLEGE  
ACADEMIC SERVICES/DEPARTMENT OF CORRECTIONS  
ORGANIZATIONAL CHART  
JULY 1, 2018**



# MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: May 31, 2018

RE: Proposed Revisions to Board Policy 07.17.01 from Academic Standards Committee

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As presented at the May 14, 2018, meeting of the Board of Trustees, the Academic Standards Committee recommends revisions to Board Policy 07.17.01 – Incomplete Grade as noted on the following page. The revisions seek to clarify the process by which students may be assigned a grade of Incomplete (“I”) due to illness or other extreme circumstance and be provided the opportunity to complete the course during the following semester. The proposed revisions were reviewed and supported by the Academic Leadership Team and Academic Council.

I have not received questions or comments regarding the proposed revisions since they were presented for first reading at the May 14 meeting. I would like to request that the proposed changes be presented for final reading and approval at the June 11, 2018 meeting. I am happy to address any questions or concerns.

Thank you.

*2017-2018 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; Macy Davidson, Student; Tina Stovall, VP for Student Services; Michelle Zumbahlen, Committee Assistant.*

## 07.17.01

**Incomplete Grade**

~~If a~~ student who is unable to complete the requirements for a course during the scheduled allotted time period due to illness or other extreme circumstance, ~~the student~~ may request ~~the instructor to assign to be assigned~~ a grade of "I" (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer).

To receive ~~this a~~ grade of "I", the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance, and the student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor's Division Chair with final submission to the Admissions and Records Office no later than the grades-due date of the term.

The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. During the next regular term, excluding summer, the student will be given the opportunity to complete the requirements for the course. After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and report it to the Admissions and Records Office, by the mid-term date of that term. Once an "I" grade is assigned, the student may not withdraw from the course. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade.

Students should be aware that assignment of an "I" grade may impact their financial aid.

Students affected by this procedure are referred to the grade appeal section of the catalog.

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Adopted June 11, 2012

Revised

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Tina Stovall, Vice President for Student Services  
DATE: May 30, 2018  
RE: Proposed Addition of Board Policy 06.16.01 – Credit for Military Experience

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Illinois' new Public Act 100-0195 requires each Illinois institution of higher education to adopt a policy regarding its awarding of academic credit for military training considered applicable to a student's certificate or degree program. Colleges and universities must submit their policies to the Illinois Board of Higher Education or Illinois Community College Board by June 30 of each year, beginning in 2018.

Lake Land College has a long-standing practice of evaluating military experience for credit applicable to College degrees and certificates. We just have not previously adopted a formal policy describing that practice. The attached proposed Board Policy 06.16.01 reflects our current practices.

I would like to present the proposed policy at the June 11 meeting of the Board of Trustees. Because the policy addresses a current practice, I would like to ask that the Board adopt the policy without the requirement of a second reading. This will allow us to submit an adopted policy to the Illinois Community College Board prior to June 30.

I am happy to provide additional information or address any questions.

Thank you.

06.16.01

## Credit for Military Experience

Lake Land College grants credit for military training, education and occupational experience in accordance with the American Council on Education (ACE) Military Guide including credit for DANTES Subject Standardized Tests (DSST). ACE credit recommendations appear on a service member's Joint Services Transcript.

To receive Lake Land College credit based on the Joint Services Transcript:

1. Students must submit the Joint Services Transcript and a Transcript Evaluation Request to Admissions and Records.
2. The Joint Services Transcript will be evaluated to determine specific course credit applicable to the requirements of the student's certificate or degree program.
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 average.
5. No tuition or fees will be charged for credit awarded.
6. Students should be aware that credit awarded for military experience may not be accepted by another college or university.

Students may be awarded four hours of credit for completion of military basic training. If this credit is not documented on a Joint Services Transcript, the student may submit to the Admissions and Records Office a DD 214 indicating honorable discharge.

Information regarding specific credit available for military experience is maintained in Admissions and Records.

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Adopted

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Mr. Bryan Gleckler, Vice President <sup>BJG</sup> for Business Services  
DATE: May 29, 2018  
RE: April 2018 Financial Statement Summary

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

***Area(s) of Concern:***

- Tuition revenue –The year to date unfavorable variance remains significant in tuition revenue in the amount of \$1,394,402. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment as tuition for FY2018. When you remove this variable from the year to year comparison, we are actually down 2.9% as compared to FY2017 and we had budgeted a 3.0% decline.
- Fees – The year to date unfavorable variance in fees continues during the month of April. The April variance was favorable by \$11,714 decreasing the total year to date unfavorable variance to \$614,946. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment for FY2018. When you remove this variable from the year to year comparison, we are actually up 6.2% as compared to FY2017.

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

- Salaries/Wages and benefits – Projected year end favorable variance of \$500,000
- General Materials and Supplies - Projected year end favorable variance of \$600,000
- Contractual Services - Projected year end favorable variance of \$330,000
- Travel & Meeting Expenses – Projected year end favorable variance of \$150,000
- Utilities – Projected year end favorable variance of \$85,000

- Other – Projected year end favorable variance of \$250,000
- Capital Outlay – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

**Total projected favorable expenditure variances - \$2,015,000**

**Overall Variances:**

- *Revenue* – Total April revenue was \$546,587 resulting in an overall unfavorable variance of \$637,370 compared to the budgeted level. This unfavorable variance is primarily driven by not receiving a credit hour reimbursement or an equalization payment during the month of April. Year to date, revenue has an unfavorable variance of \$1,586,662 (driven by the unfavorable variances in tuition and fees). Given this, we will likely end FY2018 with a total unfavorable variance in revenue of approximately \$1.8 million (tuition & fee issue previously mentioned).
- *Expenditures* – Total April expenditures were \$2,135,485 resulting in an overall favorable variance of \$175,835. Year to date, spending has a favorable variance of \$2,832,109. I anticipate this favorable variance to decrease slightly for the remainder of the fiscal year and ultimately land around \$2.0 - \$2.2 million favorable. Additionally, this favorable variance does not account for the additional \$2,758,850 we identified at the beginning of the year that is earmarked to go towards fund balance.

**Revenue Variances:**

- *Local Sources* – Through April, this line is unfavorable by \$106,482 which has to do with reductions in CPPRT funding from the State of Illinois. While local source revenue will be slight for the remainder of the fiscal year, this unfavorable variance should still improve slightly as we move toward the end of the year.
- *ICCB Credit Hour Grant* – Unfavorable variance for the month of April by \$520,192 due to the timing of receipt of state payments for credit hour reimbursement during the month. Due to the receipt of multiple payments in prior months, year to date this line has a favorable variance of \$372,917 but this is solely due to the timing of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.
- *ICCB Equalization Grant* – Unfavorable variance for the month of April due to not receiving any state payment during the month of April. Year to date this line has an unfavorable variance of \$389,943 but will be in line with the budgeted assumptions by the conclusion of the fiscal year.
- *Tuition & Fees* – Already discussed at length above. April favorable variance for tuition of \$11,714 and \$8,370 favorable variance for fees. Year to date, tuition

has an unfavorable variance of \$1,394,402 and fees are unfavorable by \$614,946.

- Other State Sources – Favorable variance for April in the amount of \$170,341 due to the timing of the receipt of CTE funding from the State of Illinois. Year to date this line has a favorable variance of \$75,527.
- *Other Revenue* – April had a favorable variance of \$34,803 due to higher than anticipated CDL and CBI revenue for the month. Year to date this line now has a favorable variance totaling \$237,694.

***Expenditure Variances:***

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in April of \$46,508. Year to date these lines are favorable by \$452,025 and we are projecting a year end favorable variance of \$476,580 at this point in time.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in April in the amount of \$5,774. Year to date these lines are unfavorable by \$7,069; however, we are projecting that by the end of the year that these lines will have a slightly favorable variance.
- *Instructional* – Had an unfavorable variance in April of \$7,010 which was due to salaries being unfavorable by \$74,770 (timing). Overall, this area is favorable by \$610,763 year to date.
- *Academic Support* – Had an unfavorable variance in April of \$1,933 which is primarily due to an unfavorable variance in Salaries (\$3,795) and Travel & Meeting Expenses (\$2,053). Year to date, this area has an overall favorable variance of \$18,303.
- *Student Services* – Had a favorable variance in April of \$12,705. This was primarily due to favorable variances in salaries of \$10,221 and benefits of \$3,233. Year to date, this area has an overall favorable variance of \$141,999.
- *Public Service/Continuing Education* – This area had an unfavorable April variance of \$15,036. Year to date this area is unfavorable by \$11,452 with the bulk of this unfavorable variance due to an unanticipated recording of a gift in kind in the amount of \$11,850.
- *Operations & Maintenance* – This area had a favorable April variance of \$51,646. Year to date the favorable variance is \$503,607 with \$115,000 being in Capital Outlay due to not expending \$15,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers for the Luther Student Center. In addition, year to date utilities is favorable by \$117,426 and salaries are favorable by \$173,535.
- *Institutional Support* – Had a favorable April variance of \$43,746 Year to date this area has a favorable variance totaling \$1,246,445. The bulk of this



favorable variance is from the following lines: \$153,672 is due to adding in the Strategic Initiatives that were outlined in the August 10<sup>th</sup> memo from Dr. Bullock to the Board of Trustees, \$202,642 is in general materials and supplies, and \$116,765 is in contractual services. For the month of April, a gift in kind was recorded in the amount of \$45,000 due to the receipt of plastics equipment for the new program in Paris, Illinois.

- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$91,718 for the month of April. Year to date this line is favorable by \$322,445.

As we have discussed, despite a more complete level of state funding for FY2018, long term state funding uncertainty still exist. Therefore, we still intend to enforce spending limitations to ensure that we remain prudent and responsible with our expenditures.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY17 Audited Numbers	FY18 Annual Budget
<b>Revenues:</b>										
2,538	-	2,538	Local Sources	8,358,518	8,465,000	(106,482)	-1.26%	7,918,458	7,910,562	8,922,204
-	520,192	(520,192)	ICCB Credit Hour Grant	3,391,002	3,018,085	372,917	12.36%	1,887,282	5,262,447	4,058,469
-	389,943	(389,943)	ICCB Equalization Grant	3,509,490	3,899,433	(389,943)	-10.00%	2,843,905	5,113,746	4,679,320
338,017	167,677	170,341	Other State Sources	884,826	809,399	75,427	9.33%	993,045	2,039,866	1,050,557
(5,322)	(17,036)	11,714	Tuition	9,637,813	11,032,015	(1,394,202)	-12.64%	11,283,245	11,305,696	11,027,972
65,687	57,317	8,370	Fees	3,968,804	4,583,750	(614,946)	-13.42%	4,101,063	4,085,240	4,534,505
100,667	65,865	34,803	Other Revenue	1,165,256	927,562	237,694	25.63%	2,521,312	2,409,866	1,119,843
45,900	-	45,900	Gift in Kind	232,973	-	232,973	100.00%	25,348	115,578	-
546,587	1,183,957	(637,370)	<b>Total Revenues</b>	<b>31,148,582</b>	<b>32,735,244</b>	<b>(1,586,662)</b>	<b>1</b>	<b>31,571,658</b>	<b>38,243,002</b>	<b>35,392,870</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
920,552	845,782	(74,770)	Salary and Wages	9,637,750	9,666,850	29,100	0.30%	9,634,358	10,352,825	10,593,888
167,571	169,640	2,069	Employee Benefits	1,651,486	1,734,685	83,199	4.80%	1,640,451	1,948,994	1,673,953
50,931	64,500	13,569	Contractual Services	265,399	484,810	219,411	45.26%	370,723	472,541	556,690
24,008	68,897	44,889	General Materials and Supplies	376,571	662,953	286,382	43.20%	372,570	456,549	732,461
6,615	15,123	8,508	Travel and Meeting Expenses	29,549	118,891	89,342	75.15%	26,385	35,246	146,460
15,728	15,200	(528)	Fixed Charges	31,090	58,450	27,360	0.00%	32,321	48,278	72,225
2,147	1,400	(747)	Capital Outlay	2,511	36,355	33,844	93.09%	7,375	7,375	36,554
-	-	-	Other Expenditures	-	-	-	0.00%	-	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	0.00%	25,348	-	-
1,187,551	1,180,542	(7,010)	<b>Total Instructional</b>	<b>12,152,231</b>	<b>12,762,994</b>	<b>610,763</b>	<b>4.79%</b>	<b>12,109,531</b>	<b>13,322,729</b>	<b>14,112,239</b>
<b>Academic Support</b>										
30,862	27,067	(3,795)	Salary and Wages	314,568	302,992	(11,576)	-3.82%	390,453	433,397	351,255
6,990	7,152	162	Employee Benefits	76,748	69,100	(7,648)	-11.07%	98,476	114,371	83,404
26	1,000	974	Contractual Services	963	3,000	2,037	0.00%	1,483	1,682	3,000
2,803	5,838	3,035	General Materials and Supplies	169,620	203,467	33,847	16.64%	158,662	173,870	205,214
2,203	150	(2,053)	Travel and Meeting Expenses	8,077	6,335	(1,742)	-27.50%	5,838	7,678	9,310
256	-	(256)	Fixed Charges	4,990	8,375	3,385	40.42%	4,318	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
43,140	41,207	(1,933)	<b>Total Academic Support</b>	<b>574,966</b>	<b>593,269</b>	<b>18,303</b>	<b>3.09%</b>	<b>659,230</b>	<b>735,316</b>	<b>659,683</b>
<b>Student Services</b>										
113,561	123,781	10,221	Salary and Wages	1,249,020	1,333,123	84,103	6.31%	1,208,173	1,377,954	1,550,363
33,037	36,271	3,233	Employee Benefits	336,732	348,801	12,069	3.46%	330,230	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	11,209	9,322
11,129	6,959	(4,170)	General Materials and Supplies	65,049	86,974	21,925	25.21%	58,213	67,705	95,914
1,174	4,545	3,371	Travel and Meeting Expenses	10,950	34,803	23,853	68.54%	9,768	10,759	38,038
3,700	3,750	50	Other Expenditures	7,450	7,500	50	0.00%	7,000	7,000	7,500
162,601	175,306	12,705	<b>Total Student Services</b>	<b>1,678,524</b>	<b>1,820,523</b>	<b>141,999</b>	<b>7.80%</b>	<b>1,622,706</b>	<b>1,872,731</b>	<b>2,122,477</b>
<b>Public Service/Cont Ed</b>										
28,800	26,811	(1,989)	Salary and Wages	301,350	310,848	9,498	3.06%	280,940	356,447	372,432
4,371	5,932	1,561	Employee Benefits	49,495	45,989	(3,506)	-7.62%	48,758	59,098	53,853
5,345	1,350	(3,995)	Contractual Services	33,708	27,870	(5,838)	-20.95%	29,798	42,315	34,620
17,621	7,249	(10,372)	General Materials and Supplies	103,704	104,199	495	0.48%	63,071	107,233	127,528
621	355	(266)	Travel and Meeting Expenses	2,757	3,273	516	15.75%	2,760	4,126	3,807
12,603	12,628	25	Fixed Charges	127,350	126,582	(768)	-0.61%	126,576	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,850	-	(11,850)	0.00%	-	-	-
69,361	54,324	(15,036)	<b>Total Public Service/ Cont Ed</b>	<b>630,213</b>	<b>618,761</b>	<b>(11,452)</b>	<b>-1.85%</b>	<b>551,904</b>	<b>721,417</b>	<b>744,950</b>
<b>Operations &amp; Maintenance</b>										
76,543	90,042	13,499	Salary and Wages	795,628	969,163	173,535	17.91%	821,738	1,026,001	1,174,469
25,982	25,677	(305)	Employee Benefits	252,463	248,082	(4,381)	-1.77%	264,749	318,114	301,434
13,001	11,879	(1,122)	Contractual Services	161,919	194,590	32,671	16.79%	239,620	344,505	215,435
13,626	27,496	13,871	General Materials and Supplies	118,663	224,366	105,703	47.13%	89,156	125,184	271,195
-	-	-	Travel and Meeting Expenses	-	125	125	100.00%	-	-	150
9,930	11,180	1,250	Fixed Charges	148,272	111,800	(36,472)	-32.62%	142,292	227,294	134,160
69,670	94,123	24,453	Utilities	854,398	971,824	117,426	12.08%	971,257	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	-	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
208,751	260,397	51,646	<b>Total Operation and Maint</b>	<b>2,331,343</b>	<b>2,834,950</b>	<b>503,607</b>	<b>17.76%</b>	<b>2,528,813</b>	<b>3,207,652</b>	<b>3,436,489</b>
<b>Institutional Support</b>										
239,286	249,612	10,326	Salary and Wages	2,509,387	2,676,752	167,365	6.25%	2,479,663	3,028,892	3,089,526
62,816	61,872	(944)	Employee Benefits	681,487	594,686	(86,801)	-14.60%	692,782	750,399	930,711
12,576	31,826	19,250	Contractual Services	282,885	399,650	116,765	29.22%	386,202	610,853	616,253
61,132	118,578	57,445	General Materials and Supplies	567,594	770,236	202,642	26.31%	513,549	611,916	1,388,391
11,618	15,990	4,372	Travel and Meeting Expenses	44,762	100,050	55,288	55.26%	31,118	51,843	121,330
-	6,475	6,475	Fixed Charges	209,282	227,725	18,443	8.10%	240,597	242,519	228,300
-	7,339	7,339	Capital Outlay	7,201	41,849	34,648	0.00%	5,649	9,089	43,634
1,658	14,928	13,269	Contingency Funds	55,626	402,338	346,712	0.00%	-	26,960	487,221
-	-	-	Other	124,042	425,000	300,958	0.00%	709,290	987,604	4,417,729
28,786	-	(28,786)	Strategic Initiatives	291,328	445,000	153,672	0.00%	-	-	445,000
45,000	-	(45,000)	Gifts In Kind	63,248	-	(63,248)	0.00%	-	-	-
462,873	506,619	43,746	<b>Total Institutional Support</b>	<b>4,836,841</b>	<b>6,083,286</b>	<b>1,246,445</b>	<b>1</b>	<b>5,058,851</b>	<b>6,320,074</b>	<b>11,768,095</b>
1,208	92,926	91,718	Scholarships, grants, waivers	707,768	1,030,213	322,445	31.30%	2,423,351	2,506,810	1,170,066
2,135,486	2,311,320	175,835	<b>Total Expenditures</b>	<b>22,911,887</b>	<b>25,743,996</b>	<b>2,832,109</b>	<b>11.00%</b>	<b>24,954,385</b>	<b>28,686,729</b>	<b>34,013,999</b>
4,987	116,905	111,918	<b>Transfers Out:</b>	<b>552,629</b>	<b>1,145,061</b>	<b>592,432</b>	<b>51.74%</b>	<b>603,995</b>	<b>1,271,915</b>	<b>1,378,871</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
(1,593,884)	(1,244,267)	(349,617)		7,684,066	5,846,187	1,837,879	31.44%	6,013,278	8,284,358	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,409,603.21	1,363,094.90	(46,508.31)	Salary and Wages	14,807,702.43	15,259,728.00	452,025.57
300,768.38	306,542.62	5,774.24	Employee Benefits	3,048,412.22	3,041,343.00	(7,069.22)
81,878.78	110,555.23	28,676.45	Contractual Services	754,196.04	1,119,242.00	365,045.96
130,318.54	235,016.92	104,698.38	General Materials and Supplies	1,401,201.86	2,052,195.00	650,993.14
22,230.11	36,163.00	13,932.89	Travel and Meeting Expenses	96,094.91	263,477.00	167,382.09
38,516.69	45,482.51	6,965.82	Fixed Charges	520,982.97	532,932.00	11,949.03
69,669.91	94,122.71	24,452.80	Utilities	854,397.70	971,824.00	117,426.30
2,146.86	8,738.74	6,591.88	Capital Outlay	9,711.87	193,204.00	183,492.13
1,658.08	14,927.50	13,269.42	Contingency Funds	55,626.20	402,338.00	346,711.80
3,700.00	3,750.00	50.00	Other Expenditures	131,491.67	432,500.00	301,008.33
2,060,490.56	2,218,394.13	157,903.57	Total	21,679,817.87	24,268,783.00	2,588,965.13

**Lake Land College**  
*FY2018 Salary, Wage & Benefits Detail*

<i>Salary &amp; Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$9,637,750	\$9,666,850	\$29,100	\$10,593,886	\$10,399,956	\$10,593,886	\$193,930
Salary and Wages - Acad. Support	\$314,568	\$302,992	(\$11,576)	\$351,255	\$382,069	\$351,255	(\$30,814)
Salary and Wages - Stud. Svcs	\$1,249,020	\$1,333,123	\$84,103	\$1,550,363	\$1,433,210	\$1,550,363	\$117,153
Salary and Wages - Public Svc.	\$301,350	\$310,848	\$9,498	\$372,432	\$367,643	\$372,432	\$4,789
Salary and Wages - Maintenance	\$795,628	\$969,163	\$173,535	\$1,174,469	\$994,011	\$1,174,469	\$180,458
Salary and Wages - Inst. Support	\$2,509,387	\$2,676,752	\$167,365	\$3,089,526	\$3,078,464	\$3,089,526	\$11,062
<b>Total Salary and Wages</b>	<b>\$14,807,702</b>	<b>\$15,259,728</b>	<b>\$452,026</b>	<b>\$17,131,931</b>	<b>\$16,655,353</b>	<b>\$17,131,931</b>	<b>\$476,578</b>

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,651,486	\$1,734,685	\$83,199	\$1,973,963	\$1,989,371	\$1,973,963	(\$15,408)
Employee Benefits - Acad. Support	\$76,748	\$69,100	(\$7,648)	\$83,404	\$97,551	\$83,404	(\$14,147)
Employee Benefits - Stud. Svcs	\$336,732	\$348,801	\$12,069	\$421,340	\$413,323	\$421,340	\$8,017
Employee Benefits - Public Svc.	\$49,495	\$45,989	(\$3,506)	\$53,853	\$63,379	\$53,853	(\$9,526)
Employee Benefits - Maintenance	\$252,463	\$248,082	(\$4,381)	\$301,434	\$311,962	\$301,434	(\$10,528)
Employee Benefits - Inst. Support	\$681,487	\$594,686	(\$86,801)	\$930,711	\$847,413	\$930,711	\$83,298
<b>Total Employee Benefits</b>	<b>\$3,048,412</b>	<b>\$3,041,343</b>	<b>(\$7,069)</b>	<b>\$3,764,705</b>	<b>\$3,722,999</b>	<b>\$3,764,705</b>	<b>\$41,706</b>

\$518,284

# MEMO

**TO:** Board of Trustees  
**FROM:** Dr. Josh Bullock, President  
**DATE:** June 6, 2018  
**RE:** Delegation of authority to the president to enter into contracts during FY 2019 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 2019 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 16, 2018  
**Subject:** Proposed Lease Agreements

**Memo**

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Please find attached two lease agreements for programs located at the Workforce Development Center. These leases are with the Local Workforce Investment Board and LWIA 23/CEFS Economic Opportunity Corporation at 305 Richmond Ave East.

These 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

## Facility Lease Agreement

This lease, made this \_\_\_\_\_ 2018, 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 1<sup>st</sup> day of July, 2018, and shall terminate on the 30<sup>th</sup> day of June, 2019. 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

## **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, 2018, and shall terminate on the 30th day of June, 2019. 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 2018.

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Community College District No. 517  
Bryan Gleckler  
Vice President for Business Services

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

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Date

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Date

# MEMO

TO: Bryan Gleckler, Vice President for Business Services  
FROM: Chris Kramer, Director of Auxiliary Services  
DATE: May 29, 2018  
RE: Approval of Caterers for FY 2019

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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  
Mattoon Golf and Country Club, Mattoon  
Niemerg's Steak House, Effingham  
Pagliacci's Catering, Mattoon  
Subway, Mattoon  
Yoder's Kitchen, Arthur

The Mattoon Golf and Country Club is a new partner and has submitted a signed agreement form. This is a fine addition to the current group of caterers.

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 24, 2018

**RE:** Approval of FY 2020 RAMP Document

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Included in the Board's packet is a copy of the FY 2020 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 was removed per our discussion with ICCB. Per ICCB this project is already on the list maintained at ICCB since it was approved and appropriated in 2010.

# **FISCAL YEAR 2020 RAMP**

**COMMUNITY COLLEGE CAPITAL PROJECTS**

**JUNE 2018**

## **BOARD OF TRUSTEES**

**Gary Cadwell**

**Ann Deters**

**Bruce Owen**

**Doris Reynolds**

**Meg Steward**

**David Storm**

**Mike Sullivan**

**Tessa Philpot, 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 2020

Capital RAMP Contact Person

Bryan Gleckler

Telephone Number

217.234.5224

Email

[bgleckler@lakelandcollege.edu](mailto:bgleckler@lakelandcollege.edu)



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## 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**

### **Priority %– 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 2020 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 1 OUT OF 1  
 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			-	4,485.9	1,495.3	5,981.2				4,485.9	1,495.3	5,981.2
LAND			-	-	-	-				-	-	-
MOVEABLE EQUIPMENT			-	5,746.5	1,915.5	7,662.0				5,746.5	1,915.5	7,662.0
UTILITIES			-	946.8	315.6	1,262.4				946.8	315.6	1,262.4
REMODELING & REHABILITATION			-	14,708.5	4,902.8	19,611.3				14,708.5	4,902.8	19,611.3
SITE IMPROVEMENTS			-	946.1	315.4	1,261.5				946.1	315.4	1,261.5
PLANNING			-	3,186.4	1,062.1	4,248.5				3,186.4	1,062.1	4,248.5
<b>TOTAL</b>	-	-	-	30,020.2	10,006.7	40,026.9				30,020.2	10,006.7	40,026.9

MATCHING CONTRIBUTION \_\_\_\_\_  
LOCAL FINANCING SOURCE \_\_\_\_\_  
 AVAILABLE FUND BALANCE \$ 10,006.7  
 ICCB CONSTRUCTION CREDIT \_\_\_\_\_  
 DEBT ISSUE \_\_\_\_\_  
 DATE OF APPROVAL: \_\_\_\_\_  
 OTHER \_\_\_\_\_  
 TOTAL \$ 10,006.7

TOTAL PROJECT REQUEST( CURRENT YEAR) \$ 40,026.9  
 TOTAL COMPLETED PROJECT COST \$ 40,026.9  
 DESIRED PROJECT STARTING DATE FY2019  
 ESTIMATED COMPLETION DATE FY2020  
 ESTIMATED OCCUPANCY DATE Fall 2020  
 ESTIMATED ANNUAL OPERATING COST \$ 1,780.3

**TABLE 2  
FY 2020 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

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

		<b>PART A</b>			<b>PART B</b>	
		<b>NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</b>			<b>ACREAGE SUMMARY (Land Acquisition)</b>	
		<b>REQUEST FOR NEW FACILITIES</b>	<b>REDISTRIBUTION OF NASF SPACE</b>			
Space Type	FICM Codes	Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling		<b>Number of Acres Requested in Budget Year</b>
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: Assembly and Exhibition	610 thru 625		4,263	4,263	6 Parking Lots	
Other General Use	630 thru 685		3,813	3,813	7 Roadways	
Support Facilities	710 - 765		2,492	2,492	8 Pond Retention and Drainage	
Health Care	810 - 895		155	155	9 Other(specify)	
Unclassified	Lower Level		27,486	27,486	Total Assigned Area	0
<b>TOTAL NASF #</b>			<b>164,600</b>	<b>164,600</b>	Currently Unassigned	
<b>TOTAL GSF #</b>			<b>192,463</b>	<b>192,463</b>	Total Acres	0

**TABLE 3  
FY 2020 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**

<b>Space Type</b>	<b>NASF</b>	<b>% NASF</b>	<b>Mult.</b>	<b>GSF</b>	<b>% GASF</b>	<b>\$/GSF</b>		
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
<b>Building Total</b>	<b>164,600</b>	<b>100%</b>		<b>192,463</b>	<b>100.0%</b>	<b>\$ 96.86</b>		
Land							\$	-
Equipment							\$	7,283.3
Utilities							\$	1,200.0
Remodeling & Rehabilitation							\$	18,641.9
Site Improvements							\$	1,199.1
<b>1. Base Total</b>							\$	<b>28,324.3</b>
<b>2. Added Costs</b>								
LEED design cost							\$	1,699.5
Other Added Costs							\$	740.5
<b>3. Base Cost</b>							\$	<b>30,764.2</b>
4. Escalation							\$	1,599.7
Expected Bid Date:			Months to Bid Date:	24				
5. Escalated Building Budget							\$	32,363.9
6. Escalated Building Budget Plus 10% Contingency							\$	35,600.3
7. Adds:								
a. A/E Fees							\$	2,848.0
b. On-Site Observation								
Number of Months	36		Hours per week	24			\$	224.6
c. Reimbursable expenses							\$	205.0
d. Art-in-Architecture							\$	178.0
e. Construction Administration Fee							\$	970.9
f. Other Adds			Decription:				\$	-
f. Sub-total Adds							\$	4,426.5
9. Total Building Budget							\$	<b>40,026.8</b>

**TABLE 4  
FY 2020 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	373	208.880
Classroom	100	Student Chair	1064	151	160.664
Classroom	100	Chair - Handicap	56	268	15.008
Classroom	100	Instructors Desk	28	709	19.852
Classroom	100	Instructor's Keyboard Tray	28	328	9.184
Classroom	100	Instructors Chair	28	364	10.192
Classroom	100	Instructors Computer Table	28	614	17.192
Classroom	100	Dry Erase Board	56	806	45.136
Classroom	100	Classroom Computer	120	1492	179.040
Classroom	100	Faceplates	80	24	1.920
Classroom	100	Printers	25	1789	44.725
Classroom	100	Stand - Printer	28	1210	33.880
Classroom	100	Amp	28	299	8.372
Classroom	100	VCR	28	112	3.136
Classroom	100	Elmo	28	3730	104.440
Classroom	100	Gyro mouse	28	74	2.072
Classroom	100	Pronto, software	28	449	12.572
Classroom	100	Screen	28	746	20.888
Classroom	100	Projector	28	2239	62.692
Classroom	100	Sound System	28	1936	54.208
Classroom	100	Cabinet - multimedia	28	1492	41.776
Lab	200	Student Desk	960	614	589.440
Lab	200	Computer Table	960	151	144.960
Lab	200	Student chair	1824	299	545.376
Lab	200	Chair - handicap	96	268	25.728
Lab	200	Instructors desk	48	709	34.032
Lab	200	Instructor's keyboard tray	48	328	15.744
Lab	200	Instructors chair	48	364	17.472
Lab	200	Instructors computer table	48	614	29.472
Lab	200	Dry Erase Board	96	806	77.376
Lab	200	Lab Computer	160	1492	238.720
Lab	200	Faceplates	80	24	1.920
Lab	200	Printers	10	1789	17.890
Lab	200	Stand - Printer	48	1210	58.080
Lab	200	Amp	48	299	14.352
Lab	200	VCR	48	112	5.376
Lab	200	Elmo	48	3730	179.040
Lab	200	Gyro mouse	48	74	3.552
Lab	200	Pronto, software	48	449	21.552
Lab	200	Screen	48	746	35.808
Lab	200	Projector	48	2239	107.472
Lab	200	Sound System	48	1936	92.928
Lab	200	Cabinet - multimedia	48	1492	71.616
Lab	200	Air Compressor	3	3132	9.396
Lab	200	Clothes Washer & Dryer	4	1789	7.156
Study Room	410	Table	50	596	29.800
Study Room	410	Chair	600	299	179.400
Study Room	410	Upholstered Chair	150	822	123.300
Study Room	410	Upholstered Sofa - 2 Seat	75	1082	81.150
Study Room	410	Upholstered Sofa - 3 Seat	50	1492	74.600
Study Room	410	End Table	125	410	51.250
Office Space	300	Office Computers	150	1492	223.800
Office Space	300	Desk	150	709	106.350
Office Space	300	Chair	150	364	54.600
Office Space	300	Credenza	150	695	104.250

**TABLE 4  
FY 2020 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	519	77.850
Office Space	300	Side Chair	300	232	69.600
Office Space	300	File Cabinet	300	306	91.800
Office Space	300	Bookcase	150	291	43.650
Office Space	300	Keyboard trays	150	328	49.200
Office Space	300	Message Board	25	709	17.725
Office Space	300	Paper shredder	25	2075	51.875
Office Space	300	Literature organizer	40	483	19.320
Conference Room	350	Conference Table	10	4836	48.360
Conference Room	350	Conference Chair	140	586	82.040
Conference Room	350	AV Carts	10	346	3.460
Conference Room	350	Laptop computers	80	900	72.000
Conference Room	350	desktop presenters	10	2350	23.500
Conference Room	350	Portable projection screens	10	346	3.460
Conference Room	350	Slide projectors	10	346	3.460
Conference Room	350	DVD/VCR	10	1104	11.040
Conference Room	350	Portable white board	10	693	6.930
Conference Room	350	Portable tack board	10	483	4.830
Conference Room	350	LCD monitor - large format	20	2500	50.000
Central Computer	710	Racks	30	1492	44.760
Central Computer	710	Blades, 211 ports	60	11933	715.980
Central Computer	710	wireless	20	14916	298.320
Central Computer	710	UPS	80	746	59.680
Central Computer	710	Telephones	350	519	181.650
Central Computer	710	Meridian blade expansion	15	2239	33.585
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	373	22.380
Central Services	750	Utility Cart	10	226	2.260
Central Services	750	Eye Washes	10	432	4.320
Central Services	750	Bucket - mop w/ringer 35 quart	10	126	1.260
Central Services	750	Wet Floor Signs	20	44	0.880
Central Services	750	Buffer - 20" 175 rpm	10	1119	11.190
Central Services	750	Buffer - 20" 1900 to 2000 rpm	10	1416	14.160
Central Services	750	Carpet Blower	20	299	5.980
Central Services	750	Carpet Extractor - 16" 10 gallon	10	2239	22.390
Central Services	750	Cart - custodian	10	278	2.780
Central Services	750	Kaivack - auto crew machine w/vacuum	10	6496	64.960
Central Services	750	Ladder - 8'	10	299	2.990
Central Services	750	Receptacle - Trash - Commons	50	556	27.800
Central Services	750	Receptacle - Recycling - Commons	50	556	27.800
Central Services	750	Receptacle - trash w/dolly 44 gallon	20	184	3.680
Central Services	750	Scrubber - Auto 32"	10	8949	89.490
Central Services	750	Vacuum - wet 15 gallon	10	910	9.100
Central Services	750	First Aid Cabinet	10	634	6.340
Central Services	750	Defibrillator	10	4475	44.750
Central Services	750	Materials Storage Cabinets	10	1265	12.650
Central Services	750	Records Storage Shelving	10	670	6.700
Central Services	750	Work Bench	10	969	9.690
Central Services	750	Hand Truck	10	634	6.340
Central Services	750	High Out Blower Fan	10	1119	11.190
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	90	1.800
Central Services	750	Tool packages	10	746	7.460

**TABLE 4**  
**FY 2020 MOVEABLE EQUIPMENT LIST**

<b>District/College</b>	<b># 517/Lake Land College</b>
<b>Location</b>	<b>Mattoon, Illinois, Main Campus</b>
<b>Project Name</b>	<b>Rehabilitation of Kluthe Center, LSC, NW, FH, NH, CC</b>

<b>Programmatic Unit</b>	<b>Room Use Classification</b>	<b>Name of Equipment</b>	<b>Number of Units</b>	<b>Cost per Unit</b>	<b>Estimated Total Cost</b>
Central Services	750	Pumps	10	954	9.540
Central Services	750	Mower	3	5221	15.663
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	132	1.320
Central Services	750	Emergency Generator	10	1119	11.190
				<b>Total</b>	<b>7,266.275</b>

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## 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 11, 2018, with a quorum present, officially authorized the submission of the attached Fiscal Year 2020 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: Bryan Gleckler, Vice President for Business Services

Date: June 5, 2018

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

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For Fiscal Year 2019, we are proposing a base salary adjustment for our Administrative, Supervisory, and Support staff employees that is consistent with what was agreed upon with our collective bargaining groups. Excluding those staff that are currently in planned retirement and those staff receiving increases based on the new salary structure and guidelines, 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%

Given the budget that was recently adopted by the State of Illinois for FY2019, staff would receive the 4.0% increase based on this formula. The financial impact of this increase for Administrative, Supervisory, and Support staff totals \$59,841 on the general operating funds and an additional \$34,893 on the ancillary funds. Additionally, for those staff impacted by the new salary guidelines and Hay structure changes, we recommend bringing those staff up to their targeted salary levels effective July 1, 2018. While the impact of these changes total \$132,039, it offsets approximately \$57,833 in cost of living increases that would have occurred without this adjustment. The impact of these increases are accounted for in the College's Fiscal Year 2019 proposed budget.

For employees that are a part of the Illinois Department of Corrections or Illinois Department of Juvenile Justice contracts, their salary increase will be the contractually agreed upon 3% increase beginning July 1, 2018.

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

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0618-014

DATE: 6-11-18

## ***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 18 DOC contracted payments; and

**WHEREAS**, the proposed transfer will be reimbursed from anticipated FY 18 DOC Contracted payments in the amount of \$5,000,000.

**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 \$5,000,000 to the Educational Fund to pay for educational services provided to the Department of Corrections.

**ADOPTED** this 11<sup>th</sup> day of June, 2018 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 11<sup>th</sup> day of June, 2018.

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 11th day of June, 2018.

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Secretary, Board of Trustees

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0618-015

DATE: 6-11-18

## *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 11<sup>th</sup> day of June, 2018 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 11<sup>th</sup> day of June, 2018.

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 11<sup>th</sup> day of June, 2018.

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Secretary, Board of Trustees

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0618-016

DATE: 6-11-18

## *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 11<sup>th</sup> day of June, 2018 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 11<sup>th</sup> day of June, 2018.

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 11th day of June, 2018.

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Secretary, Board of Trustees

# LAKE LAND COLLEGE

# MEMO

**To:** Dr. Josh Bullock, President  
**From:** Bryan Gleckler, Vice President for Business Services  
**Date:** May 24, 2018  
**Subject:** Resolution Pertaining to Prevailing Wage Rates

**Memo**

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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 1 September 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: 0618-017

DATE: 6-11-18

## *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 September 1, 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 September 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 11<sup>th</sup> day of June, 2018 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 11<sup>th</sup> day of June, 2018.

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 11th day of June, 2018.

---

Secretary, Board of Trustees

<b>Prevailing Wage rates for Coles County effective Sept. 1, 2017</b>												
<b>Trade Title</b>	<b>Region</b>	<b>Type</b>	<b>Class</b>	<b>Base Wage</b>	<b>Fore-man Wage</b>	<b>M-F OT</b>	<b>OSA</b>	<b>OSH</b>	<b>H/W</b>	<b>Pension</b>	<b>Vacation</b>	<b>Training</b>
ASBESTOS ABT-GEN	ALL	BLD		30.59	31.84	1.5	1.5	2	6.30	15.58	0.00	0.90
ASBESTOS ABT-MEC	ALL	BLD		22.40	23.40	1.5	1.5	2	6.80	6.55	0.00	0.50
BOILERMAKER	ALL	BLD		36.50	39.00	1.5	1.5	2	7.07	22.82	1.50	0.65
BRICK MASON	ALL	BLD		31.50	33.08	1.5	1.5	2	8.57	13.51	0.00	0.85
CARPENTER	ALL	BLD		32.14	34.39	1.5	1.5	2	8.45	16.25	0.00	0.54
CARPENTER	ALL	HWY		32.30	0.40	1.5	1.5	2	8.20	15.40	0.00	0.52
CEMENT MASON	ALL	BLD		32.60	34.60	1.5	1.5	2	8.57	9.84	0.00	0.50
CEMENT MASON	ALL	HWY		33.71	35.21	1.5	1.5	2	8.57	9.84	0.00	0.50
CERAMIC TILE FNSHER	ALL	BLD		30.48	30.48	1.5	1.5	2	8.57	9.94	0.00	0.10
ELECTRIC PWR EQMT OP	ALL	ALL	1	43.76	54.80	1.5	1.5	2	6.81	12.25	0.00	0.44
ELECTRIC PWR EQMT OP	ALL	ALL	2	34.96	53.92	1.5	1.5	2	6.36	9.79	0.00	0.35
ELECTRIC PWR GRNDMAN	ALL	ALL		29.96	54.80	1.5	1.5	2	6.40	8.39	0.00	0.30
ELECTRIC PWR LINEMAN	ALL	ALL		48.61	54.80	1.5	1.5	2	6.96	13.61	0.00	0.49
ELECTRICIAN	ALL	BLD		36.87	40.56	1.5	1.5	2	7.20	9.34	0.00	0.55
ELECTRONIC SYS TECH	ALL	BLD		32.73	34.73	1.5	1.5	2	6.95	6.87	0.00	0.40
ELEVATOR CONSTRUCTOR	ALL	BLD		43.43	48.86	2	2	2	15.28	15.71	3.47	0.60
FENCE ERECTOR	ALL	ALL		32.21	34.11	1.5	1.5	2	8.84	10.02	0.00	0.90
GLAZIER	ALL	BLD		35.91	37.91	1.5	1.5	2	6.25	9.16	0.00	0.68
HT/FROST INSULATOR	ALL	BLD		30.58	31.58	1.5	1.5	2	6.61	11.75	0.00	0.43
IRON WORKER	ALL	ALL		32.61	34.51	1.5	1.5	2	10.64	11.67	0.00	0.90
LABORER	ALL	BLD		28.09	29.34	1.5	1.5	2	6.30	15.58	0.00	0.80
LABORER	ALL	HWY		29.65	30.65	1.5	1.5	2	6.30	16.28	0.00	0.80
LATHER	ALL	BLD		32.14	34.39	1.5	1.5	2	8.45	16.25	0.00	0.54
MACHINIST	ALL	BLD		45.35	47.85	1.5	1.5	2	7.26	8.95	1.85	0.00
MARBLE FINISHERS	ALL	BLD		30.48	30.48	1.5	1.5	2	8.57	9.94	0.00	0.10



MARBLE MASON	ALL	BLD		31.50	33.08	1.5	1.5	2	8.57	13.51	0.00	0.85
MILLWRIGHT	ALL	BLD		31.74	33.99	1.5	1.5	2	8.45	17.11	0.00	0.54
MILLWRIGHT	ALL	HWY		33.58	35.33	1.5	1.5	2	8.20	16.67	0.00	0.52
OPERATING ENGINEER	ALL	ALL	1	40.00	42.00	1.5	1.5	2	9.00	10.35	0.00	1.00
OPERATING ENGINEER	ALL	ALL	2	25.35	42.00	1.5	1.5	2	9.00	10.35	0.00	1.00
OPERATING ENGINEER	ALL	ALL	3	41.00	42.00	1.5	1.5	2	9.00	10.35	0.00	1.00
PAINTER	ALL	ALL		35.29	36.79	1.5	1.5	2	8.57	5.33	0.00	0.60
PAINTER SIGNS	ALL	ALL		35.29	36.79	1.5	1.5	2	8.57	5.33	0.00	0.60
PILEDRIVER	ALL	BLD		33.14	35.39	1.5	1.5	2	8.45	16.25	0.00	0.54
PILEDRIVER	ALL	HWY		33.30	35.05	1.5	1.5	2	8.20	15.40	0.00	0.52
PIPEFITTER	ALL	BLD		41.54	44.04	1.5	1.5	2	7.10	11.45	0.00	1.99
PLASTERER	ALL	BLD		32.35	34.35	1.5	1.5	2	8.57	11.75	0.00	0.50
PLUMBER	ALL	BLD		41.54	44.04	1.5	1.5	2	7.10	11.45	0.00	1.99
ROOFER	ALL	BLD		31.05	32.55	1.5	1.5	2	9.25	8.43	1.00	0.24
SHEETMETAL WORKER	ALL	BLD		36.10	38.10	1.5	1.5	2	8.95	15.14	0.00	0.52
SPRINKLER FITTER	ALL	BLD		37.12	39.87	1.5	1.5	2	8.42	8.50	0.00	0.35
STONE MASON	ALL	BLD		31.50	33.08	1.5	1.5	2	8.57	13.51	0.00	0.85
TERRAZZO FINISHER	ALL	BLD		30.48	30.48	1.5	1.5	2	8.57	9.94	0.00	0.10
TERRAZZO MASON	ALL	BLD		31.98	31.98	1.5	1.5	2	8.57	9.94	0.00	0.10
TILE LAYER	ALL	BLD		30.70	32.95	1.5	1.5	2	8.00	13.65	0.00	0.52
TILE MASON	ALL	BLD		31.98	31.98	1.5	1.5	2	8.57	9.94	0.00	0.10
TRUCK DRIVER	ALL	ALL	1	36.15	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	2	36.67	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	3	36.91	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	4	37.25	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	5	38.23	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	1	28.92	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	2	29.34	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	3	29.53	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	4	29.80	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	5	30.58	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25

TUCKPOINTER	ALL	BLD	31.50	33.08	1.5	1.5	2	8.57	13.51	0.00	0.85
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Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

## 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.

**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, vactor 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, Apsoo 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, Shoooper 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, Sphons 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 classifications.

#### 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.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 11th day of June, 2018.

\* \* \*

The meeting was called to order by the Chair, and upon the roll being called, Dave Storm, the Chair, and the following Trustees were physically present at said location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The Chair announced that the next item for consideration was the issuance of not to exceed \$17,000,000 general obligation bonds to be issued by the District pursuant to Article 3A of the Public Community College Act for the purpose of paying claims

against the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0618-018

DATE: June 11, 2018

RESOLUTION providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds, Series 2018B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

\* \* \*

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), issue funding bonds of the District in the aggregate principal amount of \$17,000,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District (the "*Claims*"); and

WHEREAS, pursuant to and in accordance with the provisions of said Article of the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the



State of Illinois, as amended (the "*Debt Reform Act*"), notice of intention to issue said bonds was published in the *Journal Gazette*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board (the "*Secretary*") requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are in not less than the aggregate amount of \$17,000,000, all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

WHEREAS, there are no funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount of \$17,000,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds in the aggregate amount of \$17,000,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$17,000,000 of said bonds be issued at this time; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 9th day of April,

2018, adopted a resolution calling a public hearing (the "*Hearing*") for the 14th day of May, 2018, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Journal Gazette*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 72-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 14th day of May, 2018, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 14th day of May, 2018; and

WHEREAS, it is necessary and in the best interests of the District that the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2018A (the "*Certificates*"), be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Certificates on their earliest possible call date, and provide for the giving of proper notice to the registered owners of the Certificates:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Authorization.* It is hereby found and determined that the Board has been authorized by law to borrow an amount not to exceed \$17,000,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued not to exceed \$17,000,000 of said bonds.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$17,000,000 for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued to said amount and shall be designated "*General Obligation Community College Bonds, Series 2018B.*" The Bonds, if issued, shall be dated such date (not later than December 11, 2018) as set forth in the Bond Notification (as hereinafter defined), and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption on December 1 of each of the years (not later than 2021), in the amounts (not exceeding \$6,600,000 per year) and bearing interest at the rates (not exceeding 5.00% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed

upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of The First National Bank, Mattoon, Illinois, as the bond registrar and paying agent (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chair of the Board (the "*Chair*") and the Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer of the Board (the "*Treasurer*"), as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under

this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners. (a) General.* The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District for the Bonds. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall

not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New

York, New York, and its successors and assigns (“DTC”). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair, Secretary and the chief business official of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “Representation Letter”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “DTC Participant”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of

payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District



may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in the Bond Notification are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed

shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,

(4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,

(5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and

(6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraph [6] and those thereafter as shall be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED  
No. \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS,  
EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY

COMMUNITY COLLEGE DISTRICT NO. 517

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2018B

See Reverse Side for  
Additional Provisions

Interest                      Maturity                      Dated  
Rate: \_\_\_\_%              Date: December 1, 20\_\_      Date: \_\_\_\_\_, 2018              CUSIP  
193810 \_\_\_\_

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing \_\_\_\_\_ 1, 20\_\_, until said Principal Amount is paid. Principal of this Bond is payable in lawful

money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of The First National Bank, Mattoon, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chair and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

\_\_\_\_\_  
SPECIMEN  
Chair, Board of Trustees

\_\_\_\_\_  
SPECIMEN  
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

\_\_\_\_\_  
SPECIMEN  
Treasurer, Board of Trustees

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
Illinois  
AUTHENTICATION

Bond Registrar and Paying Agent:  
The First National Bank, Mattoon,

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 2018B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

THE FIRST NATIONAL BANK,  
as Bond Registrar

By \_\_\_\_\_  
SPECIMEN  
Authorized Officer



[Form of Bond - Reverse Side]

**COMMUNITY COLLEGE DISTRICT NO. 517**

**COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF ILLINOIS**

**GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2018B**

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, as applicable, will be inserted here].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in Mattoon, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender

and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 8. Sale of Bonds.* The Chair and either the President of Lake Land College (the "*President*") or the Vice President for Business Services of the District (the "*Designated Representatives*") are hereby authorized to proceed not later than the 1st day of December, 2018, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered the purchaser thereof (the "*Purchaser*") upon receipt of the purchase price therefor, the same being not less than 97.0% of the principal amount of the Bonds plus accrued interest (if any) to date of delivery. The Purchaser for the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, Inc., Naperville, Illinois ("*PMA*"), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer's Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act, or (iii) an "accredited investor" as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as

amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon receipt by the District of the written recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chair or or the President or the Vice President for Business Services of the District is hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of

the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chair, Secretary, Treasurer and any other officers of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") is hereby ratified, approved and authorized; the execution and delivery of the Official Statement is hereby authorized; and the officers of the Board are hereby authorized to take any action as may

be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement and the Bonds.

*Section 9. Tax Levy.* In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2018	\$6,650,000	for interest and principal up to and including June 1, 2020
2019	\$6,650,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chair, Secretary and Treasurer who are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery,

Moultrie and Shelby, Illinois (the "*County Clerks*"), in a timely manner to effect such abatement.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

*Section 10. Filing of Resolution.* Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2018 and 2019, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "*Bond and Interest Fund of 2018*" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

*Section 11. Use of Bond Proceeds.* The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds and principal proceeds of the Bonds in an amount not to exceed \$1,000,000 is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The remaining principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be used solely and only to pay and cancel the Claims. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by PMA or the Purchaser on behalf of the District from the proceeds of the Bonds.

*Section 12. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "Code"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "IRS") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will



respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chair, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 13. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 14. Duties of Bond Registrar.* If requested by the Bond Registrar, the Chair and Secretary are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided for herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon redemption prior to maturity or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

*Section 15. Call of the Certificates.* In accordance with the redemption provisions of the resolution authorizing the issuance of the Certificates, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) all of the outstanding Certificates for redemption on July 2, 2018 (or such other date if so designated in the Bond Notification). The certificate registrar for the Certificates is hereby authorized and directed to give timely notice of the call for redemption of the Certificates. The form and time of the giving of such notice regarding the redemption of the Certificates shall be as specified in the resolution authorizing the issuance of the Certificates.

*Section 16. Continuing Disclosure Undertaking.* The Chair is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking

under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 17. Municipal Bond Insurance.* In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond Insurance Policy*") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 18. Record-Keeping Policy and Post-Issuance Compliance Matters.* On the 11th day of November, 2013, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the *Policy*.

*Section 19. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 20. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted June 11, 2018.

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Chair, Board of Trustees

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Secretary, Board of Trustees

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Trustees voted NAY: \_\_\_\_\_

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF COLES         )

### CERTIFICATION OF MINUTES AND RESOLUTION

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 11th day of June, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds, Series 2018B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of June, 2018.

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Secretary, Board of Trustees



STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COLES        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and as such official I do further certify that on the 11th day of June, 2018, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds, Series 2018B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board on the 11th day of June, 2018, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of June, 2018.

\_\_\_\_\_  
Treasurer, Board of Trustees

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Bryan Gleckler, Vice President for Business Services  
DATE: May 30, 2018  
RE: Recommendation of Award for Autoclave

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The College recently solicited bids for the purchase of an autoclave to replace outdated equipment in our Microbiology labs. The autoclave is a sterilizer used to process microbial wastes generated in the labs. The current autoclave we have has been operational for 18 years which presents a challenge in the fact that when it becomes inoperable, we would be unable to teach our microbiology classes.

As part of this process, the College received the following bids:

<u>Bidder</u>	<u>Bid Amount</u>
Getinge USA Sales LLC Lake Mary, Florida	\$47,363.00
Mayfield Medical Services, Inc. Bethalto, Illinois	\$56,000.00
STERIS Corporation Mentor, Ohio	\$31,213.00

Based on the proposals received, I recommend that the Board of Trustees approve the bid proposed from STERIS Corporation in the amount of \$31,213.00.



# MEMO

TO: Bryan Gleckler, Vice President for Business Services  
FROM: Chris Kramer, Director of Auxiliary Services *ck*  
DATE: May 29, 2018  
RE: Beverage and Vending Services Agreement

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Request for Proposals for campus beverage and vending services were publicized on April 9, 2018 with a closing date of May 17, 2018 by 5 p.m. Two submissions were received, one from Pepsi MidAmerica and the other from Heartland Coca-Cola.

Pepsi's proposal was the only one that fulfilled candy, snack and chip vending services as well as beverage vending. Coca-Cola presented only beverage vending.

Financial incentives over a ten year period amount to \$50,000 with a 20% commission on beverage vending from Coca-Cola with no minimum annual guarantee and \$230,000 from Pepsi MidAmerica with a 40% commission on beverage, candy, snack and chip vending with a minimum annual guarantee of \$15,000.

As per the financial benefits listed above the best financial partnership would be with Pepsi MidAmerica for a ten year commitment.

cmk

# MEMO

TO: Dr. Josh Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

DATE: May 31, 2018

RE: Recommendation to join Government Telecommunications Consortium (GovTC)

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For public safety purposes, Lake Land College currently partners with other local law enforcement entities to enhance public safety and provide assistance to each other when necessary. With advances in technology and more reliance on video footage in the realm of police work, the group has identified the need to replace the county-wide leased copper network with our own point-to-point network. In working cooperatively with each entity towards that goal, it became apparent that the relationship and rights of each entity should be formalized and a consortium created. Other members of this consortium would consist of Coles County, City of Charleston, City of Mattoon, and Eastern Illinois University.

The Mission Statement and the Intergovernmental Agreement for the GovTC are included in this packet. The creation of this consortium is the first step to taking control of our own wide area network in Coles County which will help in controlling costs, increase performance, and allow us to better adapt to the ever changing world of technology.

As indicated in the Mission Statement, the first project of this consortium will be to create and upgrade the county-wide network. This will include the construction of a tower (not on Lake Land property) to establish a microwave network that will allow us to better control costs (no longer leasing network), enhance speed of the network, and better be able to adapt to changing technologies. The cost of this initiative will be \$50,000/member to be paid over two years. Lake Land College has budgeted \$35,000 in its FY2019 budget for this initiative and will pay the remaining \$15,000 in FY2020. Once implemented, Lake Land College will save at a minimum of \$3,100/year by no longer being a part of the leased network.

Given our partnership with our other local area law enforcement entities and the benefits that we will obtain from the network upgrades proposed, I would recommend that Lake Land College agree to become a member of the Government Telecommunications Consortium (GovTC) and pay up to \$50,000 for the creation of the microwave network.

## Mission Statement for Government Telecommunications Consortium (GovTC)

The mission for the creation of the “Government Telecommunications Consortium” (GovTC) is to share resources and collaborative ideas while reducing risk and increasing efficiency to create a telecommunications service and support consortium. This consortium is to consist of Coles County, City of Charleston, City of Mattoon, Lake Land College, and Eastern Illinois University. Its creation will eliminate the month-to-month lease payments being made to our current service provider for network connections. It will also eliminate our inability, for example, for some member agencies to send video evidence and large files to the State’s Attorney Office over the network. These files must currently be burned to disk, driven to, and hand delivered to the State’s Attorney’s Office on a regular basis.

The primary goal of creating such a consortium is to provide service and support as cost effectively as possible to the consortiums member agencies. By succeeding at this goal, the capacity of such services will increase dramatically, while maintaining or lowering costs. As a secondary goal, the consortium may offer services to other taxpayer funded organizations such as remote public safety entities or local government entities. This will, in turn, increase their efficiency and decrease their budget needs. The consortium may also offer currently un-provisioned infrastructure space for lease to commercial entities such as cellular providers as a source of revenue to help offset operational considerations. After operational considerations are met, the GovTC board may be able to disperse surplus funds to its member agencies.

The first project of this consortium will be to replace the county-wide leased copper network with our own point-to-point network. With an average speed of the current connections being 3.9 Mbps, improvement is needed. The proposed connection speeds would start at 400 Mbps and go up from there. This upgraded network will be capable of providing many services that are currently not possible with our current network at a much more efficient rate. Once this network is created, it will serve as our network “backbone” for communication across the county including (but not limited to) Network and Internet Data, Voice over IP, Radio over IP, Video Surveillance, and Offsite Data Backup, just to name a few. For example, with this system, remote offices will no longer be required to provide their own internet or phone lines, as these services will now be able to travel across the high speed network. With this system, emergency data links can be deployed in very little time as the infrastructure will already be in place. There are many uses for this network, most of which we haven’t thought of yet.

The estimated timeline beginning for this project is May 1<sup>st</sup> of 2019. I anticipate that approximately 70% of funding will be needed to begin the bidding of critical infrastructure. The remaining 30% of funds or services will be needed to complete the purchase and deployment of equipment and begin testing. Primary infrastructure buildout and testing is expected to be complete by November 30<sup>th</sup>, 2019.

The creation of the Government Telecommunications Consortium is the first step to taking control of our own wide area network, controlling costs and performance, and having abilities that are currently not possible.

**INTERGOVERNMENTAL AGREEMENT FOR MEMBERSHIP IN A  
GOVERNMENT TELECOMMUNICATIONS CONSORTIUM (GovTC)**

This Intergovernmental Agreement (“Agreement”) is entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the parties that have executed this Agreement pursuant to its terms (collectively referred to as “Parties”).

**WITNESSETH:**

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act authorize and encourage the entering into of Intergovernmental Agreements between units of local government;

WHEREAS, the Parties desire to enter into an Intergovernmental Agreement setting forth the responsibilities of the Parties with regard to the operation of a consortium to develop and share telecommunications equipment and services; and

WHEREAS, the Parties wish to establish a long-term, shared telecommunications service and support consortium to operate more efficiently, reduce risk, and provide for a collaborative environment for innovation and continuous improvement.

NOW, THEREFORE, in consideration of the mutual covenants of this Agreement and other good and valuable consideration, the Parties agree as follows:

**I. General Purpose; Authority**

Section 1. The general purpose of this Agreement is to establish a long-term, shared telecommunications service and support consortium and to establish its governing Board and Members.

Section 2. The Members agree to establish GovTC as an intergovernmental entity to implement the functions, services, and responsibilities described in this Agreement.

Section 3. Except to the extent provided in this Agreement and the By Laws, the GovTC consortium shall operate in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.* Where there is a conflict between the By-Laws or the Agreement and such statutes, the By-Laws shall prevail to the greatest extent permitted by law.

Section 4. The Members agree that no one unit shall be responsible or liable, in whole or in part, for the acts of GovTC, or the agents or contractors of GovTC, or any other Members acting separately or in conjunction with the implementation of the activities of GovTC.

## **II. Construction and Definitions**

Section 1. The language in the text of this Agreement shall be interpreted in accordance with the following rules of construction:

- (a) The singular number includes the plural number and the plural the singular,
- (b) The word “shall” is mandatory; the word “may” is permissive; and
- (c) The masculine gender includes the feminine and neuter

Section 2. When the following words and phrases are used, they shall, for the purposes of this Agreement, have the meanings respectively ascribed to them in this Section, except when the context otherwise indicates.

- (a) “ACCOUNT” - the account or accounts established and funded by the Members to: (1) pay the joint administrative expenses of GovTC; (2) fund it’s pro rata share of certain approved



telecommunications initiatives for GovTC; and (3) pay any other expenditure approved by the Board and/or otherwise authorized by the terms of this Agreement.

- (b) "AGREEMENT" - this Intergovernmental Agreement for Membership in a Government Telecommunications Consortium.
- (c) "ANNUAL CONTRIBUTION" – the annual proportional amount paid by each Member for Shared Initiatives plus any agreed upon administration fees such as the annual audit.
- (d) "BOARD" - the Board of Directors of GovTC, consisting of one (1) Director and one (1) alternate Director from each Member.
- (e) "BY-LAWS" – the by-laws of the GovTC Board, attached as Exhibit B, as the Board may be amend from time to time.
- (f) "CHARTER MEMBER" – the founding members of the GovTC.
- (g) "CHIEF ADMINISTRATIVE OFFICER" - the City or Village Manager or Administrator for each Member which is a municipality and the highest appointed officer for any other Member.
- (h) "CORPORATE AUTHORITIES" - the governing body of each Member.
- (i) "FISCAL YEAR" - the twelve month period commencing on January 1 of a particular year.
- (j) "FORMER MEMBER" - any entity which was once a Member, but has either withdrawn from GovTC or whose status as a Member was terminated pursuant to this Agreement.
- (k) "FUND BALANCE" - the amount of Shared Assets exceeding liabilities at any point in time using generally accepted accounting principles.
- (l) "GOVERNMENT TELECOMMUNICATIONS CONSORTIUM" or "GovTC" - the

consortium created pursuant to this Agreement.

- (m) “INITIAL MEMBERSHIP FEE” - the fee paid upon joining GovTC to fund the initial Shared Initiatives developed within consortium.
- (n) “INTELLECTUAL PROPERTY” - any and all software, data, maps, or related items generated by or for GovTC. Such intellectual property shall be considered privileged and confidential trade secrets and shall constitute valuable formulae, design and research data or which Members have given substantial consideration.
- (o) “MASTER CONTRACT” - the standard contract agreement between GovTC and a Member.
- (p) “MEMBER” - a Unit which enters into this Agreement and is, at any specific time not in default as set forth in this Agreement.
- (q) “MEMBERS ATTRITION FORMULA” - the distribution of Shared Assets based on Member initial membership fee and date and its age.
- (s) “MEMBER GUIDELINES” - the procedures established by the Board to implement operations under this Agreement.
- (t) “MINIMUM MEMBERSHIP CRITERIA” - the evaluation criteria used by the Board for consideration of new Members as defined in Exhibit A.
- (u) “QUORUM” - the required percentage of Directors necessary for the Board to hold a meeting. A quorum is present when a majority (more than 50%) of the Directors is present at a duly called meeting of the Board.
- (v) “RESERVES” - the amount established through an excess of Annual Contributions over expenses and established to reduce the volatility of GovTC expenses.

- (w) “SERVICE PROVIDER” - any person or entity that GovTC designates to establish, operate, maintain or support Telecommunications infrastructure and services for the Members.
- (x) “SECONDARY SERVICE PROVIDER” - a Service Provider not limited to a supplier of software, hardware, or other services.
- (y) “SHARED ASSETS” - the collective investments in hardware, software and other telecommunications equipment made and used by the Members pursuant to this Agreement.
- (z) “SHARED INITIATIVES” - the programs or Shared Assets where the cost will be shared by the Members and held by GovTC.
- (aa) “SOFTWARE” - the computer programs, form designs, user manuals, data specifications and associated documentation employed as part of Shared Initiatives.
- (bb) “UNIT” - includes any political subdivision of the State of Illinois, including community colleges and state universities, or any department or agency of the state government or any city, village or any taxing body that is not a Member.

### **III. Membership**

Section 1. The Charter Members of GovTC shall be the City of Charleston, City of Mattoon, Eastern Illinois University, Lake Land College and the County of Coles.

Section 2. Units may apply and obtain for membership in GovTC as provided in the ByLaws. Any new Unit joining GovTC must meet Minimum Membership Criteria, as the Board may amend from time to time. Any exceptions to the Minimum Membership Criteria must be approved by two-thirds (2/3) affirmative vote of the entire Board, with the new Unit defining and committing to a plan to meet the full Minimum Membership Criteria within a specified timeframe.

#### **IV. Board of Directors**

Section 1. The governing body of GovTC shall be its Board of Directors, which shall operate pursuant to the By-Laws attached as Exhibit B, as they may be amended by the Board from time to time.

Section 2. The Chief Administrative Officer of each Member shall appoint one (1) Director to the Board, who shall have one (1) vote, and shall also appoint one alternate Director who shall be entitled to attend meetings of the Board but may only vote in the absence of the Member's Director. The Chief Administrative Officer shall promptly fill any vacant Director or alternate Director position.

Section 3. The officers of the Board shall consist of a President, a Vice-President, a Treasurer, and a Secretary, who shall exercise those powers and duties described in the By-Laws.

#### **V. Powers and Duties of the Board**

Section 1. The powers and duties of the Board shall include the powers to:

- (a) Take such action, as it deems necessary and appropriate, to accomplish the general purposes of this Agreement and exercising other ancillary administrative powers.
- (b) Authorize all GovTC expenditures.
- (c) Establish and collect the Initial Membership Fee.
- (d) Establish and collect annual contributions for services to Members and to others.
- (e) Establish an annual budget and cause to be delivered an annual financial accounting report in writing to its Members as described in this Agreement.
- (f) Establish reserves for the purposes of operating GovTC.

- (g) Manage reserves including but not limited to the investment thereof.
- (h) Establish general policies and procedures necessary to implement GovTC's authority and purpose consistent with this Agreement and the By-Laws, including without limitation the Minimum Membership Criteria, Member Guidelines, Members' Account policy, and other policies as deemed necessary by the Board.
- (i) Establish strategic goals for GovTC.
- (j) Have an independent audit of GovTC prepared and submitted to the Members.
- (k) Exercise any other power necessary and incidental to the implementation of its powers and duties and the operation of GovTC pursuant to this Agreement.

## **VI. Board Voting Requirements**

Section 1. The following matters require approval by the affirmative two-thirds (2/3) vote of the entire Board:

- (a) Merger of GovTC with another consortium;
- (b) Selection of a Service Provider(s) and other professional service providers (accountants, attorneys, etc.);
- (c) Approval of annual and three-year budgets of GovTC including the amount of each Member's annual contributions;
- (d) The acquisition of Shared Assets in the form of capital expenditures;
- (e) Approval or conditional approval of any proposed new Member(s);
- (f) Approval of any strategic plan documents;

- (g) Suspension, termination, expulsion, or reinstatement of a Member;
- (h) Dissolution and/or Termination of GovTC.
- (i) Amendments of the By-Laws
- (j) Any other matters specified in this Agreement as requiring the affirmative two-thirds (2/3) vote of the entire Board.

Section 2. Any and all other action consistent with the other terms of this Agreement which the Board deems necessary shall be considered routine in matter and approved by an affirmative majority vote of the entire Board.

## **VII. Master Contract**

Section 1. The GovTC goal is to have one Master Contract that governs the duties and obligations of the Service Provider to each Member.

Section 2. Prior to the completion and execution of the Master Contract, each Member shall be individually responsible for contracting with the Service Provider. Members shall enter into a service contract with the Service Provider substantially conforming to the GovTC Service Provider Contract as may be modified by the Board, within one (1) year of signing this Agreement, until such time as there is a Master Contract. Members are expected to enter into any agreements with Secondary Service Providers deemed necessary for the functioning of GovTC within a reasonable time as determined by the Board of Directors.

Section 3. Upon completion of the Master Contract and execution by each Member, the Master Contract shall control over and supersede any existing Service Provider Contract, which shall thereafter be of no effect.

## VIII. Service Provider

Section 1. Each Director shall make a recommendation to their respective Chief Administrative Officer to contract with a Service Provider whose duties for GovTC are listed in Subsection 7 of this Article VIII below.

Section 2. The term of any Service Provider shall be as set forth in the Service Provider Agreement and/or Master Contract.

Section 3. The Board may at any time vote to name a new Service Provider by two-third (2/3) affirmative vote of the entire Board, whose term shall begin at such time as the Board may authorize.

Section 4. A Service Provider's term shall be renewed upon such terms as the Board may approve.

Section 5. The Board may terminate the services of a Service Provider at any time, subject only to the Service Provider Agreement and/or Master Contract.

Section 6. The Board may enter into agreements with more than one Service Provider if it deems it appropriate.

Section 7. The Service Provider shall be the principal operating manager of GovTC and shall supervise and control day-to-day operations of GovTC and carry out the purpose of GovTC as directed by the Board. Among the duties and authority of the Service Provider shall be the following:

- (a) To sign on behalf of GovTC any instrument which the Board has authorized to be executed, by a formal vote or written authority, and, in general, to perform all duties pertinent to

GovTC and such other duties as may be prescribed by the Board consistent with this Agreement from time to time.

- (b) To prepare a proposed annual budget indicating staffing and annual contributions and to submit such proposals to the Board.
- (c) To prepare projections of future anticipated expenses through development of a three (3) year budget.
- (d) To make recommendations regarding policy decisions, the creation of other Board offices and the retention of agents, employees and independent contractors.
- (e) At each regular meeting of the Board and at such other times as requested to do so by the Board, to present a full report of the Service Provider's activities and shared initiatives of GovTC.
- (f) To report monthly to each Member on performance measures and summary of services performed for each Member pursuant to Service Provider Agreement and/or Master Contract.
- (g) Within the constraints of the budget approved by the Board, to make or direct distributions from the Reserves account for payment of hardware, software, or other expenses of GovTC and maintain accurate and detailed records and accounts of all transactions and all Shared Assets.
- (h) Act as liaison officer with the Board and each individual Member's Director.
- (i) Prepare Board agendas and meeting minutes in conjunction with the Secretary or President.
- (j) Monitor billings from Secondary Service Providers to ensure that they are received in a timely fashion and in the correct amount.



- (k) Secure bids and request for proposals for hardware, software, and other telecommunications services and make recommendations for the selection of vendors for adoption by the Board.
- (l) Expend reasonable funds in an emergency with written notice to the Board.
- (m) Provide necessary information to the Board's selected certified public accountant in conjunction with the preparation of the annual reports.
- (n) Solicit new Members with direction from strategic goals adopted by the Board.
- (o) Draft GovTC and Board goals for each coming year for review and approval by the Board.

Section 8. In the event one of the Members of GovTC is designated as the Service Provider, such Member shall be required to comply with the following conditions:

- (a) Member shall not allow the same person(s) to serve as such Member's Director on the Board and perform the Service Providers duties;
- (b) Member shall fully indemnify GovTC and the Members from, and obtain and maintain insurance providing coverage for, claims arising or resulting from the acts and omissions of its employees who are performing the duties of the Service Provider so that any claims arising from the acts or omissions of the Service Provider do not result in any liability to GovTC or its members, except to the extent caused by the gross negligence or willful misconduct of GovTC or such member.

### **IX. Obligations of Members**

Section 1. The obligations of each Member shall be as follows:

- (a) To execute a contract with the Service Provider until such time as a Master Contract is available;

- (b) To appropriate or budget for and, where necessary, to levy for, and pay promptly all monthly and supplementary or other payments following the Illinois Prompt Payment Act and in such amounts as are established within the scope of this Agreement;
- (c) To select promptly a Director to serve on the Board and an alternate;
- (d) To cooperate fully with the Service Provider, GovTC's attorneys and auditors and any agent, employee, officer or independent contractor of GovTC in any matter relating to the purpose and powers of GovTC;
- (e) To review all proposed changes to strategic plans prior to the Board's final vote on such changes;
- (f) To act promptly on all matters requiring Board approval and to not withhold such approval unreasonably or arbitrarily;
- (g) To purchase and maintain Comprehensive General Liability (CGL) and Workers Compensation insurance covering liability arising out of the Member's participation in GovTC, including any liability arising from the actions of the Member's Director acting in his/her scope of authority under this Agreement.

Section 2. At the discretion of the Board, non-performance of Member obligations, whether in whole or in part, may be the basis for a recommendation to terminate pursuant to Article XI of this Agreement.

## **X. Financial Matters**

Section 1. The Fiscal Year of GovTC shall be from January 1 through December 31.

Section 2. Each Member shall be liable for and pay to GovTC a share of the total Annual Contribution required in each GovTC Fiscal Year which shall be calculated by the Board on an allocation basis that is divided by the number of participants.

Section 3. The proposed revenue requirements and corresponding Member contribution for GovTC's next ensuing Fiscal Year will be presented to the GovTC Board annually in due course, but in no event later than 90 days before the start of such Fiscal Year. The Annual Contribution for the ensuing Fiscal Year and the amount of each Member's share shall be determined by the affirmative two-thirds (2/3) vote of the entire Board.

Section 4. Each Member shall remit payment of its Annual Contribution, or regular installments thereof, to GovTC on or before the due date (or dates) established by the Board. Each Member shall be liable for the complete payment of its annual contributions.

Section 5. Billings for all charges shall be made by the Board and shall be due when rendered. Any Member whose charges have not been paid within 90 days after billing shall be in default and shall not be entitled to further voting privileges or to have its director hold any office on the Board and shall not use any GovTC Shared Initiatives until such time as such Member is no longer in default. In the event that such charges have not been paid within 90 days of such billing, such defaulting Member shall be deemed to have given, on such 90th day, notice of withdrawal from Membership by the Board. In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it. Withdrawal shall not relieve any such Member from its accrued financial obligations as set forth in this Agreement.

Section 6. Nothing contained in this Agreement shall prevent the Board from charging non-Members for services rendered by GovTC on such basis as the Board shall deem appropriate.

Section 7. It is anticipated that GovTC may be in a position to receive financial assistance in the form of grants. The Board may credit any such grants against charges for any Member, Members, or GovTC in a manner agreed to by the Board. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges, which may be made in the future.

Section 8. The amount required for Reserves shall be calculated on an annual basis for presentation and acceptance by the Board as part of the annual budget process.

## **XI. Termination of Membership**

Section 1. Failure to enter into an agreement with the Service Provider within one (1) year of GovTC's designation of the Service Provider shall be cause for the termination of Membership. A 30-day written notice will be given to a Member that fails to enter into an agreement with the Service Provider as provided in this Section. Upon the failure to enter into an agreement at the end of the thirty-day (30) notice period, its Membership shall be terminated.

Section 2. Failure to enter into an agreement within thirty 30 days of expiration of the previous agreement with Service Provider shall result in Membership termination.

Section 3. A Member shall be terminated for cause including not participating as a Board Member, not paying dues, not signing a Master Contract, not maintaining the minimum standards of the organization, or other activities determined by the Board and based on an affirmative vote of two-thirds (2/3) of the entire Board.

Section 4. Upon termination of any Member, the Member shall be responsible for:

- (a) All of its pro-rated share of any obligations;
- (b) Its share of all charges to the effective date of termination;
- (c) Restitution for damages or malicious actions outside of insurance; and
- (d) Any contractual obligations it has separately incurred with GovTC or the Service Provider.

Section 5. A Member terminated from Membership at a time when such termination does not result in dissolution of GovTC, shall forfeit its claim to any Shared Assets of GovTC. Any terminated Member shall be subject to the provisions described elsewhere in this Agreement.

Section 6. If a Member remains in default for a period of more than 90 days on any billing from GovTC, the Membership automatically shall terminate.

## **XII. Withdrawal**

Section 1. All new Members of GovTC shall be committed as Members for an initial three (3) year Membership.

Section 2. After the period of an initial three-year Membership, any Member may withdraw from GovTC at the end of a GovTC Fiscal Year upon giving of at least eight (8) months prior written notice of such withdrawal. Such notice shall be addressed to the Board of Directors of the GovTC and shall be accompanied by a resolution of the Corporate Authorities of the Member electing to withdraw from GovTC.

Section 3. The nonpayment of charges as set forth in this Agreement or the refusal or declination of any Member to be bound by any obligation to GovTC shall constitute written notice of withdrawal, but shall not relieve the Member of its obligations.

Section 4. Upon the effective date of withdrawal the withdrawing Member shall continue to be responsible for:

- (a) All of its pro-rated share of any obligations;
- (b) Its share of all charges to the effective date of termination; and
- (c) Any contractual obligations it has separately incurred with GovTC or the Service Provider(s).

Section 5. A Member withdrawing from Membership at a time when such withdrawal does not result in dissolution of GovTC shall forfeit its claim to any Shared Assets of GovTC. Any Member that withdraws shall be subject to the provisions of this Agreement. If withdrawing Member cannot meet specific deadlines for terminating its contract with the Service Provider, withdrawing Member must pay Service Provider on a month-to-month basis or as mutually agreed upon. The withdrawing Member shall, within thirty (30) days of withdrawal, file a certification with the Board, verifying compliance with this Section.

### **XIII. Dissolution**

Section 1. GovTC shall be dissolved whenever:

- (a) A sufficient number of Members withdraw from GovTC to reduce the total number of Members to less than two (2); or
- (b) By affirmative two-thirds (2/3) vote of the entire Board.

Section 2. In the event of dissolution, the Board shall determine the procedures necessary to affect the dissolution and shall provide for the taking of such measures as promptly as circumstances permit subject to the provisions of this Agreement.

Section 3. Upon dissolution, after payment of all obligations, the remaining Shared Assets of

GovTC shall be liquidated and the proceeds shall be distributed among the then existing Members in accordance with the Members Attrition Formula applied to any surplus value found with the sale of the Shared Assets.

Section 4. If, upon dissolution and the sale of the Shared Assets and the application of reserves, there is an organizational deficit, such deficit shall be charged to and paid by the Members and withdrawing Member(s) that caused the dissolution in accordance with obligations as described in Article XI on a pro-rata basis calculated from the Members Attrition Formula.

Section 5. In the event of dissolution and once all obligations have been paid, the following provisions shall govern the distribution of Shared Assets owned by GovTC:

- (a) A Member may continue to use any intellectual property developed on their behalf during the term of its Membership.
- (b) Reserves will be distributed by applying the initiation fee formula to the remaining Members and the affirmative 2/3 majority vote of the entire Board.

#### **XIV. Merger of the Consortium**

Section 1. GovTC may merge with any other consortium established under the Illinois Intergovernmental Cooperation Act upon the affirmative two-thirds (2/3) majority vote of the entire Board.

#### **XV. General Conditions**

Section 1. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered in person or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to GovTC:

President of GovTC

With a copy to the Service Provider

If to Member:

Village/City Manager

Name of Village/City

Address

Legal Firm Name of Village/City

Address

Each party shall have the right to designate other addresses for service of notices, provided notice of change of address is duly given.

Section 2. The Parties certify that they are not barred from entering into this Agreement as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code and that they each have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

Section 3. Except as set forth herein, no Member may, by its own actions, obligate GovTC or any other Member.

Section 4. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Illinois.

Section 5. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.



Section 6. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

#### **XVI. Duration**

This Agreement shall continue in effect indefinitely, until terminated in accordance with its term or until GovTC is dissolved.

#### **XVII. Intellectual Property**

Section 1. Members agree that no assignments, licenses, sales, authorization of reuse by others, giveaways, transfer or any other grant of Intellectual Property rights will be made to any third party without written permission from the Board.

Section 2. It is understood that this Agreement does not grant to any Member or any employees, partners or other business associates thereof, any rights in any Intellectual Property or any inherent protectable interests, except those specifically provided by this Agreement.

#### **XVIII. Execution of Agreement**

This Agreement may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as GovTC and the Members or additional Members shall preserve undestroyed, shall together constitute but one and the same instrument.

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SIGNATURE PAGE FOLLOWS

City of Charleston

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Government Telecommunications Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Government Telecommunications Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Telecommunications Consortium to be dated this \_\_\_\_\_ day of, 20\_\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Seal \_\_\_\_\_

County of Coles

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Government Telecommunications Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Government Telecommunications Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Telecommunications Consortium to be dated this \_\_\_\_\_ day of, 20\_\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Seal \_\_\_\_\_

Eastern Illinois University

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Government Telecommunications Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Government Telecommunications Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Telecommunications Consortium to be dated this \_\_\_\_\_ day of, 20\_\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Seal \_\_\_\_\_

Lakeland College

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Government Telecommunications Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Government Telecommunications Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Telecommunications Consortium to be dated this \_\_\_\_\_ day of, 20\_\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Seal \_\_\_\_\_

City of Mattoon

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Government Telecommunications Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Government Telecommunications Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Telecommunications Consortium to be dated this \_\_\_\_\_ day of, 20\_\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Seal \_\_\_\_\_

## **EXHIBIT A**

### **Minimum Membership Criteria**

1. \$50,000, according to a schedule to be approved by the Board, but which may not exceed two (2) years from the effective date of this Agreement. Payment may be made in cash or in-kind labor or materials, the valuation of which must be approved by the Board.

## **EXHIBIT B**

### **INITIAL BY-LAWS OF THE GOVERNMENT TELECOMMUNICATIONS CONSORTIUM (GovTC)**

#### **ARTICLE I – GENERAL PROVISIONS**

Section 1. This document establishes the Initial By-laws of the GovTC consortium pursuant to that certain Intergovernmental Agreement For Membership in a Government Telecommunications Consortium (GovTC) dated (“Agreement”).

Section 2. Definitions set forth in the Agreement shall apply herein.

Section 3. Except as otherwise provided in these By-Laws or the Agreement, GovTC shall operate in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.* Where there is a conflict between these By-Laws and such statutes, these By-Laws shall prevail to the greatest extent permitted by law.

#### **ARTICLE II - AUTHORITY**

Section 1. GovTC is formed pursuant to Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act, which authorizes and encourages the entering into of Intergovernmental Agreements between Members of local government.

#### **ARTICLE III - MEMBERSHIP**

Section 1. Any Unit may be eligible and can apply to the Board to become a Member of GovTC. The Unit should be able to help progress the mission and goals of GovTC as described in the Agreement and to fulfill the growth strategy set by the Board.



Section 2. Any Unit joining GovTC must meet the Minimum Membership Criteria, as the Board may amend from time to time. Any exceptions to the Minimum Membership Criteria must be approved by two-thirds (2/3) affirmative vote of the Board, with the new Unit defining and committing to a plan to meet the full Minimum Membership Criteria within a specified timeframe.

Section 3. A Unit desiring to be a Member shall execute a counterpart of the Agreement and shall pay the Initial Membership Fee. Payment shall be made to the Treasurer of GovTC who will deposit such payment into the GovTC Account. Thereupon, the clerk or other corresponding officer of the Member shall file a duly executed copy of the Agreement, together with a certified copy of the authorizing resolution or other action, with the GovTC President. The resolution authorizing the execution of the Agreement shall also designate the first Director and alternate Director for the Member.

Section 4. Addition of a new Member must be approved by a two-thirds (2/3) affirmative vote of the entire Board.

Section 5. Approved new Members normally enter on January 1 (beginning of Fiscal Year) or July 1. Entry at other times may be permitted, the terms and conditions of which to be mutually agreed upon by the new Member and GovTC. In its discretion, the Board may allow entry to the program at other times and may impose restrictions, limitations, etc. with respect to such entry. Any Member joining GovTC agrees, upon joining, that if it is to become a Former Member, it will be bound by all of the obligations of a Former Member as set forth in the Agreement.

Section 6. Former Members will require a two-thirds (2/3) affirmative vote of the entire Board in order to rejoin GovTC.

## ARTICLE IV – BOARD COMPOSITION AND PROCEDURES

Section 1. The Board shall consist of the Directors and alternate Directors appointed by the Chief Administrative Officer of each Member. In order for GovTC to be of maximum value, the Members shall appoint, as their Directors and alternates, an administrative officer that is a department head or an employee with significant management responsibility and experience. The Board shall be the governing body of GovTC, with authority to take all appropriate actions and to perform all duties to accomplish the purposes of GovTC.

Section 2. Subject to compliance with the Agreement, the Board shall be responsible for establishing all GovTC policies, the annual budget and the annual contribution rate for the operation of the GovTC, all non-budgeted capital outlays and strategic plans of which these Bylaws and subsequent policies or procedures are an integral part, to provide a system of communications among its members for enforcement purposes, or as otherwise approved by the Board.

Section 3. The Executive Committee of the Board shall consist of the President, Vice-President, Secretary and Treasurer, as elected by the Directors (“Executive Committee”), who shall hold office for a term of two (2) years or until a successor has been elected. The Executive Committee will be divided into two classes in order to stagger the terms of said members and achieve continuity of governance of GovTC as follows: The President and Secretary, whose terms expire at the end of the final meeting of the Board in even-numbered years; and the Treasurer and Vice President, whose terms shall expire at the end of the final meeting of the Board in odd-numbered years.

Section 4. When a vacancy occurs on the Executive Committee, a special meeting of the Board should be called to elect a successor for the remainder of the term of office.

Section 5. The Board may under special circumstances allow for electronic voting. All votes must be cast in accordance with the By-laws. No absentee or proxy voting shall be permitted.

Section 6. Each Director and alternate Director shall be appointed to serve until a successor is appointed.

Section 7. When the Chief Administrative Officer of a Member appoints a Director or an alternate Director notice of such appointment shall be given to GovTC in writing. Such notice shall include the mailing address and email address of each person so appointed. The names and addresses shown on such notices may be used as the official names and addresses for the purposes of giving any notices required by the Agreement or by the By-laws of GovTC. Notice to GovTC shall be made to the Secretary of GovTC with copy to the President.

Section 8. Any Director or alternate Director shall be subject to removal by the appointing Chief Administrative Officer of the Member, at any time, with or without cause.

Section 9. The Chief Administrative Officer of the Member whose Director position on the Board is vacant shall fill a vacancy on the Board.

Section 10. A Director (or alternate) shall not be eligible to vote on behalf of the Member during the time that such Member is in default on any contribution to GovTC or on any contract with GovTC. During the existence of any default, the vote(s) of such Member shall not be counted as eligible vote(s). If a Member remains in default for a period of more than 90 days on any billing from GovTC, the membership of such Member automatically shall terminate. Notwithstanding the foregoing, however, all outstanding financial obligations to GovTC shall remain enforceable and all prepaid amounts shall be forfeited to GovTC.

Section 11. The Board shall indemnify and protect its members and GovTC employees and contractors against damage claims and suits arising from acts alleged to have been committed within the scope of their employment with or duties to GovTC, to the fullest extent permitted by law.

## **ARTICLE V - MEETINGS**

Section 1. Regular meetings of the Board shall be held annually at a time and place determined by the Executive Committee.

Section 2. The Executive Committee shall meet when called by the President or a majority of the Executive Committee members.

Section 3. A majority of the members shall constitute a quorum for meetings of the Board and Executive Committee.

Section 4. The current edition of Robert's Rules of Order shall govern meetings in all cases in which they are applicable and not inconsistent with these By-laws. In the event of a conflict between these By-laws and Robert's Rules of Order, these By-laws shall control.

Section 5. At the final meeting of the Board in even numbered years, the Board shall elect from its Directors a President and a Secretary and in odd numbered years, the Board shall elect from its Directors a Vice-President and a Treasurer.

Section 6. Regular public meetings of the Board shall be held at least annually. Notice of regular meetings of the Board shall be given to the Directors and alternates by the Secretary of the Board at least fifteen (15) days in advance and the agendas for such meetings shall accompany the notice. However, business at regular meetings of the Board need not be limited to matters set forth in the agenda.

Section 7. Special meetings of the Board may be called by the President or upon the request of a majority of the Directors. Five (5) days' notice of special meetings shall be given to the Directors and alternates. Such notice shall include the agenda for the special meetings.

## **ARTICLE VI - DUTIES OF OFFICERS**

Section 1. The President shall preside at all Board meetings including the final meeting prior to the new Board being sworn-in and will appoint members of all committees with the advice and consent of the Board. New officers shall take office at the adjournment of the annual meeting of the Board at which they are elected. Upon a vacancy occurring in any office, the Board shall fill such position at the next meeting of the Board.

Section 2. The Vice-President shall serve as an assistant to the President and shall perform the duties of the President and act as President in their absence.

Section 3. The Secretary shall keep an accurate record of the proceedings from all official meetings, carry on official correspondence of GovTC as directed by the Board, provide to each Director the official minutes of all meetings, provide all notices required by the Agreement, these By Laws and law, and maintain all official GovTC records. Any persons may be engaged to perform such services under the Secretary's supervision and direction, subject to budgetary restraints established by the Board.

Section 4. The Treasurer shall be responsible for financial oversight of GovTC. The Treasurer shall ensure GovTC has the custody of the GovTC funds and shall ensure that GovTC keeps full and accurate accounts of receipts and disbursements of GovTC, and shall ensure that all the deposit of monies and other valuables are in the name and to the credit of GovTC into depositories designated by the Board. The Treasurer shall give financial reports as required by

the Board and perform such other duties pertaining to the office including but not limited to member invoicing and receipting, bank reconciliation, account balances, etc.

#### **ARTICLE VII - COMMITTEES**

Section 1. The President or Board may create such committees as are deemed necessary to accomplish the purposes of GovTC.

#### **ARTICLE VIII – ANNUAL CONTRIBUTION AND INITIAL MEMBERSHIP FEE**

Section 1. The annual contribution and initial membership fee as described in the Intergovernmental Agreement shall be prescribed by the Board and shall be payable to GovTC. All assessments approved by the Board shall be binding upon all members and payment shall be a condition of membership.

Section 2. Any Member who fails to tender the annual dues or assessments as described in the Agreement may subject to penalties up to and including termination of Membership as provided herein and in the Agreement.

#### **ARTICLE IX - COMPENSATION**

Section 1. Officers and members of the Board shall serve without compensation, but may be reimbursed for their actual expenses incurred in the course of performing their duties for GovTC. Any reimbursement which exceeds \$100 must be approved in advance by the Board.

Section 2. The Board may approve compensation, as needed, for all other professional services required by GovTC.

Section 3. GovTC may accept donations, apply for and use grants or loans of money or other property from state or federal institutions, or any other Members or organizations, and may enter

into agreements and may hold, use and dispose of such money or property in accordance with the terms of the donation, grant, loan or agreement.

## **ARTICLE X – FINANCES**

Section 1. The Fiscal Year of GovTC shall be from January 1 through December 31.

Section 2. The proposed revenue requirements and corresponding member contribution for GovTC's next ensuing Fiscal Year will be presented to the GovTC Board annually in due course, but in no event later than 60 days before the start of such Fiscal Year. The annual contribution for the ensuing Fiscal Year and the amount of each member agency's share shall be determined by two-thirds (2/3) vote of the entire Board, provided it is not inconsistent with the Agreement.

Section 3. The Board must approve all disbursements of funds as set forth in the Agreement.

Section 4. All checks issued by the GovTC must have dual signature for the President and Treasurer.

Section 5. The Board shall direct that an annual independent audit of the GovTC shall be prepared and submitted to each Member.

## **ARTICLE XI - PROPERTY**

Section 1. The equipment, property and supplies purchased by GovTC through assessments or otherwise acquired in its name, shall remain the property of GovTC. Any equipment, property and supplies titled to GovTC at the time of the adoption of these By-laws shall remain titled to GovTC.

Section 2. The Treasurer or its designee shall maintain a list concerning the description and location of such equipment, property and supplies. The Treasurer shall prepare such fixed asset and amortization schedules as are customarily required for governmental assets.

Section 3. GovTC equipment shall not be changed or modified without approval of the Board for reasons other than routine management and maintenance.

**ARTICLE XII – AMENDMENTS**

Section 1. These By-laws may be amended at any meeting of the Board by a two-thirds (2/3) affirmative vote of the entire Board, provided the amendment and notice of the meeting shall have been sent to the Directors not less than fifteen (15) days prior to the meeting.

**ARTICLE XIII – DISSOLUTION**

Section 1. At a special meeting called for the purpose of dissolution, GovTC shall be dissolved whenever (a) a sufficient number of Members withdraw from GovTC to reduce the total number of Members to less than two (2) or (b) by two-thirds (2/3) vote of entire Board. The Board shall determine and implement procedures governing the dissolution.

Section 2. All GovTC property shall be liquidated upon dissolution and the proceeds thereof shall be distributed in proportion to the Members' Attrition Formula.

**ARTICLE XV - EFFECTIVE DATE**

These By-laws shall be in full force and effect from and after their passage and approval.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



# MEMO

**TO:** Board of Trustees  
**FROM:** Dr. Josh Bullock, President  
**DATE:** June 6, 2018  
**RE:** Acceptance of Plastics Equipment Transfer from Eastern Illinois University.

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Eastern Illinois University (EIU) has graciously agreed to transfer to Lake Land College the following plastics equipment to be used by our Technology Division for the Plastics Injection Molding Program. We are extremely appreciative of the ongoing collaboration and partnerships with the EIU Board of Trustees, President Glassman, and Dr. Austin Chaney, EIU School of Technology Chair, and for their commitment to assist regional employers in meeting the need for plastics technicians.

<u>Equipment Description</u>	<u>EIU Tag #s</u>
Extrusion floor system	114754
Modular Tric feeder K-Tron	121883
Injection Molding Machine	119951
Dehumidifier	120713
Moisture Analyzer	121938
Polymer Test	138708
Ovens, dies and others bins of plastic	Not tagged

It is respectfully requested that the Board accept the transfer of this equipment into the College's inventory.

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
June 11, 2018**

**The following employee is recommended for leave**

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

**The following employees are recommended for additional appointments**

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

**Part-time - Grant Funded**

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

**End Additional Appointments**

**The following employees are ending their additional appointment**

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

**Position Recommendation**

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

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

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

**New Hire-Employees**

**The following employees are recommended for hire**

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

**Terminations/Resignations**

**The following employees are terminating employment**

<b>Position</b>	<b>Effective Date</b>
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**Unpaid Volunteer**

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

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

**Full-time-Grant Funded**

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

**Part-time**

Caldwell, Maddison	Agriculture Education Intern	05/03/2018
Davison, Nicole	Allied Health BNA Cln Instr	12/31/2017
Demond, Daniel	IDOC CPR Instructor	10/01/2017
Dust, Jennifer	Adj Faculty Business	12/31/2017
Foreman, Ashley	Special Needs Note Taker	09/01/2017
Francis, Sue	Adj Faculty Humanities	05/01/2018
Grimes, Chloe	Special Needs Note Taker	12/31/2017
Huelsbusch, Ryan	Special Needs Note Taker	12/31/2017
Isaacs, Angela	Adj Doc College Funded Instr	06/30/2017
Kauffman, Layne	Perkins Student Worker - Ag	05/07/2018
Kemper, Dalton	Perkins Student Worker - SSE	04/06/2018
Landstrom, Anna	Perkins Student Worker Ag	05/09/2018
Mersman, Lauren	Special Needs Note Taker	12/31/2017
Moenning, Mary	Agriculture Education Intern	05/03/2018
Oakley, Mahayla	Special Needs Note Taker	12/31/2017
Ruholl, Linda	Perkins Test Proctor	12/31/2017
Stewart, Jordan	Perkins Student Worker - John Deere	05/07/2018
Stone, Trey	Adj Faculty Business	12/31/2017
Tegeler, Amber	Tutor - Student Lrng Asst Ctr	12/31/2017
Wesselmann, Jennifer	Adj Doc College Funded Instr	12/31/2017

**College Work Study**

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

**The following employee is recommended for a change in position**

**Full-time**

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

**Full-time - Grant Funded**

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

# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Bryan Gleckler, Vice-President for Business Services

DATE: June 7, 2018

RE: FY 2019 Part-Time Employee Pay Increase

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Consistent with past practice in regard to raises for part-time employees, we are recommending a \$0.10 per hour increase effective July 1, 2018.