

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

June 10, 2019

Regular Meeting No. 630

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

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



Regular Meeting No. 630
Monday, June 10, 2019, 6:00 p.m.
Board and Administration Center, Room 011, 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 13, 2019, Regular Meeting.
2. Approval of Minutes of May 13, 2019, Closed Session.
3. Approval of Agenda of June 10, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:

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

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

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

1. Presentation of FY 2020 Budget.
2. Calendar of Events.
3. Correspondence.

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B. Action Items.

1. Acceptance of Reporting of April 2019 Financial Statements.
2. Delegation of Authority to President to Provide or Secure Education Services.
3. Approval of Caterer List.
4. Approval of RAMP Document.
5. Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.
6. Approval of Part-Time Staff Hourly Increase.
7. Approval of FY 2020 Base Salary Schedule, Excluding Correctional Centers.
8. Approval of Planned Retirement Incentive Adjustment for Current Participants Not Included in a Collective Bargaining Group.

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| 9. Approval of Resolution No. 0619-009 Authorizing Treasurer to Transfer Interest Earned from Working Cash. | 51-53 |
| 10. Approval of Resolution No. 0619-010 Authorizing Treasure to Invest Funds. | 54-56 |
| 11. Approval of Continued Employment of Federally Grant-Funded Employees (Non-Faculty). | 57 |
| 12. Approval of Contract Renewal for Educational Services with Illinois Department of Juvenile Justice. | 58 |
| 13. Approval of Lease Renewal Agreements. | 59-64 |
| 14. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), (3) and (21), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees; to discuss the selection of a person to fill the Board seat vacancy; and to review the minutes of meetings lawfully closed under the Open Meetings Act. | |
| [Return to Open Session - Roll Call] | |
| 15. Approval of Candidate to Fill Board Vacancy as Discussed in Closed Session. | |
| 16. Approval of General Leave of Absence Without Pay Request by a Custodial Services Supervisor as Discussed in Closed Session. | |
| 17. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session. | |
| 18. Approval of Human Resources Report as Discussed in Closed Session. | 65-67 |

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 629
Board & Administration Center, Room 011, Mattoon, IL
May 13, 2019

Minutes

Call to Order.

Chair Reynolds called the May 13, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in the Board & Administration Center, room 011, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Secretary; Mr. Kevin L. Curtis; Ms. Ann Deters; Ms. Doris Reynolds, Chair; Mr. David Storm; Mr. Mike Sullivan, Vice-Chair; and Ms. Shelbie Kile, Student Trustee.

Trustees Absent: Ms. Denise Walk.

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

Approval of Consent Items.

Trustee Storm moved and Trustee Sullivan seconded to approve the following consent items:

1. Approval of Minutes of April 8, 2019, Regular Meeting.
2. Approval of Minutes of April 8, 2019, Closed Session.
3. Approval of Minutes of April 29, 2019, Special Meeting.
4. Approval of Agenda of May 13, 2019, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

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

Education Fund	\$	245,466.82
Building Fund	\$	123,803.18
Site & Construction Fund	\$	143,715.64
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	22,754.31
Restricted Purposes Fund	\$	413,872.58
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	51,817.77
Student Accts Receivables	\$	96,838.28
Total	\$	1,098,268.58

For details of bills refer to:

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

6. Destruction of Tape Recording of November 13, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said a final selection will be made in the near future to hire a new ICCTA Executive Director with the upcoming retirement of Mr. Mike Monaghan.

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.

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

Foundation Report.

Trustee Reynolds provided a brief update for upcoming Foundation events and displayed a short video recently produced by the Foundation which highlights the decision by Neil and Carla Dettling to establish a scholarship in memory of their daughter Rachel Dettling, a graduate of Lake Land's Cosmetology program.

Student Report.

Student Trustee Kile highlighted recent events hosted by the Student Ambassadors and Student Government Association (SGA). She also noted upcoming dates for the summer semester.

President's Report.

Dr. Bullock said:

- Commencement on Friday, May 10th was a success. Thank you to the many staff who helped to make the day truly special for our graduating students.
- A total of \$3,730,440 has been received for FY 2019 for services provided to the Illinois Department of Corrections contract through January 2019. A total of \$2,048,017 has been billed and remains outstanding for February through April services.
- For Fiscal Year 2019, a total of \$278,613 has been received for services provided through January from the Illinois Department of Juvenile Justice contract. A total of \$109,733 remains outstanding for February through April services billings.
- We have received ten payments thus far totaling \$5,201,225 for Fiscal Year 2019 credit hour reimbursement. A total of \$801,344 remains outstanding for the year.
- For Fiscal Year 2019 equalization, we have received ten payments thus far totaling \$4,928,850. A total of \$985,765 remains outstanding for the year.

Business Items.

Non-action Items.

Annual Farm Report.

Mr. Mark Niemerg, Agronomy Instructor/Farm Manager, presented highlights of the 2018 Farm Report.

Appointment of Board Committees.

Chair Reynolds named Trustees to the following committees and liaison appointments effective May 14, 2019:

Finance Committee: Dave Storm as Chair, Doris Reynolds as ex-officio, and members Gary Cadwell and Mike Sullivan.

Resource and Development Committee: Mike Sullivan as Chair, Doris Reynolds as ex-officio, and members Dave Storm, Denise Walk and Student Trustee Shelbie Kile.

Buildings and Site Committee: Gary Cadwell as Chair, Doris Reynolds as ex-officio, and members Kevin Curtis and Ann Deters.

Legislative Liaison to ICCTA: Mike Sullivan as Representative and Kevin Curtis as Alternate.

Lake Land College Foundation Liaison: Doris Reynolds.

Alumni Association Liaison: Mike Sullivan.

Navigator News Award.

Ms. Beth Gerl, 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.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of FY 2020 College-Wide Committees.

Trustees heard a recommendation from Dr. Bullock to approve the list of proposed FY 2020 College-Wide Standing Committees. He said the list was being presented per Board Policy 02.09 and after a thorough review of each committee's accomplishments from the prior year.

Trustee Deters moved and Trustee Storm seconded to approve the list of FY 2020 College-Wide Standing Committees as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Approval of FY 2020 Part-Time Rates and Stipends.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, regarding FY 2020 part-time rates and stipends. Trustees reviewed details of the proposed rates that included an increase of adjunct faculty wages by \$25.00 per credit hour by the number of semesters taught effective the 2019 fall semester. Mr. Bryan Glecker, Vice President for Business Services, also highlighted some of the proposed rate increases. Mr. Gleckler said that due to the minimum wage increase that will go into effect January 1, 2020, the proposed part-time rates will be in effect July 1, 2019 through December 31, 2019, and thus not the entire fiscal year. He said the administration plans to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2020, thus aligning with state law requirements for minimum wage. He also clarified that all proposed rate increases will be reflected in the FY 2020 Budget which will be presented to the Board in June.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the stipends for FY 2020 and part-time rates for the period July 1, 2019 through December 31, 2019.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Acceptance of Reporting of March 2019 Financial Statements.

Trustees reviewed the March 2019 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 2019.

Trustee Deters moved and Trustee Sullivan seconded to approve the March 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.01 – Admission of Students.

Trustees reviewed a recommendation from Ms. Gerl to approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed Policy language.

Dr. Bullock said the administration presented proposed revisions as first reading during the April 2019 regular Board meeting and the administration had received no additional comments or requested changes since that time.

Trustee Storm moved and Trustee Curtis seconded to approve as presented revisions to Board Policy 07.01 – *Admission of Students*.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Approval of Fall 2019 Tuition Waivers – Early Enrollment Incentive Campaign.

Trustees reviewed a recommendation from Ms. Gerl to approve a full, in-district tuition waiver for 10 students who were eligible to participate in a College-wide enrollment campaign for the Fall 2019 semester and whose names were drawn as winners of this campaign. Ms. Gerl said purposes of the contest were to facilitate timely student enrollment for Fall 2019 and encourage all currently enrolled students to complete the Fall 2019 registration by Friday, May 10th. Trustees learned this incentive award was limited to Lake Land College students who were currently registered for Spring 2019 classes and were registered for Fall 2019 classes by May 10th.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented a full, in-district tuition waiver for ten students whose names were drawn as winners of the early enrollment incentive campaign for the Fall 2019 semester.

There was no further discussion.

Roll Call Vote:

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

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Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.
 Motion carried.

Approval of Gift-in-Kind Donation of Equipment for Technology Division.

Trustees reviewed a recommendation from Ms. Jackie Joines, Executive Director for College Advancement, requesting the Board accept a gift-in-kind donation from the Foundation of equipment valued at approximately \$37,091.47. Dr. Bullock said the donation includes four new Rheem furnaces, five new residential central air units and one mini-slit sv for educational purposes in the Technology Division and hopefully in the future also for the Effingham Regional Career Academy.

Trustee Sullivan moved and Trustee Storm seconded to accept from the Lake Land College Foundation a gift-in-kind donation of equipment, valued at approximately \$37,091.47, including four new Rheem furnaces, five new residential central air units and one mini-slit sv for educational purposes in the Technology Division. Chair Reynolds expressed gratitude to Connor Company of Mattoon who generously donated this gift to the Foundation.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile 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 the bid from Specialty Print Communications of Niles, Illinois, in the amount of \$52,713 for the printing and mailing of the *Lake Land College Magazine* for FY 2020. Specialty Print Communications submitted the lowest of four bids received. Ms. Gerl said the administration received positive feedback from past customers and the samples the company submitted in the bid process were of excellent quality.

Trustee Storm moved and Trustee Deters seconded to approve as presented the bid from Specialty Print Communications of Niles, Illinois, in the amount of \$52,713 for the printing and mailing of the new *Lake Land College Magazine* for FY 2020 (summer, fall, and spring editions), project number 2019-005.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Approval of Bid for Parking Lot Improvements.

Trustees reviewed a recommendation from Mr. Gleckler for the approval of the bid from Howell Paving of Mattoon, in the amount of \$221,101.02, for new parking lot islands, to replace the islands in parking lots A and F and the alignment adjustment of Podesta Drive. Mr. Gleckler said Howell Paving submitted the lowest of three bids received. Mr. Gleckler said that although all three bids came in higher than the consultant's original estimate for this project, the administration will utilize funds from the FY 2019 budget that were not fully expended to help fund this safety enhancement project.

Trustee Sullivan moved and Trustee Deters seconded to approve as presented the bid from Howell Paving of Mattoon, in the amount of \$221,101.02 for new parking lot islands and parking lot improvements, project number 2019-008.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Approval of Six-Month Marketing Services Agreement.

Trustees reviewed a recommendation from Ms. Allee for the Board to approve a six-month agreement with Hyfn Local/WTWOW/CIA for digital marketing services from July 1, 2019, through December 31, 2019. Trustees learned the College received bids from eight companies in response to our Request for Proposals (RFP) for Comprehensive Digital Marketing Services for Fiscal Year 2020. Ms. Gerl said the Marketing and Public Relations department then narrowed the selection to three companies for a thorough analysis and price comparison. Ms. Gerl said Hyfn's proposal will help the College identify a single firm to partner with for digital marketing strategy development; create efficiencies by reducing the number of current vendors from five to one; maximize our digital media investment across platforms; and have the flexibility to shift investments among platforms based on campaign performance. Trustees reviewed details of the bid sheet, price comparisons document, and the proposed agreement.

Ms. Allee clarified that services will be billed to the College by Hyfn Local/WTWOW/CIA on a monthly basis based on services used and as outlined in this company's response to the RFP. Trustee Deters expressed concern that the agreement and Hyfn's response to the RFP did not provide sufficient parameters for overall cost. Trustee Deters also questioned the pricing for Tier 2 digital marketing services related to Amazon targeting ads. Ms. Allee said the Marketing and Public Relations department will not be selecting the Amazon targeting ads service option. Trustee Storm suggested the College consider approving the agreement but also identify a maximum cost for the six-month period. Mr. Gleckler recommended \$50,000 as the maximum expenditure amount with Hyfn for the proposed agreement.

Trustee Deters moved and Trustee Cadwell seconded to approve as presented an agreement between Lake Land College and Hyfn Local/WTWOW/CIA for digital marketing services from July 1, 2019, through December 31, 2019, at an amount not to exceed \$50,000 in which selected services will be billed to the College on a monthly basis as outlined in Hyfn's

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response to the College's Request for Proposals (RFP) for comprehensive digital marketing services.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Closed Session.

7:00 p.m. – Trustee Cadwell moved and Trustee Storm 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 appointment and employment of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Return to Open Session – Roll Call.

7:11 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Ann Deters; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; and Ms. Shelbie Kile, Student Trustee.

Trustees Absent: Ms. Denise Walk.

Appointment of Director of Data Analytics as Discussed in Closed Session.

Following discussion on the topic in closed session, Trustee Cadwell moved and Trustee Sullivan seconded to approve the appointment of Ms. Lisa Cole to the position of Director of Data Analytics effective June 3, 2019.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

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

The following employees are recommended for leave

Hardiek, Karla	FMLA (intermittent and full blocks of time)	4/03/2019-4/03/2020
Manion, Kimberly	FMLA (intermittent and full blocks of time)	5/06/2019-6/17/2019
Mayer, Pam	FMLA (intermittent and full blocks of time)	3/27/2019-9/14/2019
Tolley, Rusty	FMLA (intermittent)	3/27/2019-6/30/2019

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Borntreger, Cody	Admissions and Records Student Assistant Primary Position is Perkins Student Worker - Business	05/01/2019
Clodfelter, Alan	Tutor-Disability Services - Bachelor Primary Position is Adj Faculty Technology	04/29/2019
Clodfelter, Alan	Tutor - Bachelor's Community Education Primary Position is Adj Faculty Technology	04/29/2019
Clodfelter, Alan	Tutor - Bachelor's Degree - Learning Asst Primary Position is Adj Faculty Technology	04/29/2019
Earnst, Cassie	Adjunct Faculty BNA Substitute Primary Position is Allied Health BNA Cln Instr	03/20/2019
Harvey, Matthew	Admissions and Records Student Assistant Primary Position is Newspaper Ed Student Newspaper	05/01/2019
Hoenes, Casey	Allied Health Adjunct Faculty ADN Sub Primary Position is Assoc Nurse Clin Instr	04/15/2019
Luebbe, Alecia	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	03/12/2019
Luebbe, Alecia	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	03/12/2019
Robison, Walter	Technical Training Specialist - CBI Primary Position is Adj Faculty Technology	05/01/2019
Zientara, Richard	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	04/01/2019
Zientara, Richard	Tutor - Associate – Lrng Asst Primary Position is Tutor - Associate-Lrng Asst	04/01/2019
Part-time - Grant Funded		
Clodfelter, Alan	Tutor - Bachelor's Carl Perkins Primary Position is Adj Faculty Technology	04/29/2019
Luebbe, Alecia	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	03/12/2019
Zientara, Richard	Tutor - Associate Carl Perkins	04/01/2019

Primary Position is Tutor - Associate-Lrng Asst

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Unpaid Volunteer		
Mayer, Bonnie	Talent Search TRIO Tutor	03/11/2018
Smith, Jody	Adjunct Faculty Technology	08/17/2018
Full-time		
Tillman, Joseph	Electrical Engineer	04/15/2019
Tillman, Joseph	Power Plant Technology Instructor	04/15/2019
Part-time		
Hendryx, Trevor	CWS Student Life	02/21/2019
Hunt, Richard	CBI Instructor	03/01/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Headrick, Sierra	Counseling Services Unpaid Intern	05/06/2019
Lee, Brian	Assistant Softball Coach Unpaid Volunteer	03/26/2019
Martens, Alex	Counseling Services Unpaid Intern	04/03/2019
Full-time		
Latch, Amanda	Print Shop Technician	05/14/2019
Szabo, Kyle	Server Administrator	05/14/2019
Full-time Tenure Track		
Chambers, David	Criminal Justice Instructor/Coordinator Criminal Justice Programs.	06/03/2019

Full-time - Grant Funded

Cheek, Zachary	Correctional Horticulture Instructor-Lincoln CC	04/18/2019
Groleau, Amanda	Correctional Horticulture Instructor-Logan CC	04/15/2019
Kaegebein, Stephanie	Correctional Horticulture Instructor-IYC St. Charles	04/22/2019

Part-time

Dickerson, Christine	Assistant Softball Coach	02/01/2019
Galvin, Melissa	CBI Non-credit Instructor	07/08/2019
Gough, Zachary	Groundskeeper	04/08/2019
Herring, Charles	IDOC CPR Instructor	04/08/2019
Hoenes, Casey	Allied Health ADN Clinical Instructor	04/09/2019
Holmes, Jeanette	Adjunct Faculty Business	08/19/2019
Lehman, Justin	IDOC CPR Instructor	03/27/2019

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Philpott, Stephanie	Allied Health ADN Clinical Instructor	04/16/2019
Reed, Kaleb	Admissions and Records Student Assistant	05/01/2019
Stokes, William	IDOC CPR Instructor	05/01/2020
Tran, Le Phuong Vy	International Studies Student Assistant	04/21/2019
Unkraut, Claire	CBI Non-credit Instructor	07/08/2019
Wheeler, Caleb	Dual Credit Coordinator	02/08/2019
Zientara, Richard	Tutor - Associate - Learning Asst Ctr	04/01/2019
Zike, Philip	Microcomputer Support Specialist	04/10/2019

Part-time - Grant Funded

Ames, Mallory	Agriculture Education Intern	05/14/2019
Gardner, Zane	Agriculture Education Intern	05/14/2019
Heath, Emma	Agriculture Education Intern	05/14/2019
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/06/2019
Nelson, Hannah	Agriculture Education Intern	05/14/2019
Smith, Dylan	Perkins Student Worker - Humanities	04/01/2019
Smith, Lucille	Agriculture Education Intern	05/14/2019
Tappendorf, Hannah	Agriculture Education Intern	05/14/2019
Travis, Camryn	Agriculture Education Intern	05/14/2019
Warner, Marcie	Adjunct DOC College Funded Instructor	06/03/2019

Transfer/Promotions

The following employees have a change in position

Cole, Lisa	Director of Data Analytics From: Programmer Analyst	06/03/2019
Taylor, Jason	Information Security and Assurance Technician From: Microcomputer Support Specialist	06/03/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Barger, Sharon	Custodian (retiree)	05/31/2019
Jones, Michael	Corr Custodial Instructor-Kewanee CC	05/17/2019
Rauch, Jordan	Ag Instructor/Livestock Judging Coach	05/13/2019
Schnorf, Martin	Corr Career Tech Instructor – Vandalia CC	04/30/2019
Slankard, William	Corr Constr Occ Instructor-Jacksonville CC	04/30/2019
Ward, Tania	TRIO SSS Advising Counselor	05/03/2019
Warfel, Bill	Network Administrator (retiree)	05/20/2019
Waymoth, Janet	Nursing Instructor	05/13/2019
Part-time		
Benning, Warren	Adj Doc College Funded Instr	08/13/2017
Boulu, Bernie	Bookstore Rush Worker	01/13/2019

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Bruens, Autumn	Agriculture Education Intern	06/20/2018
Buchenroth, Connie	Library Assistant	04/05/2019
Hadley, Jeffrey	IDOC CPR Instructor	05/01/2018
Haukland, James	IDOC CPR Instructor	03/24/2019
Horsman, Hallie	Agriculture Education Intern	06/20/2018
Hough, Rebecca	Agriculture Education Intern	06/20/2018
Kern, Tennyson	Agriculture Education Intern	06/20/2018
Knackmuhs, Kennedi	Agriculture Education Intern	06/20/2018
Longcor, Elizabeth	Bookstore Rush Worker	08/26/2018
Moluba Ebali, Geonel	International Student Ambassador	01/14/2018
Pankey, Mackenzie	Bookstore Rush Worker	01/13/2019
Patterson, Jessica	Bookstore Rush Worker	08/26/2018
Slaughter, Jane	Bookstore Rush Worker	01/14/2018
Smithenry, Stacey	Agriculture Education Intern	06/20/2018
Spain, Hannah	Agriculture Education Intern	06/20/2018
Tawil, Taha	Adj Doc College Funded Instr	05/21/2017
Vonderheide, Lexi	Bookstore Rush Worker	08/26/2018
White, Brandy	Adj Doc College Funded Instr	03/10/2019
Woodruff, Megan	Bookstore Rush Worker	08/26/2018

College Work Study's

Elder, Mykaela	CWS Counseling	03/14/2019
Ohm, Kyla	CWS College Advancement	08/13/2018

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Deters, Reynolds, and Storm. No: None. Abstained: Trustee Sullivan. Absent: Trustee Walk. Student Advisory Vote: Kile voted yes.

Motion carried.

Other Business. (Non-action)

Chair Reynolds announced that she has received a letter of resignation from Trustee Deters effective May 14, 2019. She said the Board will now follow Board Policy 02.97, *Filling of Vacancies*, to select a new member to serve until the next election in April of 2021, and that those interested in serving on the Board should submit written materials to Ms. Jean Anne Grunloh, Senior Executive to the President, by May 28, 2019, including: reason for seeking the appointment, qualifications, and experience in other areas which may enhance public policy or decision-making. Chair Reynolds asked Trustees if there were any other relevant materials the Board might request that applicants submit. There were no additional requests. Chair Reynolds said the Board will vote on the replacement at its June 10, 2019, meeting with the individual taking his or her seat on the Board at the July 15, 2019, Board meeting. She also said eligibility requirements to serve on the Board are U.S. citizenship, 18 years of age or older, a resident of Illinois for one year immediately preceding election, and a resident of Community College District No. 517 for one year immediately preceding election.

Lake Land College Board of Trustees
Minutes – May 13, 2019
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Chair Reynolds then recognized Ms. Deters for her dedicated service as trustee from April 2015 through May 2019.

Chair Reynolds announced that the standing times for the Board committee meetings will change beginning with July 2019. She said all trustees have agreed to this change. For the Thursday prior to regular Board meetings, the standing times for Board committee meetings will be as follows:

- Finance Committee – 8:00 a.m.
- Resource and Development Committee – 9:00 a.m.
- Buildings and Site Committee – 10:00 a.m.

All Trustees expressed gratitude to the numerous staff who helped execute a successful Commencement Ceremony on May 10th. Trustee Cadwell noted there were a significant number of Facebook “check-ins” during the event.

There was no additional discussion.

Adjournment.

Trustee Deters moved and Trustee Sullivan seconded to adjourn the May 13, 2019, meeting of the Lake Land College Board of Trustees at 7:19 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary


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

Calendar of Events

Fridays, May 17 - August 9, 2019	Energy Savings Summer Hours. College is Closed on Fridays.
Monday, June 10, 2019	3:30 p.m. – Board Retreat – Webb Hall 081 5 p.m. – Board Dinner – Webb Hall 081 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 8, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, August 12, 2019	5:15 p.m. - Board Dinner – Kluthe Center, Room 219 6 p.m. - Board Meeting – Kluthe Center, Room 220
Friday, August 16, 2019	Fall Opening Day Field House 8 – 10 a.m.
Thursday, September 5, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, September 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 28, 2019	Lake Land College Homecoming Weekend
Thursday, October 10, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011

Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Luther Student Center Grand Re-Opening Event More Details to be Released at a Later Time
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: May 29, 2019

RE: April 2019 Financial Statement Summary

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

Area(s) of Concern:

- **Local Source revenue** – as previously indicated, the FY2018 audit that the figures used for EAV were total EAV rather than the rate setting EAV figures. Given that we use this as the basis for setting the local source budget amount for the year means that the budget estimate for FY2019 is overstated. Adjusting for the “rate setting EAV” amount, we now estimate we will bring in a total of approximately \$8,896,956 in local source revenue for FY2019. For the month of April there was a favorable variance of \$10,389; however, year to date we remain unfavorable by \$513,847.

Overall Variances:

- **Revenue** – Total April revenue was \$2,041,389 resulting in a favorable variance of \$708,306 compared to the budgeted level. This favorable variance is attributed to receiving multiple state credit hour reimbursement payments, CTE funding, and MAP funding during the month. Year to date, revenues are favorable by \$39,152.
- **Expenditures** – Total April expenditures were \$2,310,013 resulting in an overall favorable variance of \$354,020. Year to date the favorable variance is up to \$3,247,169.

Revenue Variances:

- **Local Sources** – Favorable variance during the month of April in the amount of \$10,389. As mentioned above, the year to date unfavorable variance is \$513,847 and will remain unfavorable for the fiscal year.
- **ICCB Credit Hour Grant** – There was a favorable variance in the amount of \$270,020 for the month of April. Year to date this line is favorable by \$30,783, which is due to timing.

- *ICCB Equalization Grant* – We received an equalization payment during the month of April so there is not a variance for the month. Year to date this line is right on budget.
- *Tuition & Fees* – April had an unfavorable variance for tuition of \$7,643 and a favorable variance of \$44,068 for fees. Year to date, tuition is unfavorable by \$8,291 while fees are favorable by \$50,199.
- *Other State Sources* – We received CTE and MAP payments during the month of April creating a favorable variance for the month of \$320,155. This area is now favorable for the year to by \$67,253.
- *Other Revenue* – April had a favorable variance of \$71,317 and is now favorable year to date in the amount of \$287,414.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in April of \$219,387.76 and remains favorable year to date by \$576,349. Preliminarily, we are estimating a \$438,558 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in April in the amount of \$34,331. Year to date this line is unfavorable by \$51,554. Preliminarily, we are estimating a favorable variance in the amount of \$193,231 for the year.
- *Instructional* – Had a favorable variance in April of \$112,831 due to a favorable variance in salaries. Additionally, year to date this area remains favorable by \$694,850.
- *Academic Support* – Had a slight unfavorable variance in April of \$2,861. Year to date this area has a favorable variance of \$34,849.
- *Student Services* – Had a favorable variance in April of \$1,572. Year to date this area is favorable by \$214,298.
- *Public Service/Continuing Education* – This area had a favorable April variance of \$16,187. Year to date this area now has a slight favorable variance in the amount of \$9,721.
- *Operations & Maintenance* – This area had a slight favorable April variance of \$1,768. Year to date, this area remains favorable by \$411,015 with the largest favorable variances being in salaries (\$258,049) and utilities (\$100,615).
- *Institutional Support* – Had a favorable overall April variance of \$227,232. Year to date this area has a favorable variance of \$1,447,074. I would estimate that approximately \$500,000 of this favorable variance is due to timing and will be lower as we close out the fiscal year.

- *Scholarships, Grants, Waivers* – this shows a slight unfavorable variance for the month of April of \$4,967. Year to date, this line is favorable by \$451,364.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY18 Financials Audited Numbers	FY19 Annual Budget
Revenues:										
96,304	85,914	10,389	Local Sources	8,748,972	9,262,819	(513,847)	-5.55%	8,358,518	8,746,466	9,342,722
923,011	652,991	270,020	ICCB Credit Hour Grant	3,936,739	3,905,955	30,783	0.79%	3,391,002	4,060,344	4,321,850
492,885	492,885	0	ICCB Equalization Grant	4,928,850	4,928,846	4	0.00%	3,509,490	4,679,320	5,914,615
320,155	-	320,155	Other State Sources	640,310	573,057	67,253	11.74%	884,926	965,361	1,050,557
(9,946)	(2,303)	(7,643)	Tuition	9,497,358	9,505,649	(8,291)	-0.09%	9,637,613	10,288,841	9,505,649
63,539	19,470	44,068	Fees	4,050,019	3,999,819	50,199	1.26%	3,968,804	3,134,429	4,025,494
155,442	84,125	71,317	Other Revenue	1,247,708	960,292	287,414	29.93%	1,165,256	1,553,159	1,163,272
-	-	-	Gift in Kind	125,836	-	125,836	100.00%	232,973	176,123	-
2,041,389	1,333,083	708,306	Total Revenues	33,175,590	33,136,438	39,152	1	31,148,582	33,603,843	35,324,159
Expenditures:										
Instructional										
970,287	1,138,041	167,754	Salary and Wages	9,921,041	10,073,188	152,147	1.51%	9,637,750	10,677,244	10,971,545
171,164	139,047	(32,117)	Employee Benefits	1,743,616	1,748,383	4,767	0.27%	1,651,486	1,994,797	2,457,938
68,506	78,900	10,394	Contractual Services	269,846	482,560	212,714	44.08%	265,399	533,420	555,996
50,517	15,657	(34,860)	General Materials and Supplies	419,965	701,739	281,774	40.15%	376,571	329,343	725,425
5,687	10,038	4,351	Travel and Meeting Expenses	29,445	125,739	96,294	76.58%	29,549	38,819	145,996
12,391	9,200	(3,191)	Fixed Charges	31,728	65,713	33,985	0.00%	31,090	44,528	72,225
-	500	500	Capital Outlay	2,019	32,875	30,856	93.86%	2,511	6,278	35,525
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	117,686	-	(117,686)	0.00%	167,875	157,875	-
1,278,552	1,391,383	112,831	Total Instructional	12,535,346	13,230,196	694,850	5.25%	12,152,231	13,742,303	14,964,660
Academic Support										
27,194	28,902	1,707	Salary and Wages	296,928	319,913	22,986	7.18%	314,568	353,823	372,603
6,862	6,451	(411)	Employee Benefits	63,827	61,597	(2,230)	-3.62%	76,748	91,670	74,498
-	-	-	Contractual Services	89	515	426	0.00%	963	1,640	2,515
12,310	7,440	(4,870)	General Materials and Supplies	185,583	212,810	27,227	12.79%	169,620	191,208	214,490
2,537	3,250	713	Travel and Meeting Expenses	26,116	11,100	(15,016)	-135.28%	8,077	10,374	11,250
-	-	-	Fixed Charges	4,693	6,200	1,507	24.30%	4,990	4,990	6,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	50	-	(50)	0.00%	-	-	-
48,903	46,043	(2,861)	Total Academic Support	577,286	612,135	34,849	5.69%	574,966	653,706	681,556
Student Services										
116,593	123,167	6,574	Salary and Wages	1,238,199	1,355,671	117,472	8.67%	1,249,020	1,506,738	1,588,486
36,002	34,678	(1,323)	Employee Benefits	323,010	332,773	9,763	2.93%	336,732	405,900	402,438
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	9,322	9,322
6,121	5,639	(482)	General Materials and Supplies	48,280	124,519	76,239	61.23%	65,049	84,508	100,414
2,692	3,245	553	Travel and Meeting Expenses	20,522	32,257	11,734	36.38%	10,950	25,928	35,097
3,750	-	(3,750)	Other Expenditures	8,410	7,500	(910)	0.00%	7,450	7,450	7,500
165,158	166,730	1,572	Total Student Services	1,647,743	1,862,041	214,298	11.51%	1,678,524	2,039,845	2,143,257
Public Service/Cont Ed										
34,121	46,861	12,740	Salary and Wages	339,777	342,040	2,263	0.66%	301,350	380,822	349,192
4,086	4,702	616	Employee Benefits	51,560	44,871	(6,688)	-14.91%	49,495	58,911	54,276
2,373	1,720	(653)	Contractual Services	35,963	38,993	3,030	7.77%	33,708	37,597	46,753
3,572	6,784	3,212	General Materials and Supplies	74,270	91,638	17,367	18.95%	103,704	117,363	115,148
97	383	286	Travel and Meeting Expenses	2,761	3,807	1,046	27.46%	2,757	4,086	4,398
12,750	12,738	(13)	Fixed Charges	126,939	127,543	604	0.47%	127,350	152,456	152,898
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	G/K	7,900	-	(7,900)	0.00%	11,850	11,850	-
57,000	73,188	16,187	Total Public Service/ Cont Ed	639,171	648,892	9,721	1.50%	630,213	763,084	722,665
Operations & Maintenance										
68,850	99,774	30,925	Salary and Wages	790,659	1,048,708	258,049	24.61%	795,628	988,614	1,298,144
25,485	28,453	2,968	Employee Benefits	252,351	273,517	21,166	7.74%	252,463	303,764	330,424
23,093	12,287	(10,806)	Contractual Services	208,505	192,512	(15,993)	-8.31%	161,919	187,349	213,735
20,749	24,275	3,526	General Materials and Supplies	170,742	213,646	42,904	20.08%	118,663	175,110	255,095
-	-	-	Travel and Meeting Expenses	374	250	(124)	-49.72%	-	-	250
9,930	19,527	9,597	Fixed Charges	114,590	196,017	81,426	41.54%	148,272	235,767	205,600
53,282	99,624	46,342	Utilities	895,628	996,243	100,615	10.10%	854,398	1,059,158	1,195,492
80,783	-	(80,783)	Capital Outlay	92,028	15,000	(77,028)	-513.52%	-	19,994	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
282,172	283,941	1,768	Total Operation and Maint	2,524,878	2,935,893	411,015	14.00%	2,331,343	2,969,756	3,578,740
Institutional Support										
261,109	260,796	(312)	Salary and Wages	2,762,093	2,785,526	23,433	0.84%	2,509,387	3,062,999	3,410,486
70,936	66,873	(4,064)	Employee Benefits	711,112	632,780	(78,332)	-12.38%	681,487	813,463	762,845
38,762	18,428	(20,335)	Contractual Services	346,597	468,206	121,609	25.97%	282,885	461,431	648,763
42,209	125,609	83,400	General Materials and Supplies	914,623	1,757,025	842,402	47.94%	567,594	757,825	1,809,038
19,314	13,918	(5,396)	Travel and Meeting Expenses	67,877	112,442	44,565	39.63%	44,762	73,545	136,865
574	2,475	1,901	Fixed Charges	227,223	231,880	4,657	2.01%	209,282	211,204	224,300
-	1,700	1,700	Capital Outlay	52,200	34,000	(18,200)	-53.53%	7,201	130,764	42,616
3,358	12,950	9,592	Contingency Funds	47,275	295,284	248,009	83.99%	55,626	75,641	1,498,676
-	-	-	Other	243,564	300,000	56,436	0.00%	124,042	335,091	1,704,578
39,255	200,000	160,745	Strategic Initiatives	197,505	400,000	202,495	0.00%	291,328	278,109	400,000
-	-	-	Gifts in Kind	-	-	-	0.00%	63,248	18,248	-
475,517	702,749	227,232	Total Institutional Support	5,570,069	7,017,143	1,447,074	1	4,836,841	6,218,320	10,638,167
2,709	-	(2,709)	Scholarships, grants, waivers	734,704	1,170,066	435,362	37.21%	707,768	789,691	1,170,066
2,310,013	2,664,033	354,020	Total Expenditures	24,229,198	27,476,367	3,247,169	11.82%	22,911,887	27,176,705	33,899,101
(268,623)	(1,330,950)	1,062,327	Revenue Less Expenditures	8,946,392	5,660,071	3,286,321	1	8,236,695	6,427,138	1,425,058
483	118,755	118,272	Transfers Out:	617,431	1,068,795	451,364	42.23%	552,629	1,237,846	1,425,058
Excess of Revenues over Expenditures & Transfers										
(269,106)	(1,449,705)	1,180,599		8,328,961	4,591,276	3,737,685	1	7,684,066	5,189,292	-

Current Month	Current Month	Current Month		Current YTD	Current YTD	Current YTD
	Budget	Variance		Actual	Budget	Budget Variance
1,478,154.03	1,697,541.79	219,387.76	Salary and Wages	15,348,697.30	15,925,046.37	576,349.07
314,535.25	280,204.08	(34,331.17)	Employee Benefits	3,145,475.72	3,093,920.82	(51,554.90)
132,734.86	111,334.87	(21,399.99)	Contractual Services	870,322.24	1,192,108.16	321,785.92
135,479.37	185,404.67	49,925.30	General Materials and Supplies	1,813,463.14	3,101,376.59	1,287,913.45
30,326.83	30,834.00	507.17	Travel and Meeting Expenses	147,095.55	285,594.37	138,498.82
35,644.71	43,939.18	8,294.47	Fixed Charges	505,173.58	627,352.27	122,178.69
53,282.12	99,624.33	46,342.21	Utilities	895,628.35	996,243.33	100,614.98
80,783.14	2,200.00	(78,583.14)	Capital Outlay	146,247.42	81,875.00	(64,372.42)
3,357.92	12,950.00	9,592.08	Contingency Funds	47,274.81	295,283.89	248,009.08
3,750.00	-	(3,750.00)	Other Expenditures	259,924.23	307,500.00	47,575.77
2,268,048.23	2,464,032.92	195,984.69	Total	23,179,302.34	25,906,300.80	2,726,998.46

Lake Land College

FY2019 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2019 Budgeted	FY19 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$9,921,041	\$10,073,188	\$152,147	\$10,971,545	\$10,988,996	\$10,971,545	(\$17,451)
Salary and Wages - Acad. Support	\$296,928	\$319,913	\$22,986	\$372,603	\$357,727	\$372,603	\$14,876
Salary and Wages - Stud. Svcs	\$1,238,199	\$1,355,671	\$117,472	\$1,588,486	\$1,474,320	\$1,588,486	\$114,166
Salary and Wages - Public Svc.	\$339,777	\$342,040	\$2,263	\$349,192	\$415,093	\$349,192	(\$65,901)
Salary and Wages - Maintenance	\$790,659	\$1,048,708	\$258,049	\$1,298,144	\$990,205	\$1,298,144	\$307,939
Salary and Wages - Inst. Support	\$2,762,093	\$2,785,526	\$23,433	\$3,410,486	\$3,325,557	\$3,410,486	\$84,929
Total Salary and Wages	\$15,348,697	\$15,925,046	\$576,349	\$17,990,456	\$17,551,898	\$17,990,456	\$438,558

Employee Benefits	Year to Date			FY2019 Budgeted	FY19 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,743,616	\$1,748,383	\$4,767	\$2,457,938	\$2,136,616	\$2,457,938	\$321,322
Employee Benefits - Acad. Support	\$63,827	\$61,597	(\$2,230)	\$74,498	\$81,079	\$74,498	(\$6,581)
Employee Benefits - Stud. Svcs	\$323,010	\$332,773	\$9,763	\$402,438	\$400,952	\$402,438	\$1,486
Employee Benefits - Public Svc.	\$51,560	\$44,871	(\$6,688)	\$54,276	\$64,798	\$54,276	(\$10,522)
Employee Benefits - Maintenance	\$252,351	\$273,517	\$21,166	\$330,424	\$317,203	\$330,424	\$13,221
Employee Benefits - Inst. Support	\$711,112	\$632,780	(\$78,332)	\$762,845	\$888,540	\$762,845	(\$125,695)
Total Employee Benefits	\$3,145,476	\$3,093,921	(\$51,555)	\$4,082,419	\$3,889,188	\$4,082,419	\$193,231

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: June 4, 2019

RE: Delegation of authority to the president to enter into contracts during FY 2020 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 2020 to provide or secure education services per Board Policies 10.01 and 02.03.

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Chris Kramer, Director of Auxiliary Services
DATE: May 22, 2019
RE: Approval of Caterers for FY 2020

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

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

The Firefly Grill in Effingham is a new partner and has submitted a signed agreement form. This is a fine addition to the current group of caterers.

These caterers provide a variety of food options for the College and are able 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
DATE: May 30, 2019
RE: Approval of FY 2021 RAMP Document

Included in the Board's packet is a copy of the FY 2021 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, and Workforce Development Center (yet to be constructed).

The Programmatic Justification sections of the document describe the benefits of the requested projects. These projects are vital to our continued ability to fulfill the mission of meeting the higher education needs of our students.

FISCAL YEAR 2021 RAMP

COMMUNITY COLLEGE CAPITAL PROJECTS

JUNE 2019

BOARD OF TRUSTEES

Gary Cadwell

Kevin Curtis

Doris Reynolds

David Storm

Mike Sullivan

Denise Walk

Shelbie Kile, 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 2021
Capital RAMP Contact Person	Bryan Gleckler
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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 one new building and the remodeling of our existing classroom facilities as listed above. The following pages consist of a review of the buildings and 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, Workforce Development Center

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 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, Workforce Development Center

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, and Neal Hall. 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, and Workforce Development Center.

Electrical

Upgrade duct bank and electrical service from existing power house.

Upgrade building lighting to more efficient fixtures.

**TABLE 1
FISCAL YEAR 2021 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: #51701 Lake Land College

PROJECT NAME AND/OR DESCRIPTION Rehabilitation of Kluthe Center, LSC, NW, FH, NH, WDC DISTRICT PRIORITY NUMBER 1 OUT OF 1
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION _____ (Complete Table 2) **Check one:**
 REMODELING/REHABILITATION PROJECT X (Complete Table 2) NEW REQUEST _____
 OTHER _____ (Complete Table 2 or provide additional information per instructions) REQUESTED PREVIOUSLY X

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			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				4,541.9	1,513.9	6,055.8				4,541.9	1,513.9	6,055.8
LAND												
EQUIPMENT				5,812.1	1,937.3	7,749.4				5,812.1	1,937.3	7,749.4
UTILITIES				957.6	319.2	1,276.8				957.6	319.2	1,276.8
REMODELING & REHABILITATION				14,876.3	4,958.7	19,835.0				14,876.3	4,958.7	19,835.0
SITE IMPROVEMENTS				962.5	320.8	1,283.3				962.5	320.8	1,283.3
PLANNING				3,220.2	1,073.4	4,293.6				3,220.2	1,073.4	4,293.6
TOTAL				30,370.6	10,123.3	40,493.9				30,370.6	10,123.3	40,493.9

** Describe prior year funding and/or future year funding in the scope statement section using the requested format. State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 40,493.9
 TOTAL COMPLETED PROJECT COST \$ 40,493.9
 DESIRED PROJECT START DATE FY2019
 ESTIMATED COMPLETION DATE FY2020
 ESTIMATED OCCUPANCY DATE Fall 2020
 ESTIMATED ANNUAL OPERATING COST \$ 1,780.3

MATCHING CONTRIBUTION \$ _____
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
 AVAILABLE FUND BALANCE \$ 10,123.3
 ICCB CONSTRUCTION CRED \$ _____
 (if any)
 DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____
 OTHER (please specify) \$ _____
 TOTAL \$ 10,123.3

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2021 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

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

		PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	Number of Acres Requested in Budget Year
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE		
Space Type	FICM Codes	Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling	
Classrooms	110 thru 115	34,920	34,920	1 Landscaped Ground	
Laboratory	210 thru 255	19,673	19,673	2 Physical Education and Athletic Fields	
Office	310 thru 355	27,596	27,596	3 Buildings and Attached Structures	
Study	410 thru 455	13,008	13,008	4 Experimental Plots	
Special Use	510 thru 590	31,194		5 Other Instructional Areas	
General Use: 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
TOTAL NASF #		164,600	164,600	Currently Unassigned	
TOTAL GSF #		192,463	192,463	Total Acres	0

**TABLE 3
FY 2021 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, WDC**

Space Type	NASF	% NASF	Mult.	GSF	% GASF	\$/GSF		
Classroom	34,920	21.2%	0.86	40,831	21.2%	\$ 96.86	\$	3,954.9
Instructional Lab (Dry)	19,673	12.0%	0.86	23,003	12.0%	\$ 96.86	\$	2,228.1
Instructional Lab (Wet)				-		\$ 96.86	\$	-
Research Lab (Dry)				-		\$ 96.86	\$	-
Research Lab (Wet)				-		\$ 96.86	\$	-
Office	27,596	16.8%	0.86	32,267	16.8%	\$ 96.86	\$	3,125.4
Study (Library)								
under 1,400 NASF				-		\$ 96.86	\$	-
over 1,400 NASF	13,008	7.9%	0.86	15,210	7.9%	\$ 96.86	\$	1,473.2
Special Use	31,194	19.0%	0.86	36,474	19.0%	\$ 96.86	\$	3,532.9
Assembly & Exhibition	4,263	2.6%	0.86	4,985	2.6%	\$ 96.86	\$	482.8
Other Gen.	3,813	2.3%	0.86	4,458	2.3%	\$ 96.86	\$	431.8
Support	2,492	1.5%	0.86	2,914	1.5%	\$ 96.86	\$	282.2
Health Care	155	0.1%	0.86	181	0.1%	\$ 96.86	\$	17.6
Unclassified	27,486	16.7%	0.86	32,139	16.7%	\$ 96.86	\$	3,113.0
Building Total	164,600	100%		192,463	100.0%	\$ 96.86		
Land							\$	-
Equipment							\$	7,283.3
Utilities							\$	1,200.0
Remodeling & Rehabilitation							\$	18,641.9
Site Improvements							\$	1,206.1
1. Base Total							\$	28,331.3
2. Added Costs								
LEED design cost							\$	1,699.9
Other Added Costs							\$	744.8
3. Base Cost							\$	30,776.0
4. Escalation							\$	1,969.7
Expected Bid Date:			Months to Bid Date:	24				
5. Escalated Building Budget							\$	32,745.7
6. Escalated Building Budget Plus 10% Contingency							\$	36,020.2
7. Adds:								
a. A/E Fees							\$	2,881.6
b. On-Site Observation								
Number of Months	36		Hours per week	24			\$	224.6
c. Reimbursable expenses							\$	205.0
d. Art-in-Architecture							\$	180.1
e. Construction Administration Fee							\$	982.4
f. Other Adds			Decription:				\$	-
f. Sub-total Adds							\$	4,473.7
9. Total Building Budget							\$	40,493.9

**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, WDC				
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, WDC				
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

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

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
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

Total	7,266.275
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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 10, 2019, with a quorum present, officially authorized the submission of the attached Fiscal Year 2021 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, Workforce Development Center

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	\$ 1,123,300
Total Local Match	\$10,123,300


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 3, 2019

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

For Fiscal Year 2020, we are proposing a base salary adjustment for our Administrative, Supervisory, and Support staff employees, excluding correctional centers, that is consistent with what was agreed upon with our collective bargaining groups. Excluding those staff that are currently in planned retirement, employees within these work groups shall receive a base salary increase based on a percentage of state funding that the college receives for credit hour reimbursement, equalization, and supplemental funding compared to FY2015 levels into the college's operating fund.

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

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

Given the budget that was recently passed by the State of Illinois for FY2020, staff would receive the 4.0% increase based on this formula. The financial impact of this increase for Administrative, Supervisory, and Support staff totals \$145,362 on the general operating funds and an additional \$109,932 on the ancillary funds.

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

Memo

To: Dr. Josh Bullock, President *JB*
From: Bryan Gleckler, Vice President for Business Services
Date: June 3, 2019
Re: Part-Time Employee Hourly Wage Increases

Consistent with past practice in regards to raises for part-time employees, we are recommending a \$0.10 per hour increase for current part-time employees effective July 1, 2019.

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 3, 2019

RE: FY 2020 Proposed Salary Grade Schedule

Please find attached the proposed FY20 salary grade and range schedule recommendation for salaries for salary ranges for existing employees and new hires. This change is a 3% increase on the minimum starting salary and a 4% increase on the maximum salary level (consistent with recommended salary increase level), over the FY19 schedule. The proposed schedule would become effective July 1, 2019. This will allow for continued fairness and consistency across the institution.

Lake Land College


Administrative, Supervisory, Support

Pay Ranges

07/01/19-06/30/20

Pay Ranges for Lake Land College						
Grade	Point	Point	Point	Minimum	Midpoint	Maximum
	Min	Mid	Max			
19	614	674	734	\$ 101,682	\$ 127,842	\$ 154,003
18	519	566	613	\$ 86,438	\$ 108,676	\$ 130,915
17	439	479	518	\$ 74,078	\$ 93,136	\$ 112,195
16	371	405	438	\$ 63,695	\$ 80,083	\$ 96,470
15	314	342	370	\$ 54,961	\$ 69,101	\$ 83,242
14	269	291	313	\$ 47,792	\$ 60,088	\$ 72,384
13	228	248	268	\$ 39,552	\$ 49,728	\$ 59,904
12	192	210	227	\$ 35,185	\$ 44,237	\$ 53,290
11	161	176	191	\$ 31,312	\$ 39,368	\$ 47,424
10	135	148	160	\$ 28,098	\$ 35,328	\$ 42,557
9	114	124	134	\$ 25,379	\$ 31,909	\$ 38,438

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: June 3, 2019

Re: **Planned Retirement Incentive Adjustment for Current Participants Not Included in a Collective Bargaining Group**

The budget implementation bill (BIMP) that recently passed the General Assembly and adopted into law reverses the salary increase cap back to 6% in a given year. If you recall, last year this was modified to 3% that forced the College to modify its program for those employees currently in planned retirement and not represented by a collective bargaining agreement.

There are currently eight (8) employees that are actively participating in the planned retirement program that were provided an enhanced bonus incentive when the cap was changed to 3%. Given the most recent change back to the 6% cap, we are recommending restoring the annual compensation increase back to the 6% level effective July 1, 2019. Given that these 8 employees were provided only the 3% increase for FY2019 and were approved for the modified bonus incentive, we are also proposing that the added 4.5% be added to their bonus incentive for the one year that their salary increase was below the 6% limit.

We did an analysis on the impact of this scenario versus what these employees would have received had their planned retirement program not have deviated from the original 6% per year plan with the bonus structure as outlined in the planned retirement policy. The overall impact of restoring the salary increase to the 6% level moving forward and providing the one-year 4.5% additional bonus incentive costs an additional \$2,071.55 versus the normal planned retirement program costs had nothing changed.

We are recommending that the Board of Trustees agree to restore the annual salary increase to 6% effective July 1, 2019 for the eight staff impacted by last year's planned retirement changes and increase their corresponding bonus payout upon retirement by 4.5% for the one year that their salary increase was at the 3% level instead of 6%.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0619-009

DATE: 6-10-19

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 10th day of June, 2019 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 10th day of June, 2019.

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 10th day of June, 2019.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0619-010

DATE: 6-10-19

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 10th day of June, 2019 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 10th day of June, 2019.

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 10th day of June, 2019.

Secretary, Board of Trustees

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
DATE: May 23, 2019
RE: Continued Employment of Grant Funded Employees

I respectfully request the Lake Land College Board of Trustees approve the sending of honorable termination notices to all permanently federally grant-funded, full-time and part-time employees of Lake Land College. When and if contracts are received for these grants, I also request the authorization to rescind these termination notices and reemploy affected personnel. Although this is a practice we regret having to enact, we feel it is in the college's best interest in the event the anticipated grant funds are not received.

MEMO

TO: Dr. Josh Bullock, President

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

CC:

DATE: June 3, 2019

RE: IDJJ Contract Renewal Recommendation

A contract renewal has been prepared by the Illinois Department of Juvenile Justice providing for Lake Land College to continue offering educational services at Harrisburg IYC and St. Charles IYC for three years, commencing July 1, 2019. The total estimated expenditure over the life of this contract is \$2,464,551.95. Under the terms of this contract all costs are reimbursed to the college either through ICCB reimbursements or through IDJJ funds.

I respectfully request that the Board of Trustees approve this contract renewal to offer educational services at Harrisburg IYC and St. Charles IYC at their regular June 2019 meeting. I will be available to answer any questions the Board may have.

LAKE LAND
COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: May 22, 2019
Subject: Proposed Lease Agreements

Memo

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 _____ 2019, in Mattoon, Illinois, by and between Lake Land College of Mattoon, Illinois, hereinafter referred to as Lessor, and Local Workforce Innovation Area 23, hereinafter referred to as Lessee.

WITNESSETH:

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

The term of this lease shall be deemed to have commenced upon the 1st day of July, 2019, and shall terminate on the 30th day of June, 2020. 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, 2019, and shall terminate on the 30th day of June, 2020. 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 2019.

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

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

Date

Date

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
June 10, 2019**

The following employees are recommended for leave

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

Additional Appointments

The following employees are recommended for additional appointments

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

Part-time - Grant Funded

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

The following employees are ending their additional appointment

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

Position Recommendation

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

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

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Howard, Corbett	Correctional Career Technology Instructor- East Moline CC	05/21/2019
Lercher, James	Correctional Maintenance Instructor- Lincoln CC	06/03/2019
Monti, Francesca	Correctional Office Assistant – Hill CC	06/10/2019
Pender, Diane	Correctional Office Assistant-Sheridan CC	07/02/2019
Thomas, Parnell	Correctional Auto Technology Instructor- Hill CC	05/21/2019
Webb, Amber	TRIO SSS Advising Counselor	06/11/2019
Part-time		
Baptiste, Gerdeley	Library Assistant	05/28/2019
Evans, Cassidy	Fitness Center Specialist	03/12/2019
Gann, Alanson	Laker Mallard Mascot Talent	05/10/2019
Jenkins, Adam	Police Officer	05/06/2019
Loy, Cathy	Dual Credit Coordinator	01/02/2019
Stremming, Morgan	Counseling Services Specialist	05/01/2019
Turner, Nash	Tutor - Student Learning Assistance Ctr	05/06/2019
Part-time - Grant Funded		
Elmore, Deana	Adjunct DOC College Funded Instructor	06/03/2019
Roos, Sandra	Adjunct DOC College Funded Instructor	06/03/2019
Scherer, Amy	Adjunct DOC College Funded Instructor	06/03/2019
Smith, Lucille	Agriculture Education Intern	05/14/2019
Terminations/Resignations		
The following employees are terminating employment		
	Position	Effective Date
Full-time		
Addison, Ryan	Corr Comm Cooking Instr-East Moline CC	05/31/2019
Denniston, Robert	Corr Custodial Maint Instr-Hill CC	05/17/2019
Jones, Michael	Corr Custodial Instr-Kewanee	05/14/2019
Kepley, Kirk	Police Officer	06/16/2019
Schnorf, Martin	Corr Career Tech Instr -Vandalia CC, Retiree	04/30/2019
Shull, Dennis	Corr Construction Occ Instr – Lincoln CC	05/08/2019
Watts, Lori	Corr Ofc Asst-Robinson CC	05/31/2019
Part-time		
Aiken, Pearl	Newspaper Ed Student News	03/10/2019
Buenker, Abigail	Newspaper Ed Student News	05/05/2019

Curl, Steve	Adj Doc College Funded Instr	05/13/2019
Donovan, Zoe	Newspaper Ed Student News	05/05/2019
Filipiak, James	Adj Faculty Math/Science	05/20/2019
Hackler, Madolyn	Newspaper Ed Student News	05/05/2019
Harvey, Matthew	Newspaper Ed Student News	05/05/2019
Hendryx, Trevor	Newspaper Ed Student News	05/20/2019
Hill, Domonique	Marketing & PR Intern	04/26/2019
Lecrone, Andre	Commercial Driver Training Instr	04/30/2019
Light, Lisa	Adj Faculty Social Science	05/10/2019
Maguire, John	Adj Faculty Social Science	05/10/2019
Peoples, Tyrese	Newspaper Ed Student News	11/04/2018
Reel, Courtney	Newspaper Ed Student News	05/05/2019
Washkowiak, Allison	Library Assistant	04/29/2019
Watson, Jacob	Library Assistant	05/10/2019

Transfers/Promotions

The following employees have a change in position

Full-time Tenure Track

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

Full-time - Grant Funded

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