

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

June 8, 2020

Regular Meeting No. 642

Table of Contents

	Page
Agenda for June 8, 2020, Regular Meeting	3
Minutes for May 11, 2020, Regular Meeting	6
Supplemental Information for June 8, 2020, Regular Meeting	17

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

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



Regular Meeting No. 642
Monday, June 8, 2020, 6:00 p.m.

On May 29, 2020, Governor Pritzker issued the fourth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. Due to the COVID-19 health pandemic, President Dr. Josh Bullock has determined that an in-person meeting is not practical or prudent. As permitted by Governor Pritzker's Executive Orders 2020-39, 2020-33, 2020-18, 2020-07 and Senate Bill 2135 (when signed into law), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Board and Administration Center, Room 011, Mattoon

Dr. Bullock will be physically present at the meeting location. In-person attendance by members of the public will be limited to nine (9) people on a first come, first serve basis. Face coverings are required and social distancing practices will be observed.

Otherwise, trustees, citizens, faculty and staff may attend the meeting via teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. To facilitate this for those attending by telephone and to not have individuals speaking over one another, the College kindly requests that individuals wishing to address the Board via the conference line during public comment notify the College via email, as noted below, of their intent to address the Board. Alternatively, citizens, faculty and staff may submit public comments by email prior to the Board meeting, to be announced by the College President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by noon on Monday, June 8, 2020, and sent to officeofthepresident@lakelandcollege.edu.

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 11, 2020, Regular Meeting.
2. Approval of Agenda of June 8, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
4. Destruction of Tape Recording of December 10, 2018, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

1. Proposed Revisions to Board Policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs.*
2. Calendar of Events.

Board Book
 Page
 Number(s)
 17-19

20-21

Lake Land College Board of Trustees
 Agenda – June 8, 2020
 Page 3

3. Correspondence. 22-23

B. Action Items.

	Board Book Page Number(s)
1. Approval of Continuation of Community Outreach Tuition Waivers Program.	24
2. Approval of Proposed Revisions to Board Policy 10.22 – <i>Purchasing and Bidding</i> .	25-31
3. Acceptance of Reporting of April 2020 Financial Statements.	32-37
4. Delegation of Authority to President to Provide or Secure Education Services.	38
5. Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.	39
6. Approval of Part-Time Staff Hourly Increase.	40
7. Approval of FY 2021 Part-Time Rates and Stipends.	41-48
8. Approval of FY 2021 Base Salary Schedule, Excluding Correctional Centers.	49-50
9. Approval of Resolution No. 0620-022 Authorizing Treasurer to Transfer Interest Earned from Working Cash.	51-53
10. Approval of Resolution No. 0620-023 Authorizing Treasurer to Invest Funds.	54-56
11. Approval of Lease Renewal Agreement with Pana Community Unit School District #8.	57-64
12. Approval of Lease Renewal Agreement with Local Workforce Innovation Area 23.	65-68
13. Approval of Administration's Recommendation to Deny a Postponement Request with the College's Planned Retirement Program.	69
14. Approval of Release or Non-Release of Closed Session Minutes.	
15. Approval of Human Resources Report.	70-71

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 641
Location: Remote Meeting Held via Teleconference
(As permitted by Governor Pritzker's Executive Orders 2020-07 and 2020-33)
May 11, 2020

Minutes

Call to Order.

Chair Reynolds called the May 11, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. The meeting was held remotely via teleconference and as permitted by Governor Pritzker's Executive Orders 2020-33 and 2020-07. Citizens, faculty and staff were invited to join the conference call via dialing instructions posted on the agenda.

Roll Call.

Trustees Participating via Teleconference: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk, Mr. Tom Wright and Mr. Lucas Dudit, Student Trustee (joined call at 6:07 p.m.).

Trustees not Participating in Teleconference: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of April 13, 2020, Regular Meeting.
2. Approval of Agenda of May 11, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 2 of 11

The following is a summary by funds:

Education Fund	\$	211,258.88
Building Fund	\$	73,246.70
Site & Construction Fund	\$	860,673.81
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	9,817.40
Restricted Purposes Fund	\$	529,694.20
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,928.47
Student Accts Receivables	\$	121,158.75
Total	\$	1,826,778.21

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

4. Destruction of Tape Recording of November 12, 2018, Closed Session and November 8, 2018, Resource and Development Committee Closed Session.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

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

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said the ICCTA Board met on April 29, 2020, via teleconference. The June annual conference and award dinner has been postponed to a date in September and will be held in Springfield instead of Chicago. The board is scheduled to meet again via teleconference in June.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

Chair Reynolds provided an update on the continuation of the Foundation and Alumni Center construction project on campus and the postponement of summer and fall events due to Covid-19. She updated the board on the virtual spring employee giving campaign which has also raised money to help fund the food pantry. The Foundation has also received funds from the Illinois Board of Higher Education (IBHE) for emergency funding for students.

Student Report.

Student Trustee Duduit provided an update on how students are adapting to the virtual college classrooms. He reported that based on the information shared by members of SGA, Zoom technology has assisted greatly in helping students feel connected to other students and their instructors. SAB, College Clubs and the Navigator News are all adapting to the virtual environment.

President's Report.

In the President's Report, Dr. Bullock highlighted the following items/information:

- The College received one additional payment from the Illinois Department of Corrections in the amount of \$541,610 and no payments for the Illinois Department of Juvenile justice since the April meetings. A total of \$2,583,954 for IDOC and \$220,573 for IDJJ services billed through March remain outstanding.
- The College received no credit hour reimbursement nor equalization grant payments since the April Board meeting. A total of \$974,589 in credit hour reimbursement and \$1,908,295 in equalization remain outstanding.
- Since the April Board meeting the College received \$430,586.26 in MAP funds and \$631,970 in CTE funds from the State of Illinois.

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 4 of 11

- As of May 11, 2020, Lake Land College has awarded 402 students emergency CARES Act grants totaling \$347,454.48. This represents 24.6% of our eligible students receiving aid thus far. Thank you to Paula Carpenter and the financial aid staff for their work in bringing this program to life and assisting our students in need.

Business Items.

Non-action Items.

Appointment of Board Committees.

Chair Reynolds named Trustees to the following committees and liaison appointments effective May 12, 2020:

Finance Committee: Dave Storm as Chair, Doris Reynolds as ex-officio, and members Gary Cadwell, Kevin Curtis and Tom Wright.

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

Buildings and Site Committee: Gary Cadwell as Chair, Doris Reynolds as ex-officio, and members Kevin Curtis, Mike Sullivan and Tom Wright.

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.

2020 Virtual Commencement.

Dr. Tina Stovall, Interim Vice President for Student Services, announced the first-ever Lake Land College Virtual Commencement Ceremony to be held June 18, 2020, at 6 p.m. She highlighted the planning process in coordination with Marching Order, an external vendor hired to assist with planning and execution of the virtual ceremony.

Navigator News Awards.

Dr. Stovall recognized six student members of the *Navigator News* staff who won awards from the Illinois Community College Journalism Association (ICCJA). The annual ICCJA Spring Conference was held virtually through Facebook.

Proposed Revisions to Board Policy 10.22 – *Purchasing and Bidding.*

Trustees reviewed a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for revisions to Board Policy 10.22 – *Purchasing and Bidding*. Trustees reviewed details of the proposed changes. Ms. Grunloh said revisions incorporate language from recent amendments to the Prevailing Wage Act (PWA). She said the proposed language also

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 5 of 11

reaffirms the College's commitment to abide by the Act's requirements and clarifies for contractors and subcontractors the new certified payroll submission process directly to IDOL.

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

Calendar of Events.

Trustees received a calendar of upcoming events. Dr. Bullock said the May Board Retreat has been postponed until the Board can once again meet in person.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Dual Credit Program Access Initiative Effective Fall 2020 Semester.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board approve a Dual Credit Program Access Initiative effective with the Fall 2020 semester. Trustees reviewed a joint memorandum from Ms. Darci Cather, Dean of Guided Pathways, and Ms. Lisa Shumard-Shelton, Director of Dual Credit and Honors Experience, highlighting the basis for this recommendation. Mr. Althaus said the proposed initiative would provide tuition waivers beginning with the Fall 2020 semester to in-district high school students on free and reduced hot lunch who might not be able to assume the financial burden of paying for Dual Credit coursework.

Trustees also reviewed a detailed financial analysis of this initiative. Trustees learned that currently, on average, approximately 44% of in-district high school students are eligible for the free and reduced school lunch program. Based on data since 2018, the administration anticipates this initiative will cost the College up to \$80,000 per academic year in lost revenue. Dr. Bullock said the administration is developing the FY 2021 budget to account for the cost of this initiative.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the Dual Credit Program Access Initiative, providing tuition waivers beginning with the Fall 2020 semester to in-district high school students eligible for the school's free and reduced hot lunch and who might not be able to assume the financial burden of paying for dual credit courses.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Ratification of Administration's Decision to Continue with Certain Current and Future Construction Projects.

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President for Business Services, for the Board to ratify the administration's decision to commence work on two projects including the Laker Fieldhouse Gym Floor Renovation and the repair/maintenance of the Fire Tank on campus. Mr. Nuxoll noted the projects have already been approved by the Board and highlighted the need for these projects to be completed in the near future.

Trustee Sullivan moved and Trustee Wright seconded to ratify the administration's decision to commence work on two projects including the Laker Fieldhouse Gym Floor Renovation and the repair/maintenance of the Fire Tank on campus.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of FY 2021 College-Wide Committees.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the list of proposed FY 2021 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 Curtis moved and Trustee Wright seconded to approve the list of FY 2021 College-Wide Standing Committees as presented.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Continued Employment of Grant Funded Employees (non-faculty).

Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, requesting approval from the Board to send honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. Dr. Bullock said this request is based on the uncertain status of the federal and state financial conditions supporting various grants. Trustees learned there are no

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 7 of 11

faculty for whom this provision would apply. Dr. Bullock said that although this is a practice we regret having to enact, the administration feels it is in the College's best interest in the event the anticipated grant funds are not received.

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

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of March 2020 Financial Statements.

Trustees reviewed the March 2020 Financial Statements and Mr. Greg Nuxoll, Vice President for Business Services, highlighted variances for the statements. The statements included corresponding monthly financial spreadsheets detailing a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY 2020 projected final spending levels, and year to date spending through March 2020 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Nuxoll said there are no significant areas of concern through March 2020, however the financial impact from the COVID-19 pandemic will begin to show in the April 2020 and continuing financial statements.

Trustee Storm, Finance Committee Chair, said he had reviewed the March 2020 Financial Statements.

Trustee Storm moved and Trustee Walk seconded to approve as presented the March 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Withdrawal Request from Planned Retirement Program.

Trustees heard a recommendation from Dr. Bullock for the Board to approve a request by, Mr. Anthony "Woody" Reinhart, Ag Power Technology Instructor, to withdraw his request for participation in the College's planned retirement program.

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 8 of 11

Trustee Wright moved and Trustee Cadwell seconded to approve the request by Mr. Anthony Reinhart, Ag Power Technology Instructor, to withdraw his request for participation in the College's planned retirement program and nullify the Board's prior approval in February 2020 of his participation in the Planned Retirement Program that included his effective retirement date of August 15, 2024. This follows past practice by the Board to approve withdraw requests only when an employee's salary increase due to participation in the planned retirement program has not yet been implemented.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Emergency Purchases following Neal Hall Roof Fire – Immediate Facility Cleanup and Structural Repair to Roof.

Trustees heard an update from Mr. Nuxoll regarding the April 14 Neal Hall roof fire. He said that per Board Policy 10.23 – *Emergency Purchases*, Dr. Bullock secured permission from Board Chair Reynolds and Board Secretary Cadwell to use ServPro of St. Louis Central for all emergency cleaning and mitigation work along with an emergency repair of the building roof to prevent further damage from water and the outside elements. Mr. Nuxoll also said that following Board Policy 10.23, the administration is now requesting approval from the Board for these two emergency purchases and related service contracts with ServPro. Trustees reviewed details of both contracts and a memorandum from Mr. Nuxoll highlighting the basis for the administrative actions when this emergency occurred.

Trustees learned that the contract for the emergency cleaning and mitigation specified the scope and price would be agreed upon with the College's insurance provider, The Hanover, and the College can nullify the contract should ServPro's price go above what insurance will pay. Additionally, for the structural roof repair project, the scope and price of \$43,716.03 had to be agreed upon by The Hanover.

Mr. Nuxoll said the remainder of the restoration of Neal Hall including carpet, ceiling tile, dry wall and painting work will be bid out per the College's normal public bid procedures as soon as the scope of the project is determined and approved by the insurance adjustor. The administration will request board approval of the bids for this remaining work at a future meeting.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the emergency purchases following the April 14, 2020, Neal Hall roof fire and two related contracts with ServPro of St. Louis Central for the emergency cleaning, mitigation and emergency roof reconstruction.

There was no further discussion.

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 9 of 11

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.01.02 – Special Admission and Graduation Requirements for Select Technical Programs.

Trustees heard a request from Dr. Stovall, on behalf of the Academic Standards Committee, for the Board to approve a revision to the above-referenced Policy. Dr. Stovall said the change to this Policy will allow our new program, Associate in Applied Science – Court Reporting Technology, to establish special admission criteria and the requirements will be implemented for registration for Fall 2020. Dr. Stovall reported that as of April 30, 2020, the Court Reporting Technology program has received all approval required from the Illinois Community College Board and the Illinois Board of Higher Education to move forward with admission for Fall 2020. Therefore, Dr. Stovall requested the Board waive first reading and proceed with final approval of the requested revision to Board Policy 07.01.02 so that we may begin the admission and registration process.

Trustee Curtis moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 07.01.02.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

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

Trustee Sullivan motioned and Trustee Storm seconded to approve as presented the following Human Resources Report.

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

Mason, Dustin	FMLA	5/31/2020-8/21/2020
Sharp, Kennedy	FMLA	6/15/2020-9/6/2020
Williams, Chris	FMLA-Intermittent	4/30/2020
Zumbalen, Michelle	FMLA	6/8/2020-8/30/2020

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 10 of 11

The following employee is recommended for General Leave of Absence. Board policy 05.04.14.

Jackson, Nicole	GLWP	7/9/2020
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Duduit, Lucas	Lake Land College Student Trustee Primary Position is Tutor - Student Lrng Asst	04/13/2020
Part-time		
Floyd, Mackenzie	Allied Health Adjunct Faculty ADN Sub Primary Position is Nursing Instructor	03/06/2020
Hackman, Jessica	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	06/08/2020
Walk, Emmalyn	IDOT QC/QA Student Assistant Primary Position is Adm & Rec Data Entry Asst	04/17/2020
Part-time - Grant Funded		
Elmendorf, Gerald	TRIO DC Student Specialist Primary Position is TRIO Bus Driver	04/27/2020 12/29/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Tappendorf, Hannah	AG GAST Intern	03/08/2020
Verdin, Brandy	TRIO SSS Student Assistant	01/01/2020

New Hire-Employees

The following employee is recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Rice, Kelly	Dual Credit Instructor	04/24/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ashenfelter, Brittany	Dental Hygiene Instructor	04/26/2020
Bantrup, Vicki	Corr Ofc Asst-Dixon CC	05/01/2020
Colvin, Brandon	Sports Info-Compliance Coord/Head Coach	05/15/2020
Pierce, Kevin	WIOA Services Rep-Retiree	04/30/2020
Thomason, Deborah	Dental Hygiene Instructor-Retiree	05/18/2020

Lake Land College Board of Trustees
 Minutes – May 11, 2020
 Page 11 of 11

Part-time

Fouty, Mackinzie	Groundskeeper	10/20/2019
Madlem, Cody	Groundskeeper	03/22/2020
Rhoads, Skylar	Groundskeeper	04/05/2020

College Work Study

Wilson, Emily	College Work Study-Business	12/01/2019
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Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Godinez, Julio	Sports Information & Compliance Coordinator/Head Baseball Coach Transferring from: Baseball Coach (PT)	05/12/2020
Full-time – Grant Funded		
Larry, Julian	Perkins Specialist/Head Men's Basketball Coach Transferring from: Outreach Advisor Mentor/TRIO DC (PT) b	05/12/2020

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Sullivan moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:52 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Ms. Doris Reynolds, Board Chair

 Mr. Gary Cadwell, Board Secretary

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: June 1, 2020

RE: Proposed Revisions to Board Policy 07.01.02

In accordance with Board Policy 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs*, the Academic Standards Committee acts upon requests for technical programs to establish special admission criteria and/or unique graduation requirements.

During the Fall 2019 semester, the Academic Standards Committee approved a request from Ms. Peggy Strange, Cosmetology Instructor/Program Director, to eliminate special admission requirements for the Cosmetology Certificate and Esthetics Certificate, effective Fall 2021. Ms. Strange described that for the past several years, both programs have been able to admit all students who applied so that special admission requirements are no longer needed. Eliminating the requirements will reduce the steps required for students to be accepted and register for classes. The Academic Standards Committee would like to recommend approval from the Board of Trustees that following the start of Fall 2020 classes, August 24, 2020, Board Policy 07.01.02 be revised to delete Cosmetology and Esthetics from the list of Certificates with approved special admission requirements.

During the Spring 2020 semester, the Academic Standards Committee approved a request from Jasmine Ballard, Emergency Services Program Coordinator, to establish special admission requirements for the proposed Certificate and Associate in Applied Science in Fire Science Management. Both programs will include state-approved curricula to prepare current fire fighters to complete the state certification exams for career advancement as Company Fire Officer and Advanced Fire Officer. Special admission requirements have been established for both programs to ensure that applicants meet the state-mandated pre-requisites, are currently working as a fire fighter and are approved by the supervising Fire Chief. The Academic Standards Committee would like to recommend approval from the Board of Trustees that following final program approval from the Illinois Community College Board, Board Policy 07.01.02 be revised to include Fire Science Management on the list of Associate Degrees and Certificates with approved special admission requirements.

I would like present these recommendations to the Board of Trustees for first reading at their June 8, 2020, meeting as the first step in the approval process so that we may implement the requirements at the time needed to begin student admission. I am happy to address any questions that you or the Board of Trustees may have. Thank you.

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

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

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

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

Programs with approved special admission and unique graduation requirements:

Associate Degrees

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

Board Policy No. 07.01.02**Certificates**

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

¹ See Board Policies 02.03 and 07.24.

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

Calendar of Events

Thursday, June 18, 2020	Virtual Commencement 6 p.m. A link to view this will be provided at a later date.
Thursday, July 9, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, July 13, 2020	6 p.m. – Board Meeting – Platform or Location TBD
Thursday, August 6, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Friday, August 7, 2020	Lake Land College Foundation Golf Classic
Monday, August 10, 2020	5:15 p.m. – Board Dinner – Kluthe Center Room 219 6 p.m. – Board Meeting – Kluthe Center Room 220
Thursday, September 10, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, September 14, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 26, 2020	Celebrate Lake Land College (Formally Homecoming)
Thursday, October 8, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, October 12, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Monday, October 26, 2020	6 p.m. – Foundation Donor Reception
Thursday, November 5, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, November 9, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

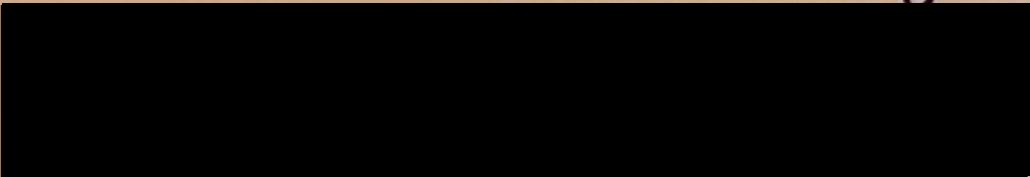
Thursday, November 19, 2020	4 p.m. – Foundation Scholarship Reception
Thursday, December 10, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, December 14, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

Thank
You

FOR YOUR
EXPRESSION
OF SYMPATHY

Lake Rand Board of Trustees
and President Bullock

Thank you for the
flowers you sent in
memory of Ollie.
Lake Rand was my
home away from home
and am so thankful
I have the opportunity to
still be associated with
such a great college



LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: June 1, 2020

RE: Continuation of Community Outreach Special Tuition Waivers

In October 2019, the Board of Trustees approved up to 100 three credit hour tuition waivers for returning or first-time adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. The waivers were to be awarded to students enrolling in Spring or Summer 2020.

I am pleased to inform you that through this effort, Madison Delks, Community Outreach Coordinator, worked with 17 local businesses including First Financial Bank, Copper Creek Cottages, HSHS St. Anthony, MPMI, Carle, John Boos, Palm Terrace, Siemer Milling, Patterson Technology, Sarah Bush Lincoln, Versatech and others. From those businesses, 92 employees expressed interest in enrolling in Lake Land classes of which 29 enrolled in Spring 2020. Students enrolled in an array of courses including business, philosophy, computer-aided design, information technology, basic nurse assisting, computer integrated manufacturing, psychology, and more. The 29 students enrolled in a total of 109 credit hours, 78 of which were covered by the tuition waiver with the additional 31 through payment of tuition.

Madison continues outreach efforts with local businesses and their employees to encourage enrollment of adult students for the Summer 2020 term; however, COVID 19 has introduced many challenges in making those connections. As our region moves into Phase 3 of the Restore Illinois plan, we anticipate that we will be able to expand efforts to connect with local employers and employees to continue to offer this excellent opportunity for adults to resume or begin college enrollment with a tuition waiver.

Based on the positive results of Madison's early efforts, I would like to request approval to allow Madison to continue to award the three-credit hour tuition waivers to adult students into the 2020-2021 academic year until all 100 tuition waivers have been awarded. The tuition waivers will continue to be funded through the special enrollment incentive budget and students will be responsible for payment of fees.

With your approval, I would like to submit this request to the Board of Trustees for approval at their June 8 meeting. I am happy to provide additional information or address any questions that you or board members may have. Thank you.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: June 3, 2020

RE: Proposed Revisions to Board Policy 10.22 – *Purchasing and Bidding*

Please find attached details of proposed revisions to Board Policy 10.22 – *Purchasing and Bidding*. As a result of recent amendments to the Prevailing Wage Act (PWA), the Illinois Department of Labor was required to establish and maintain an electronic database capable of accepting certified payrolls directly from contractors and subcontractors. In April 2020, IDOL launched this required database, thus relieving public bodies or record-keeping duties related to accepting certified payroll documentation. The amendments to the Act did not relieve public bodies of their requirements determine whether each of its procurements is subject to the PWA and provide proper written notice to its contractors related to PWA. Recommended changes to Policy 10.22 reaffirm the College's commitment to abide by the Act's requirements and clarifies for contractors and subcontractors the new certified payroll submission process directly to IDOL.

Proposed changes were presented as first reading during the May 2020 regular meeting. I respectfully request the Board of Trustees approve these proposed revisions during the June 2020 regular meeting.

I am happy to address any questions or concerns.

Attachment

10.22

Purchasing, ~~and~~ Bidding, ~~and~~ Prevailing Wages for Fixed Works

The Board of Trustees, with a view toward maintaining integrity in purchases, ~~and~~ meeting the needs of the College, ~~as well as~~ providing safeguards to the tax dollars, and abiding by all requirements of the Illinois Prevailing Wage Act, does hereby establish the following policies:

1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on a duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request form signed by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of \$10,000 for goods and services and \$15,000 for construction. When a bid is required, the Director of Facilities Planning will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Board Policy**10.22**

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to

payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

3. Fixed Works

In accordance with the Prevailing Wage Act (PWA), the College will determine whether each of its procurements is subject to the PWA. If PWA applies, the College will notify vendors, contractors and subcontractors of their obligation to comply with all requirements of the Act. Notification will include the vendors, contractors or subcontractors obligation to pay laborers, workers and mechanics performing services on public works projects no less than the current prevailing rate of wages (hourly cash wages plus amount for fringe benefits) in the county where the work is performed and in accordance with the prevailing wage rates published on the Illinois Department of Labor's (IDOL) website. Notification will also include the obligation of the vendors, contractors or subcontractors for record-keeping duties. This includes filing certified payroll documentation, via the Illinois Department of Labor's electronic database, demonstrating compliance with the PWA no later than the 15th day of each calendar month during the construction phase of the project.

Public works means all fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds. This includes any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased or rented. This reference to equipment means fixtures and systems attached to and integrated into a building, such as elevators, HVAC units, mechanical systems, etc.

4. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- B. Contracts for the printing of Finance Committee reports and departmental reports.
- C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
- E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.
- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.
- G. Contracts for duplicating machines and supplies.
- H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.

Board Policy**10.22**

- I. Purchases of equipment previously owned by some entity other than the District itself.
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency.
- L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Adopted November 9, 1998

Revised July 12, 1999

Revised May 10, 2004

Revised November 14, 2005

Revised July 14, 2014

Revised May 9, 2016

Revised

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 26, 2020

RE: April 2020 Financial Statement Summary

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

Areas of Concern:

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

Overall Variances:

- *Revenue* – Total April 2020 revenue was \$911,146 resulting in an unfavorable variance of \$199,496 compared to the budgeted level. The monthly variance is unfavorable mainly due a \$492,885 unfavorable variance in ICCB Equalization Grant Revenue mitigated somewhat due to a \$365,025 favorable variance in ICCB Credit Hour Grant Revenue. Year to date, total revenue is unfavorable to budget by \$699,150 in aggregate mainly resulting from a \$1,112,256 unfavorable variance in ICCB Equalization Grant revenue and \$573,057 in other state sources revenue.
- *Expenditures* – Total April 2020 expenditures were \$2,208,629 resulting in an overall favorable variance of \$1,085,949 with a large favorable variance in general materials, travel and supplies variance mainly attributable to transitioning to a remote learning and work environment due to COVID-19. Year to date, expenditures remain favorable overall by \$2,504,113 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$24,487 while the Year to date variance is favorable by \$313,514.

- *ICCB Credit Hour Grant* – We received two credit hour payments in April 2020 resulting in a favorable monthly variance of \$365,025. This area is favorable 644,959 YTD. The variances are timing related as we typically receive a larger payment in the first month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We did not receive an equalization payment in April 2020 resulting in an unfavorable monthly variance of \$492,885. This area is unfavorable \$1,112,256 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois but we are hopeful it will normalize by year.
- *Tuition & Fees* – April 2020 had an unfavorable variance for tuition of \$1,516 while fees were unfavorable by \$96,326. Year to date, there is an unfavorable variance for tuition of \$106,439 and a favorable variance for fees of \$151,459. The variance in fees remains favorable YTD due more course offerings early in the fiscal than anticipated but we expect the favorable variance to reverse in the upcoming months due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – The Year to Date variance in this area is unfavorable by \$573,057. The unfavorable variance is due to timing of not yet receiving any CTE payments from the State of Illinois this fiscal year. The first payment was expected in July and the second payment in January. A payment was vouchered on the comptroller's website on February 8, 2020 but no payment has been made year to date. We expect this line item will normalize with the budgeted amounts over the course of the year as state payments are received as expected.
- *Other Revenue* – Year to date other revenue is unfavorable by \$108,691. It is likely the unfavorable amount will increase as the fiscal year transpires considering the CBI and CDL classes were cancelled due to the COVID-19 pandemic in April 2020 with uncertainty on course status through the rest of the spring semester.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in April 2020 of \$99,429. Year to date the salary and wage area is favorable by \$1,244,465. The YTD variance is high due to timing of the faculty overload being later than normal and we expect it to even out more as the year progresses.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in April 2020 in the amount of \$99,429. Year to date this area is favorable by \$275,852.
- *Instructional* – The Instructional expenditures had a favorable variance in April 2020 of \$150,404 and is favorable \$1,577,840 for the year. The YTD variance is mainly attributable to the timing of faculty overload discussed in overall salary and wages.

- *Academic Support* – The Academic Support expenditures had a favorable variance in April 2020 of \$4,570. Year to date, the Academic Support expenditures are favorable by \$186,817.
- *Student Services* – The Student Services expenditures had a favorable variance in April 2020 of \$13,807. Year to date, the Student Service expenditures are favorable by \$163,300.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable April 2020 variance of \$11,307. Year to date, this area is unfavorable by \$14,570.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall April 2020 variance of \$12,335. Year to date, this area is unfavorable by \$1,060,773 as a result of recording \$1,336,730 YTD in the well field expenses. The well field expenses were originally budgeted for the 2019 fiscal year but due to various delays, the actual expenditures occurred in the 2020 fiscal year.
- *Institutional Support* – The Institutional Support expenditures had a favorable April 2020 variance of \$892,475 mainly attributable due to a \$616,708 favorable variance in general material and supplies and a \$270,375 favorable variance in capital outlay. The area as a whole is favorable by \$1,183,955.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had a favorable variance for February of \$1,052. Year to date, this area is favorable 467,545. The favorable variance is attributable to timing as when waivers are posted to student accounts. Also, we created an enrollment incentive line for \$100,000 but only \$27,000 of it has been spent so far this year.

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

Apr-20

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY19 Final Audited Numbers	FY20 Annual Budget
Revenues:										
100,329	75,842	24,487	Local Sources	9,249,580	8,936,067	313,514	3.51%	8,748,972	8,866,053	9,013,374
725,180	360,154	365,025	ICCB Credit Hour Grant	4,266,500	3,601,542	664,959	18.46%	3,936,739	4,464,332	4,321,850
-	492,885	(492,885)	ICCB Equalization Grant	3,816,590	4,928,846	(1,112,256)	-22.57%	4,928,850	5,914,615	5,914,616
-	-	-	Other State Sources	-	573,057	(573,057)	-100.00%	640,310	1,140,489	1,154,557
-	-	-	Tech Refresh	2,500,000	2,500,000	-	0.00%	-	-	2,500,000
(4,519)	(3,002)	(1,516)	Tuition	9,047,303	9,153,741	(106,438)	-1.16%	9,497,358	9,810,850	9,150,241
(7,500)	88,826	(96,326)	Fees	4,111,818	3,960,359	151,459	3.82%	4,050,019	3,263,351	3,030,135
-	-	-	Bond Proceeds	2,500,000	2,500,000	-	0.00%	-	-	2,500,000
26,296	95,938	(69,643)	Other Revenue	951,104	1,059,795	(108,691)	-10.26%	1,247,706	1,570,573	2,044,426
71,361	-	-	Gift in Kind	71,361	-	71,361	0.00%	125,636	-	-
911,146	1,110,642	(199,496)	Total Revenues	36,514,257	37,213,407	(699,150)	(1)	33,175,590	35,030,263	39,629,199
Expenditures:										
Instructional										
926,922	987,831	60,909	Salary and Wages	9,737,769	10,322,727	584,958	5.67%	9,921,041	11,039,058	11,763,802
173,936	226,082	52,146	Employee Benefits	1,711,510	2,204,265	492,756	22.35%	1,743,616	2,104,659	2,701,468
21,141	74,860	53,719	Contractual Services	235,835	375,230	139,395	37.15%	269,846	366,539	432,640
3,562	31,394	27,832	General Materials and Supplies	348,931	619,642	270,712	43.69%	419,965	506,951	719,847
217	17,843	17,626	Travel and Meeting Expenses	42,246	128,314	86,067	67.08%	29,445	51,794	172,482
-	9,200	9,200	Fixed Charges	29,456	65,713	36,257	55.17%	31,728	48,473	72,225
-	333	333	Capital Outlay	256	39,312	39,056	99.35%	2,019	157,747	46,312
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
71,361	-	(71,361)	Gift in Kind	71,361	-	(71,361)	0.00%	117,686	-	-
1,197,139	1,347,543	150,404	Total Instructional	12,117,364	13,755,203	1,577,840	11.47%	12,535,346	14,275,221	15,908,776
Academic Support										
45,200	43,703	(1,497)	Salary and Wages	456,136	555,545	99,410	17.89%	296,928	345,704	385,484
10,586	11,056	470	Employee Benefits	99,875	107,148	7,273	6.79%	63,827	79,584	84,218
-	-	-	Contractual Services	-	550	550	100.00%	89	539	2,550
1,847	3,580	1,733	General Materials and Supplies	165,485	223,610	58,125	25.99%	185,583	199,282	224,340
486	4,350	3,864	Travel and Meeting Expenses	17,652	38,425	20,773	54.06%	26,116	23,507	12,400
-	-	-	Fixed Charges	4,514	5,200	686	13.19%	4,693	4,693	5,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	50	-	-
58,119	62,689	4,570	Total Academic Support	743,661	930,478	186,817	20.08%	577,286	653,311	714,192
Student Services										
116,746	128,847	12,101	Salary and Wages	1,260,794	1,390,973	130,179	9.36%	1,238,199	1,414,739	1,633,591
33,880	32,609	(1,271)	Employee Benefits	327,813	316,616	(11,196)	-3.54%	323,010	400,755	382,148
-	-	-	Contractual Services	9,322	9,772	450	4.60%	9,322	9,322	9,322
2,326	2,402	76	General Materials and Supplies	63,100	95,239	32,139	33.75%	48,280	85,555	140,014
(986)	1,915	2,901	Travel and Meeting Expenses	29,476	42,705	13,228	30.98%	20,522	34,649	45,429
-	-	-	Other Expenditures	9,000	7,500	(1,500)	-20.00%	8,410	7,500	7,500
151,966	165,773	13,807	Total Student Services	1,699,505	1,862,805	163,300	8.77%	1,647,743	1,952,520	2,218,004
Public Service/Cont Ed										
20,631	24,739	4,109	Salary and Wages	292,149	259,763	(32,386)	-12.47%	339,777	419,456	321,611
4,698	4,290	(408)	Employee Benefits	53,000	41,577	(11,423)	-27.48%	51,560	63,295	50,156
753	3,100	2,347	Contractual Services	29,513	27,770	(1,743)	-6.28%	35,963	42,987	37,490
385	5,283	4,898	General Materials and Supplies	49,512	80,400	30,888	38.42%	74,270	97,191	95,246
217	401	184	Travel and Meeting Expenses	3,160	3,677	517	14.07%	2,761	5,034	4,304
12,478	12,655	177	Fixed Charges	126,923	126,500	(423)	-0.33%	126,939	152,695	151,933
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	7,900	-	-
39,161	50,468	11,307	Total Public Service/ Cont Ed	554,256	539,686	(14,570)	-2.70%	639,171	780,659	660,740
Operations & Maintenance										
70,581	85,737	15,156	Salary and Wages	781,149	886,800	105,651	11.91%	790,659	941,972	1,086,925
27,519	29,070	1,552	Employee Benefits	256,179	284,343	28,164	9.90%	252,351	318,871	342,483
54,095	18,380	(35,714)	Contractual Services	258,704	222,932	(35,771)	-16.05%	208,505	240,116	256,570
5,069	24,379	19,310	General Materials and Supplies	142,681	179,642	36,962	20.58%	170,742	235,059	257,900
12,476	250	(12,226)	Travel and Meeting Expenses	34	1,250	1,216	97.28%	374	374	1,250
72,539	11,180	(61,359)	Fixed Charges	146,626	104,300	(42,326)	-40.58%	114,590	233,286	124,160
-	85,617	85,617	Utilities	847,108	1,031,125	184,017	17.85%	895,628	1,072,437	1,278,585
-	-	-	Capital Outlay	1,336,730	15,000	(1,321,730)	-8811.53%	92,028	559,988	15,000
-	-	-	Contingency Funds	16,955	-	(16,955)	0.00%	-	-	65,000
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
242,278	254,613	12,335	Total Operation and Maint	3,786,165	2,725,392	(1,060,773)	(87)	2,524,878	3,602,103	3,427,873
Institutional Support										
260,628	269,279	8,651	Salary and Wages	2,471,074	2,827,727	356,653	12.61%	2,762,093	3,554,944	3,499,494
74,631	73,455	(1,176)	Employee Benefits	919,772	690,052	(229,720)	-33.29%	711,112	888,771	833,446
28,647	19,336	(9,311)	Contractual Services	436,389	569,390	133,000	23.36%	346,597	650,525	761,063
34,254	650,962	616,708	General Materials and Supplies	3,432,688	3,224,089	(208,599)	-6.47%	914,623	1,478,217	1,168,055
659	16,910	16,251	Travel and Meeting Expenses	30,302	99,515	69,213	69.55%	67,877	103,542	123,415
772	2,475	1,703	Fixed Charges	208,085	244,380	36,295	14.85%	227,223	230,167	255,246
-	270,375	270,375	Capital Outlay	3,477	848,150	844,673	99.59%	52,200	52,200	18,900
28,452	7,700	(20,752)	Contingency Funds	114,884	355,967	241,083	67.73%	47,275	63,272	1,900,095
-	-	-	Other	798,708	625,000	(173,708)	-27.79%	243,564	328,836	2,500,000
7,604	-	(7,604)	Tech Refresh	2,489,057	2,500,000	10,943	0.44%	-	-	2,500,000
13,000	100,000	87,000	Strategic Initiatives	226,509	400,000	173,491	43.37%	197,505	329,983	400,000
69,370	-	(69,370)	COVID 19 Related Expenses	69,370	-	(69,370)	100.00%	-	-	-
-	-	-	Gifts In Kind	-	-	-	0.00%	-	-	96,256
518,017	1,410,492	892,475	Total Institutional Support	11,200,315	12,384,270	1,183,955	4	5,570,069	7,680,456	14,056,420
1,948	3,000	1,052	Scholarships, grants, waivers	712,455	1,180,000	467,545	39.62%	734,704	787,970	1,235,066
2,208,629	3,294,578	1,085,949	Total Expenditures	30,873,720	33,377,833	2,504,113	7.50%	24,229,198	29,732,240	38,221,071
(1,297,483)	(2,183,936)	886,453	Revenue Less Expenditures	5,640,536	3,835,573	1,804,963	(1)	8,946,393	5,298,023	1,408,128
(620)	117,344	117,964	Transfers Out:	633,758	1,173,440	539,682	45.99%	617,431	1,267,924	1,408,128
Excess of Revenues over Expenditures & Transfers										
(1,296,863)	(2,301,280)	768,489		5,006,779	2,662,133	1,265,281	(2)	8,328,962	4,030,099	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,440,708.24	1,540,136.79	99,428.55	Salary and Wages	14,999,070.08	16,243,535.12	1,244,465.04
325,248.23	376,561.86	51,313.63	Employee Benefits	3,368,147.86	3,644,000.30	275,852.44
104,635.12	115,676.27	11,041.15	Contractual Services	969,763.03	1,205,643.88	235,880.85
47,443.01	717,999.81	670,556.80	General Materials and Supplies	4,202,395.71	4,422,622.19	220,226.48
13,070.21	41,669.16	28,598.95	Travel and Meeting Expenses	122,869.85	313,885.13	191,015.28
85,788.11	35,509.51	(50,278.60)	Fixed Charges	515,603.47	546,092.60	30,489.13
-	85,616.55	85,616.55	Utilities	847,108.27	1,031,124.87	184,016.60
-	270,708.00	270,708.00	Capital Outlay	1,340,462.77	902,462.00	(438,000.77)
28,452.48	7,700.00	(20,752.48)	Contingency Funds	114,884.08	355,967.36	241,083.28
-	-	-	Other Expenditures	807,707.70	632,500.00	(175,207.70)
2,045,345.40	3,191,577.95	1,146,232.55	Total	27,288,012.82	29,297,833.45	2,009,820.63

Lake Land College
FY2020 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2020 Budgeted</i>		<i>FY20 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$9,737,769	\$10,322,727	\$584,958	\$11,763,802		\$11,480,620	\$11,763,802	\$283,182
Salary and Wages - Acad. Support	\$456,136	\$555,545	\$99,410	\$385,484		\$359,532	\$385,484	\$25,952
Salary and Wages - Stud. Svcs	\$1,260,794	\$1,390,973	\$130,179	\$1,633,591		\$1,471,328	\$1,633,591	\$162,263
Salary and Wages - Public Svc.	\$292,149	\$259,763	(\$32,386)	\$321,611		\$436,234	\$321,611	(\$114,623)
Salary and Wages - Maintenance	\$781,149	\$886,800	\$105,651	\$1,086,925		\$979,651	\$1,086,925	\$107,274
Salary and Wages - Inst. Support	\$2,471,074	\$2,827,727	\$356,653	\$3,499,494		\$3,697,141	\$3,499,494	(\$197,647)
<i>Total Salary and Wages</i>	<i>\$14,999,070</i>	<i>\$16,243,535</i>	<i>\$1,244,465</i>	<i>\$18,690,907</i>		<i>\$18,424,506</i>	<i>\$18,690,907</i>	<i>\$266,401</i>

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2020 Budgeted</i>		<i>FY20 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,711,510	\$2,204,265	\$492,756	\$2,701,468		\$2,176,361	\$2,701,468	\$525,107
Employee Benefits - Acad. Support	\$99,875	\$107,148	\$7,273	\$84,218		\$121,844	\$84,218	(\$37,626)
Employee Benefits - Stud. Svcs	\$327,813	\$316,616	(\$11,196)	\$382,148		\$375,933	\$382,148	\$6,215
Employee Benefits - Public Svc.	\$53,000	\$41,577	(\$11,423)	\$50,156		\$51,983	\$50,156	(\$1,827)
Employee Benefits - Maintenance	\$256,179	\$284,343	\$28,164	\$342,483		\$328,402	\$342,483	\$14,081
Employee Benefits - Inst. Support	\$919,772	\$690,052	(\$229,720)	\$833,446		\$851,919	\$833,446	(\$18,473)
<i>Total Employee Benefits</i>	<i>\$3,368,148</i>	<i>\$3,644,000</i>	<i>\$275,852</i>	<i>\$4,393,919</i>		<i>\$3,906,441</i>	<i>\$4,393,919</i>	<i>\$487,478</i>

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: May 19, 2020

RE: Delegation of authority to the president to enter into contracts during FY 2021 for providing or 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 2021 to provide or secure education services per Board Policies 10.01 and 02.03.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: May 26, 2020

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

For Fiscal Year 2021, 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 the Lake Land College Faculty Association.

Excluding those staff that are currently in planned retirement, employees within these work groups shall receive a base salary increase of 1.80% plus \$500.

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.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: May 27, 2020

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, 2020.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: May 26, 2020

RE: FY 2021 Part-Time Rates and Stipends

Please find attached the proposed FY 2021 Part-Time Rates and Stipends for your consideration and following a thorough evaluation by the administration of the current rates. Due to the minimum wage increase that will go into effect July 1, 2020, our proposed part-time rates will be in effect July 1, 2020 through December 31, 2020, and thus not the entire fiscal year. Our plan is to update the part-time rates later this year and bring a recommendation back to the Board for consideration at that time.

The principal objective of our compensation program is to ensure the institution is able to attract, motivate, and retain a highly qualified workforce in a cost-effective manner. The attached document reflects various increases to help the College remain competitive and retain a highly competent staff. For example, it is recommended we increase adjunct faculty wages by \$5.00 per credit hour by the number of semesters taught effective fall semester, 2020. This increase and other various proposed stipends and part-time rates increases as detailed on the attachment will allow for fairness and consistency across the institution and reward employees for their dedication and performance.

It is respectfully requested the Board approve the proposed stipends for FY 2021 and part-time rates for the period July 1, 2020 through December 31, 2020.

Part-Time Rates and Stipends (July 1, 2020 - December 31, 2020)

Assistants		
Level I - Education Level H.S.	\$10.00	(student positions)
Bookstore Rush Worker		
Accounting Assistant		
Administrative Assistant to Police Dept		
Archives Project Developer		
Assistant Athletic Coaches		
Auxiliary Services Office Coordinator		
Bookstore Computer Services Specialist		
Central Receiving Assistant		
Cheer Coach		
Communications and Creative Services Intern		
Cosmetology Receptionist		
Counseling Clerical Worker		
Custodian		
Data Employment Specialist		
Data Entry Assistant		
Dental Hygiene Clinical Student Assistant		
Disability Services Notetaker		
Emergency Medical Services Assistant		
Extension Center Administrative Assistant		
Farm Manager Assistant		
Financial Aid Assistant		
Financial Aid Processor/Coordinator		
Fitness Center Specialist		
GIS Assistant		
Groundskeeper		
Groundskeeper Assistant		
Human Resources Assistant		
IDOT QMTP Lab Assistant		
International Studies Program Assistant		
Int'l Studies Student Ambassador		
Int'l Studies Student Assistant		
ISS Clerical Data Entry		
Lab Assistant/Technician		
Laker Mallard Mascot		
Layout and Design Editor		
Library Assistant		
Library Assistant II		
Library Assistant Technical Services		
Mailroom Assistant		
Managing Editor		
Microcomputer Support Technician		
Office Assistant Vo-tech		
Pathways Student Classroom Assistant		
Perkins Student Worker		
Photo Web Editor		
Physical Plant Assistant		
Physical Plant Tech I		
Print & Courier Assistant		
Print Shop Administrative Assistant		
Print Shop Technician Assistant		
Print Technician		
Section Editor		
Special Needs Notetaker		
Student Assistant		

Student Assistant Specialist/Career Services/Counseling
 Student Services Specialist
 Test Proctor
 TRIO Administrative Assistant
 TRIO Destination College Student Specialist
 TRIO SSS Enrollment Assistant
 TRiO SSS Student Assistant
 TRIO Talent Search Office Coordinator
 Web Developer/Help Desk Support

Physical Plant	\$12.00	
		Physical Plant II
Technical Level I	\$10.00	
		Audio-Visual Technician Microcomputer Support Specialist Web Programmer
Technical Level II	\$11.00	
		Graphic Design Pre-Flighter
Technical Level III	\$12.00	
		Network Consultant
Tutor		
Level I - High School	\$10.00	
		Tutor I
Level II - Associates	\$10.00	
		Tutor II
Level III - Bachelor	\$13.00	
		Tutor III
Professional		
Level I	\$10.00 - \$15.00	
		Adult Educational Classroom Assistant \$10.00
		Auxiliary Services Data Specialist \$12.00
		Broadcast Engineer \$15.00
		Business Partnership Support Specialist \$11.00
		Dual Credit Program Assistant \$10.00
		E-Commerce Specialist \$12.00
		Engineering Technician \$15.00
		Financial Aid Representative \$11.00
		Lab Supervisor/Associates \$12.00
		Marketing & Digital Content Specialist \$12.00
		Pathways Classroom Assistant (Associate) \$10.00
		Police Officer \$15.00
		Professional Development Support \$11.00
		Trio Bus Driver \$13.00

Level II	\$15.50
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Academic Services Coordinator	\$15.50
Admissions Services Specialist	\$15.50
Adult Education Transition Specialist	\$15.50
Internship & Employment Coordinator	\$15.50
Counseling Services Specialist	\$15.50
Education Specialist	\$15.50
Employment Specialist	\$15.50
Financial Aid Outreach Coordinator	\$15.50
GIS Technician Specialist	\$15.50
Human Services Clinical Supervisor	\$15.50
Intramural Director	\$15.50
Intramural Official	\$15.50
Lab Supervisor/Bachelors	\$15.50
Marketing Communication Specialist	\$15.50
Partnership Specialist	\$15.50
Student Services Professional	\$15.50

Level III	
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Academic Counselor	\$24.81
Athletic Trainer	\$25.00
CDL Driver Instructor/Trainer	\$18.00
Clinical Instructor	\$24.81
Honors Instructor	\$24.81
Medical Assistant Program Lab Assistant	\$24.81
Part-Time Instructor	\$24.81
TRIO Advising Counselor	\$24.81

CONTRACTED RATES	
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C.N.A. Evaluators	\$30.00
CBI Technical Writer	Market Rate
CBI Trainer	Market Rate
Clinical Dentist	\$44.50
IDOC CPR Instructor	\$46.25
Navigator Sales Assistant	Based on Advertising Sales
Nursing Clinical Instructors	\$30.00
Sign Language Interpreter (Certified Intermediate)	See attached sheet
Sign Language Interpreter (Non-Certified)	\$20.00
Special Projects Coordinator	Based on % of grant funding
Traffic Safety Instructor	\$28.45
Traffic Safety Instructor/DUI	\$33.66
Traffic Safety Instructor/Remedial	\$29.51
Norming General Education Assessment Eval.	\$50.00

Effective Date: 1/1/20

Master: \$55/hour
Advanced: \$50/hour
Intermediate: \$45/hour

The DeafBlind rates will be:

Master: \$60/hour
Advanced: \$55/hour
Intermediate: \$50/hour

Services provided between the hours of 6P-6A will be:

Master: \$62/hour
Advanced: \$57/hour
Intermediate: \$52/hour

Interpreters who work with DeafBlind individuals between the hours of 6P-6A will see the rate adjustment of:

Master: \$67/hour
Advanced: \$62/hour
Intermediate: \$57/hour

Paid Per Occurrence					
Part time academic rates begin with the Fall Semester					
					FY2021
Women's Basketball Officials	Service	Per Game			\$190.00
Men's Basketball Officials	Service	Per Game			\$190.00
Volleyball Officials	Service	Per Match		3 out of 5	\$130.00
Men's Baseball Umpires	Service	SINGLE			\$150.00
Men's Baseball Umpires	Service	DOUBLE			\$220.00
Softball Umpires	Service	DOUBLE			\$165.00
Scorekeeper / Timer / Announcer	Service	Per Game		\$15/hour	\$30.00

Stipends Part time academic year rates begin with the Fall Semester	
Position	FY2021
Faculty Student Outreach Coordinator (for Mental Health Early Action on Campus Act)	\$4,000.00
Faculty College Compliance Coordinator (for Mental Health Early Action on Campus Act)	\$4,000.00
Farm Equipment Mechanic	\$2,000.00
Faculty Accreditation Coordinator	\$7,500.00
Transitional Math Liason (2 year duration)	\$4,500.00
Head Coach (Athletics, Ag Judging)	\$6,000.00
Assistant Coach/Cheer Coach	\$4,125.00
Chair of Counseling (11 MONTHS)	\$6,500.00
Director of Learning Resource Center (11 MONTHS)	\$3,499.00
Foundation Treasurer	\$4,000.00
Department of Juvenile Justice Contract Administrator	\$8,500.00
Honors Advisor	\$4,000.00
Science Greenhouse	\$2,000.00
Director of Physical Therapy Assistant Program	\$23,049.00
Farm Manager	4 ECH for 60 acres, .07 ECH for each additional acre
Guided Pathways Leaders	\$4,500.00
Human Anatomy / Physiology Preparation (Per cadaver)	\$3,589.00
Dual Credit High School Coordinator	\$100 to cover the first five dual credit sections offered per semester. \$10 for each subsequent dual credit section offered per semester.
Fresh Start Wellness Program	\$100-\$200
DIVISION CHAIR ACADEMIC YEAR a) Contract Salary and Instructional Load Limit = 15 ECH b) DC Stipend equivalent to 26 ECH paid at overload (12 month) c) Adjunct Compensation, 0-5 = \$0, 6-9 = \$1,000, 10-19 = \$1,500, 20-29 = \$2,000, 30-39+ = \$2,500 SUMMER TERM 1/36 for 8 ECH	
Directors	
Dental Hygiene (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Nursing Programs: (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Physical Therapy Assistant & Massage Therapy Program (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Cosmetology	15.0 ECH (11 Mo.)
Broadcast Operations	15.0 ECH (11 Mo.)
Director, Medical Assistant	15.0 ECH (11 Mo.)
BNA Director	15.0 ECH (11 Mo.)
Release Time Formula for Facilitators (academic year):	
Development Reading & Writing Facilitator	12.0 ECH
Education Program Facilitator	3.0 ECH
Human Services Facilitator	3.0 ECH
Internship Facilitator	3.0 ECH
Coaching Stipend Formula: (If paid in addition to full-time position)	
Head Coach Stipend:	
\$6000.00 Base pay rate for all coaches for any sport and ag judging + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College. + \$100 per year for experience outside Lake Land College as college head or assistant coach or high school head coach. Annual pay increase based on % increase for full-time appointment	
Cheer Coach /Athletic Team Assistant Coach Stipend (Part-time):	
\$4,125.00 (\$9.25 per hour for 445 hours) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College. Annual pay increase based on hourly rate increase for part-time employees	
Additional Head Coach Stipend:	
\$500 Team to National Tournament (VB, MBB, WBB, SB, BB) \$500 60% wins (VB, MBB, WBB, SB, BB) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag Judging) \$100 per All American (as selected by NJCAA or NJCLJCA) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year) \$100 per sophomore Academic All American (3.60 or higher cumulative GPA)	
Chair of Counseling Stipend :	
\$6500.00 Base pay rate Annual increase consistent with % increase for full-time appointment.	
Director of Learning Resource Center Stipend Formula:	
Director of Learning Resource Center Stipend:	
+\$100 per year for previous experience as a Director of Learning Resource Center.	

Adjunct Faculty Wage Scale

Period of Time	FY2021
0-7 Semesters	\$635
8-15 Semesters	\$650
16+ Semesters	\$665

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

FY2021 Substitution Rates

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

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

Current Fulltime Faculty Rates

Lecture Hour - Fulltime Faculty Overload Credit Hour / sixteen weeks

$$\$770 / 16 = \$48.13$$

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

$$\$770 / 16 \times 1.0 = \$48.13$$

Current Adjunct Faculty Rates

Lecture Hour - Adjunct Faculty Credit Hour / sixteen weeks

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

$$\$650/16 = \$41.56$$

$$\$665/16 = \$41.25$$

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

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

$$\$650/16 = \$41.56$$

$$\$665/16 = \$41.25$$

Pro-rated sections

(# student/minimum seat count) * ECH of course

Effective: 8/2020

at adjunct rate

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: May 26, 2020

RE: FY 2021 Proposed Salary Grade Schedule

Please find attached the proposed FY21 salary grade and range schedule recommendation for starting salaries for new full-time employees. This change is a 1.75% increase on the minimum starting salary over the FY20 schedule effective July 1, 2020. This will allow for continued fairness and consistency across the institution.

Lake Land College

Administrative, Supervisory, Support

Pay Ranges

07/01/20-06/30/21

Pay Ranges for Lake Land College						
Grade	Point	Point	Point	Minimum	Midpoint	Maximum
	Min	Mid	Max			
19	614	674	734	\$ 103,461	\$ 130,080	\$ 156,698
18	519	566	613	\$ 87,950	\$ 110,578	\$ 133,206
17	439	479	518	\$ 75,374	\$ 94,766	\$ 114,159
16	371	405	438	\$ 64,810	\$ 81,484	\$ 98,159
15	314	342	370	\$ 55,923	\$ 70,310	\$ 84,698
14	269	291	313	\$ 48,628	\$ 61,140	\$ 73,651
13	228	248	268	\$ 40,244	\$ 50,598	\$ 60,952
12	192	210	227	\$ 35,801	\$ 45,011	\$ 54,222
11	161	176	191	\$ 31,860	\$ 40,057	\$ 48,254
10	135	148	160	\$ 28,590	\$ 35,946	\$ 43,302
9	114	124	134	\$ 25,823	\$ 32,467	\$ 39,111

Board Approved June 8, 2020

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0620-022

DATE: 6-8-20

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 8th day of June, 2020 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 8th day of June, 2020.

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 8th day of June, 2020.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0620-023

DATE: 6-8-20

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 8th day of June, 2020 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 8th day of June, 2020.

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 8th day of June, 2020.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: May 29, 2020
Subject: Proposed Lease with Pana Community Unit School
District #8

Memo

Attached, please find a proposed three-year lease agreement between the College, as Lessee, and the Pana Community Unit School District #8, as Lessor, for the period of July 1, 2020, through June 30, 2023. This lease agreement is for property located at 600 East First Street, Pana, Illinois. I respectfully request that the Board approve this lease.

Attachment

LEASE

This Lease made and entered into this ____ day of June, 2020, by and between Pana Community Unit School District No. 8 (hereinafter "Lessor") and Lake Land College (hereinafter "Lessee"), WITNESSETH:

In consideration of the rents, covenants, conditions and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. PREMISES:

Lessor hereby leases, demises and lets unto Lessee, and Lessee does hereby lease and rent from Lessor, on the terms, agreements, covenants and conditions hereinafter set forth, the following described premises, situated at 600 East First Street, Pana, Christian County, Illinois, to-wit:

The entire 8,000 sq. ft. of available space inclusive of both the original 2,000 sq. ft. of space and the new addition that is 6,000 sq. ft. The Lessee agrees to allow the Lessor to use up to 2,000 sq. ft. of space for its Adult Education Program until which time the Lessee takes over the grant for the current Pana C.U.S.D. #8 Adult Education Program.

(hereinafter sometimes the "premises" or the "demised premises").

2. LEASE TERM:

a. The initial term of this Lease shall be for a period of three (3) years, commencing on the 1st day of July, 2020, and expiring on the 30th day of June, 2023, without notice by either Lessor or Lessee, any custom, usage, practice, law, statute or ordinance to the contrary notwithstanding.

b. Lessor may, at Lessor's sole discretion, grant to Lessee the option to renew this Lease at the conclusion of the initial term for a period of one (1) year, commencing on the 1st day of July, 2023, and expiring on the 30th day of June, 2024, upon the same terms, agreements, covenants, and conditions as contained herein.

3. RENT:

Rent for the three (3) year term of this Lease shall be Twenty Seven Thousand and 00/100 Dollars (\$27,000.00). Seven Hundred Fifty and 00/100 Dollars (\$750.00) per month, which rent shall be paid in advance on or before the first day of the term, by check payable to the order of Lessor at 14 East Main, P.O. Box 377, Pana, IL 61557, or at such other address as Lessor may designate.

4. **LESSEE'S USE OF THE PREMISES:**

During the initial term of this Lease and any renewal term, Lessee shall use the demised premises for community college classrooms, office space, and related uses, and shall comply with all applicable laws and ordinances of all governmental authorities having jurisdiction thereof.

5. **UTILITIES:**

During the initial term of this Lease and any renewal term hereof, Lessee agrees to pay all utility costs for electricity, water and sewage, trash removal and all other utilities or services used by Lessee, and for the portion of the building which shall remain occupied by Lessor.

6. **MAINTENANCE, REPAIRS AND IMPROVEMENTS:**

a. **Maintenance.** Lessee agrees to keep and maintain the demised premises in a clean, neat, safe and orderly condition. All external maintenance shall be the responsibility of the Lessor and this shall include the parking lot, lawn care, and snow removal.

b. **Improvements.** Lessee shall not make, or suffer to be made, any alterations, repairs or improvements to the demised premises, without first obtaining the signed, written consent of Lessor. Lessee agrees to keep the demised premises free and clear of any and all liens arising out of any work performed or material furnished to or by, or obligations incurred by Lessee. If Lessee or its agents, servants, guests, invitees, patrons or employees damage the demised premises or any of the common areas, Lessee agrees to immediately repair the same.

c. **Health/Life Safety Repairs.** Lessor shall be solely responsible for the cost of any needed alteration or reconstruction for fire prevention, safety, energy conservation, disability accessibility, school security, and specified repair purposes, when such purposes and expenditures have been approved by the Lessor's architect, the Regional Superintendent of Schools, and the State Superintendent of Education.

7. **TRADE FIXTURES:**

Lessee shall have the right to install and maintain in and on the demised premises such trade fixtures and other equipment as it shall deem necessary to the conduct of its business, all of which shall remain the property of Lessee and may be removed by Lessee at any time.

8. **INSURANCE:**

a. **Fire and Extended Coverage.** Lessor shall be responsible for maintaining fire and extended coverage insurance on the demised premises, in policy limits it deems appropriate, and Lessee shall have no responsibility as to such insurance. Lessee shall maintain fire and extended coverage insurance on its contents located

in or upon the demised premises, and Lessor shall have no responsibility as to such insurance or damage or loss that may occur thereto.

- b. **Liability Insurance.** During the term hereof, Lessee agrees to obtain and maintain liability insurance covering the use and ownership of the demised premises. Lessee agrees that said liability insurance shall be in amounts of not less than \$1,000,000 per person, and \$2,000,000 for each occurrence in the aggregate for bodily injury, and \$100,000 property damage. Such policies shall name Lessee, Lessor, Lessor's successors and assigns and Lessor's mortgagees, if any, as insureds thereunder.
- c. **Insurance Policies.** Lessee agrees to pay all insurance premiums on the policies it is herein required to maintain hereunder, when due and prior to delinquency, and upon request, to furnish Lessor with a copy of such insurance policies, together with certifications by the insurers that said policies are in full force and effect. All such policies shall contain a provision that no termination of the coverage or change of policy shall be effective without first giving Lessor thirty (30) days advance notice.
- d. **Cross Waivers of Subrogation.** Lessor hereby releases Lessee, and Lessee hereby release Lessor, said release to apply and extend to each party's successors and assigns, from and against any and all claims, demands, liabilities or obligations whatsoever for damage to the property or loss of rents or profits of either releasing party, resulting from or in any way connected with any fire, accident, or other casualty on the demised premises, whether or not such fire, accident or other casualty shall have been caused by the negligence or contributory negligence of either party, or any successor or assignee of either of them, or by any agent, associate or employee of either of them, if such damage or loss results from a peril insured against under any insurance contract which at the time of such damage or loss does not prohibit waiver of subrogation rights prior to a loss thereunder.

9. **LOSS AND INDEMNITY:**

Lessee covenants and agrees to defend, indemnify and hold Lessor harmless of and from any all losses, liabilities, damages, injuries, claims, demands, suits, actions and causes of action, whether for personal injury or property damage, costs and expenses of every kind, nature and description, whether or not covered by insurance, including legal fees and defense costs of Lessee and Lessee's employees, agents, guests, customers and invitees, suffered in, upon or about the demised premises, or arising out of or relating in any way to Lessee's or Lessee's employee's, agent's, guests, customer's or invitee's use, operation of or presence in or on the demised premises during the term of this Lease.

10. **CASUALTY:**

In the event the demised premises shall be damaged by fire, flood, windstorm, earthquake or any other casualty to such an extent that the premises cannot be restored to as good a condition as it was prior to such damage within ninety (90) days thereafter, either Lessor or Lessee shall have the right to cancel and terminate this Lease, in which event rents shall be adjusted as of the date of the damage or destruction; and if neither party exercises such right to cancel this Lease within thirty (30) days after such damage, or such repairs can be made within a period of ninety (90) days, Lessor agrees to repair the demised premises with due diligence, and until such repairs are completed, all rentals payable hereunder shall abate, unless Lessee shall continue to use at least fifty percent (50%) of the floor area of the demised premises, in which event the rental shall be reduced to an amount proportionate to the undamaged floor space used by Lessee during such repair period.

11. LESSEE'S BREACH OF COVENANT:

- a. In the event Lessee shall fail to pay the rent as herein provided when it becomes due and/or shall fail to perform any of the covenants and agreements of this Lease, the performance of which is herein required of Lessee, then the Lessee shall be in breach of this Lease and Lessor, in addition to whatever other rights against Lessee it may have, shall have the right to demand the remedying of said breach or breaches by serving written notice on Lessee, and if at the expiration of five (5) days from the service of said notice, Lessee has not remedied said breach or breaches, then Lessor shall have the right to re-enter the demised premises, repossess the said premises, evict Lessee and/or others therein, remove and/or distrain the property of Lessee therein, and in the discretion of Lessor, re-let the demised premises. Lessor shall have all other rights and remedies as may be available at law or in equity, including specific performance. Repossession made by Lessor as provided in this paragraph shall not relieve Lessee from the payment of rent during the unexpired portion of the term of this Lease; but in the event Lessor re-lets the demised premises after such repossession and prior to the expiration of this Lease, Lessee's liability for rent shall be credited with all rent received by Lessor from said re-letting from the time of re-letting to the expiration of this Lease, except Lessee shall receive no surplus over and above its liability for rent. Waiver by Lessor of any breach of this Lease, whether in a single instance or repeatedly, shall not be construed as a waiver of its rights under this Lease because of similar or additional breaches. Further, such waiver shall not in any manner be construed as a waiver by Lessor of Lessee's obligation to strictly adhere to the terms and conditions of this Lease, nor as a waiver of any claim for damages or other remedy by reason of such breach.
- b. In the event Lessor shall fail to perform any of the covenants and agreements of this Lease, the performance of which is herein required of Lessor, then Lessor shall be in breach of this Lease and the Lessee, in addition to whatever other rights against Lessor it may have, shall have the right to demand the remedying of said breach or breaches by serving written notice on Lessor, and if at the expiration of five (5) days from the service of said notice, Lessor has not

remedied said breach or breaches, then Lessee shall have the right to terminate this Lease. Lessee shall have all other rights and remedies as may be available at law or in equity.

12. HAZARDOUS SUBSTANCES:

Lessee represents and warrants that it will not keep, dispose of or release any "Hazardous Substance" (as hereinafter defined) upon, in or at the demised premises. Nor will it keep, dispose of or release any asbestos, polychlorinated biphenyls (PCB's), lead base paints or petroleum products, including crude oil, or any fraction of it, and any natural gas, natural gas liquids, synthetic gas, and liquefied natural gas on the premises, except in accordance with applicable law. For purpose of this paragraph 16, the term "Hazardous Substance" means any substance which is a hazardous substance as defined by the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, and amendments thereto.

13. RULES OF PUBLIC OFFICERS:

Lessee agrees to comply with the rules, regulations, orders, laws, statutes and ordinances of the duly constituted public authorities governing the use and occupancy of the demised premises. Lessee agrees, at its expense, to obtain any license, permit or approval required for Lessee's occupancy and use of the demised premises.

14. ATTORNEYS' FEES:

Breach of this Lease, or any extension or renewal thereof, by Lessee shall entitle Lessor to claim and recover as damages all reasonable costs, attorneys' fees and expenses incurred in connection with the enforcement of this Lease.

15. INSPECTION BY LESSOR:

Lessor and Lessor's designees, agents, representatives, servants and employees shall have the right to enter the demised premises at all reasonable times to inspect and examine the demised premises and to make repairs for the preservation or maintenance of the demised premises which Lessee has failed to make.

16. INSPECTION BY LESSEE/SURRENDER:

a. Lessee, prior to taking possession of the premises, shall be satisfied with the condition thereof, and the taking of possession shall be conclusive evidence against Lessee that the premises were in satisfactory condition when Lessee took possession.

b. Lessee shall quit and surrender the demised premises at the end of the term hereof, or any renewal thereof, in a clean and good condition, normal wear and tear excepted. Should Lessee fail to vacate the premises at the termination of this Lease, either at the

end of a term or upon prior termination, the maximum charge permitted by law shall be due and payable to Lessor for every day, or fraction of each day, past the termination date.

17. SUBLET AND ASSIGNMENT:

This Lease may not be assigned, nor the demised property sublet or assigned in whole or in part by the Lessee without first receiving the signed written consent of Lessor.

18. TIME OF THE ESSENCE:

The time for performance of the obligations of the parties is of the essence of this Lease.

19. SUCCESSION OF OBLIGATIONS:

The covenants and agreements contained herein shall be obligatory upon and inure to the benefit of the parties hereto and their respective successors and assigns; provided that nothing herein contained shall permit the Lessee to assign this Lease without the prior written consent of Lessor.

20. CHOICE OF LAW & SEVERABILITY:

This Lease shall be construed pursuant to the laws of the State of Illinois. If any portion or section of this Lease should be determined illegal, invalid or unenforceable by a court of competent jurisdiction, said determination shall not effect or abrogate the remainder of this Lease, which shall remain in full force and effect.

21. NOTICES:

Notices hereunder shall be in writing and, except as otherwise herein provided, shall be effective upon hand delivery thereof, or by the mailing thereof by Certified Mail, Return Receipt Requested, postage prepaid, addressed as follows:

LESSOR:

Superintendent
Pana Community Unit School
District No. 8
14 East Main, P.O. Box 377
Pana, IL 62557

LESSEE:

President
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938

or at such other address as may from time to time be designated by either party by like notice to

the other party.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed the foregoing Lease on the day and year first written above.

LESSOR:

**BOARD OF EDUCATION,
PANA COMMUNITY UNIT
SCHOOL DISTRICT NO. 8**

By: _____
Its President

ATTEST:

Its Secretary

LESSEE:

**BOARD OF TRUSTEES,
LAKE LAND COLLEGE-
COMMUNITY COLLEGE
DISTRICT 517**

By: _____
Its _____

ATTEST:

Its _____

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LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: May 15, 2020
Subject: Proposed Lease Agreement

Memo

Please find attached a lease agreement with the Local Workforce Investment Board at 305 Richmond Ave East.

This lease is continuous with a 60 day notice to terminate the lease.

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

Attachments

Facility Lease Agreement

This lease, made this _____ 2020, 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 814 square feet.

The term of this lease shall be deemed to have commenced upon the 1st day of July, 2020, and shall terminate on the 30th day of June, 2021. 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 \$3,052.50 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

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: May 26, 2020

RE: Request for Postponement of Planned Retirement Date

I have received a written request from Lara Bacino-Althaus, Psychology Instructor, on May 13, 2020, to respectfully postpone her retirement date by five months related to her initial request to participate in the College's planned retirement program. This past February, the Board approved her initial request for inclusion in the Planned Retirement Program with a retirement date of December 31, 2023. Due to the timing of her initial request and initial retirement date, her increase in salary due to participation in the Planned Retirement Program began retroactively to January 2020.

It has not been the practice of the College to allow a postponement or withdrawal once the salary increase has begun for a planned retirement participant. This is largely due to the administrative burden to pay back the increase but also report corrections to SURS for each pay period. My understanding is that once the increase has started that the decision is irrevocable.

I respectfully appeal to the Board to deny Ms. Bacino-Althaus' request.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
June 08, 2020**

The following employee is recommended for FMLA leave. Board policy 05.14.12.

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

The following employees are ending their additional appointments

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

New Hire-Employees

The following employees are recommended for hire

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

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Kile, Shelbie	Lake Land Student Trustee	04/14/2020
Reedy, Lyndsey	Family Community Dev Spec	05/06/2020
Schumacher, Debra	CEFS	05/06/2020
Wilcoxon, Tabithia	Family/Community Dev Spec	05/06/2020
Full-time		
Hoenes, Casey	Nursing Instructor	05/18/2020

Hull, James	VP Wrkfce Sol/Comm Ed-Retiree	05/31/2020
Smith, Andrew	Corr Occupation Instr-St. Charles	05/05/2020

Part-time

Baker, Ryan	Tutor - Student Lrng Asst	04/05/2020
Gentry, Maria	Tutor - Student Lrng Asst	04/05/2020
Hortenstine-Kirk, Sarah	Allied Health PHL Adjunct	12/15/2019
Huddlestun, William	Adj Faculty Technology	12/15/2019
Pearcy, Tamara	Tutor Bachelor Degree	05/03/2020
Puyear, Miranda	Perkins Student - Allied Health	05/17/2020
Rhoads, Skylar	Groundskeeper	04/05/2020
Warner, Marcie	Adj Doc College Funded Instr	12/15/2019
Williams, Mark	Adj Faculty Technology	12/15/2019

College Work Study

Lewis, Halie	CWS College Advancement	05/17/2020
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Transfers/Promotions

The following employees are recommended for a change in position

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