

# Lake Land College

## District No. 517

### Board of Trustees

Agenda and Board Book

June 12, 2023

Regular Meeting No. 678



### MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

**LAKE LAND**  
COLLEGE

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

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



Regular Meeting No. 678  
Monday, June 12, 2023, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Items.**

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

1. Approval of Minutes of May 8, 2023, Regular Meeting.
2. Approval of Minutes of May 8, 2023, Closed Session.
3. Approval of Minutes of May 17, 2023 Special Meeting - Board Retreat.
4. Approval of Minutes of May 17, 2023 Decennial Committee on Local Government Efficiencies Meeting.
5. Approval of Agenda of June 12, 2023, Board of Trustees Meeting.
6. Bills for Payment and Travel Expenses.  
For summary and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/>
7. Destruction of Tape Recording of December 13, 2021 Closed Session.

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

### III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Mike Sullivan
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Jackie Schertz
G. President's Report	Dr. Josh Bullock

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. <i>Laker Louie</i> Children's Book.	
2. Guided Pathways Strategic Enrollment Management Plan Update.	27-28
3. Monthly Data Point Discussion – Analysis from a Survey of Lake Land College Dual Credit Students.	29-36
4. Proposed Revisions to Board Policy 07.14 – <i>Honors Experience</i> .	37-41
5. Calendar of Events.	42-43

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Naming Advisory Committee's Recommendation to Name West Building Room 111 in Memory of Mr. Donald Perry.	44-45
2. Approval of ICCB Program Review Report.	46-47
3. Acceptance of April 2023 Financial Statements.	48-53
4. Approval of Proposed Revisions to Board Policies:	54-59
• 06.18.01 - <i>Credit through State Seal of Biliteracy</i> ,	
• 06.16.01 - <i>Credit for Military Service</i> , and	
• 07.01.02 - <i>Special Admission and Graduation Requirements</i> .	

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- |  |         |
|--|---------|
| 5. Delegation of Authority to President to Provide or Secure Education Services.   | 60      |
| 6. Approval of Resolution No. 0623-015 Authorizing Treasurer to Transfer Interest Earned from Working Cash.  | 61-63   |
| 7. Approval of Resolution No. 0623-016 Authorizing Treasurer to Invest Funds.  | 64-66   |
| 8. Acceptance of IPRF Safety and Education Grant.  | 67      |
| 9. Approval of Base Salary Increase for Administrators, Supervisors and Support Staff, Excluding Correctional Centers.   | 68      |
| 10. Approval of FY 2024 Base Salary Schedule, Excluding Correctional Centers.  | 69-70   |
| 11. Approval of FY 2024 Part-Time Rates and Stipends.  | 71-81   |
| 12. Approval of Part-Time Staff Hourly Increases.  | 82      |
| 13. Approval of Landscape Architect Fees.  | 83-92   |
| 14. Approval of Architect Planning Fees for Remodel of the Effingham Technology Center.  | 93-96   |
| 15. Approval of Facilities Master Plan for Submission to ICCB.   |         |
| 16. Acceptance of Dollar General Literacy Foundation Adult Literacy Grant Award.   | 97-98   |
| 17. Approval of Lease Agreement with Local Workforce Innovation Area 23.   | 99-102  |
| 18. Approval of Lease Extension with Pana Community Unit School District #8.   | 103-110 |
| 19. Closed Session.<br>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College and to review the minutes of meetings lawfully closed under the Open Meetings Act. |         |
| [Return to Open Session - Roll Call]   |         |
| 20. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.   |         |
| 21. Approval of Human Resources Report as Discussed in Closed Session.   | 111-113 |

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

**VI. Adjournment.**

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



Regular Board Meeting No. 677  
Board and Administration Center, Room 011  
Mattoon, IL  
May 8, 2023

**Minutes**

**Call to Order.**

Chair Cadwell called the May 8, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair, and Student Trustee Jacqueline Schertz.

**Trustees Absent:** None.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of April 10, 2023, Regular Meeting.
2. Approval of Minutes of April 10, 2023, Closed Session.
3. Approval of Minutes of May 1, 2023, Special Meeting.
4. Approval of Agenda of May 8, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

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The following is a summary by funds:

Education Fund	\$	179,256.42
Building Fund	\$	36,715.84
Site & Construction Fund	\$	24,455.50
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	253,342.69
Restricted Purposes Fund	\$	529,799.21
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	19,172.96
Student Accts Receivables	\$	79,641.57
Total	\$	1,122,884.19

For a summary of trustee travel reimbursement and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/>

6. Destruction of Tape Recording of November 8, 2021, Closed Session, and November 4, 2021, Buildings and Site 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 Schertz voted yes.

Absent: None.

**Motion carried.**

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

There were no public comments.

### **Committee Reports.**

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

Trustee Walk, Committee Chair, had no report at this time.

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

Trustee Reynolds, Committee Chair, said the Committee met on May 4, 2023, regarding items which will be discussed later in the agenda.

#### **Finance.**

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

### **Buildings & Site.**

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

### **Foundation.**

Trustee Wright highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- April proved to be an extra exciting month with the final Wayne & Clara Borgic estate gift donation along with the Patterson gift in kind donation. The Patterson donation is the third largest gift in the Foundation's history!
- The April 12 student/donor scholarship luncheon hosted at the Foundation & Alumni Center was a huge success. Thanks so much for attending and for all of your support!
- The Foundation's spring mailed appeal was sent to over 6,000 prospects in April. May kicks off the LLC employee giving campaign. The Foundation hosted a table on May 1 at the Cinco de Mayo Employee Event to share donation options and ways to sign up.

### **Student Report.**

Ms. Jacqueline Schertz, Student Trustee, said since the April 10 meeting Student Government has been quite busy with the transition to our newly elected officers. On April 12 Student government held a retreat where they elected new officers and became acquainted with the new members. Earlier that day the Student Life activity was titled "Donuts and Good Vibes" where students were able to enjoy themselves in Laker Point with a sweet treat. On Monday April 16 a group of student leaders helped to welcome the Illinois Community College Board of Directors to the Luther Student Center. Through this the students were able to highlight what they have access to and love most about Lake Land. SGA hosted their final blood drive of the year on April 20. On April 26 Student Government met with President Bullock and discussed five major priorities that SGA had brought to the table including: student engagement, class scheduling, class cancelation, transfer issues, and signage issues. After the meeting they took a picture with their green bracelet supporting Advocacy Week and the mental health early action on Campus Act. The SGA wrote letters to local legislatures urging them to provide the necessary funding to implement the act. On campus SGA handed out the green ribbon and bracelets to students. Later that evening they held the Student Recognition Banquet in the Foundation and Alumni Building. During that evening they highlighted the 4.0 recipients, Outstanding Student awards, The Vibe, Student Ambassadors, Student Activity Board, Student Government, and the Navigator News. Most recently SGA helped at the carnival where students were able to enjoy a meal, inflatables as well as a dunk tank where some gracious staff took part. Later that day they had their final meeting with sophomores where they were able to congratulate them on their success here at Lake Land and wish them luck on their



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future endeavors. There is a new Navigator News in the racks. The Navigator News team attended the Illinois Community College Journalism Association where they had two different students place first, as well as, a few other awards.

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

- Lake Land received a payment of \$27,027 from the Illinois Department of Juvenile Justice (IDJJ) in April toward the FY 2023 outstanding balance. A total of \$40,886 remains outstanding for IDJJ for FY 2023.
- Lake Land received no payments from the Illinois Department of Corrections (IDOC) in April toward the FY 2023 outstanding balance. A total of \$2.3 million remains outstanding for IDOC for FY 2023.
- In April, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$836,345 and an equalization payment of \$544,608. A total of \$660,450 in credit hour reimbursement and \$1.1 million in equalization remain outstanding for FY 2023.
- The College received no property tax payments in April.
- At the recent annual CNA Conference in Springfield, Lake Land College was one of two institutions recognized for the quality of their program. Recognition was given based off a recent unannounced site visit and their findings. The visiting team was unable to identify any deficiencies in Lake Land's program. Congratulations to Beulah Uphoff, director of the BNA program!
- The new Community College Caucus met in Springfield on May 2. The Caucus is comprised of a bi-partisan group of state legislators supportive of community colleges.

### **Business Items.**

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

### **Monthly Data Point Discussion – Employee Demographics.**

Ms. Lisa Cole, Director of Data Analytics, highlighted demographic data for all of the College's employees.

### **Faculty Focus on Advancing Student Success – Fulfilling the College's Mission through the Library.**

Ms. Sarah Hill, Librarian and Director of Library Services, highlighted how the Library Department fulfills the College's mission and supports student success. She also highlighted the Library's strategic initiative to expand library services for district residents not currently served by a public library via the Lake Land College Library Community Borrowers Card program.

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

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In accordance with Board Policy 02.08 – *Committees of the Board*, Chair Cadwell appointed the following Board committees and Trustee liaisons effective May 9, 2023:

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

**Resource and Development Committee:** Doris Reynolds as Chair, Gary Cadwell as ex-officio, and members Kevin Curtis, Denise Walk and Student Trustee Jacqueline Schertz.

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

**Decennial Committee:** Trustees Gary Cadwell as Chair, Kevin Curtis, Doris Reynolds, Dave Storm, Mike Sullivan, Denise Walk, and Tom Wright; Dr. Josh Bullock as College President, and Mr. Greg Nuxoll and Dr. Valerie Lynch as two residents of the Community College District.

**Legislative Liaison to ICCTA:** Denise Walk as Representative and Mike Sullivan as Alternate.

**Lake Land College Foundation Liaison:** Tom Wright.

### **Navigator News Awards.**

Dr. Valerie Lynch, Vice President of Student Services, recognized several student members of the Navigator News staff who won awards from the Illinois Community College Journalism Association (ICCJA). The students were recognized at the annual ICCJA Spring Conference held at the College of DuPage on April 13-14, 2023.

### **Proposed Revisions to Board Policies.**

Dr. Lynch presented proposed revisions to the following Board Policies:

- 06.18.01- *Credit through State Seal of Biliteracy*
- 06.16.01- *Credit for Military Service*
- 07.01.02- *Special Admission and Graduation Requirements.*

Proposed revisions were submitted as first reading and will be brought back to the Board for approval during the June 2023 regular meeting.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Commencement ceremonies on May 12, the Board Retreat set for May 17 and the Foundation Golf Outing on September 29.

### **Action Items.**

### **Approval of March 2023 Financial Statements.**

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Trustees reviewed the March 2023 Financial Statements and heard from Mr. Greg Nuxoll, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the March 2023 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 Schertz voted yes.

Absent: None.

**Motion carried.**

### **Continued Employment of Grant Funded Employees.**

Trustees heard a request from Mr. Nuxoll that the Board 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. Mr. Nuxoll said this request is based on the uncertain status of the federal and state financial conditions supporting various grants. Trustees learned there are no faculty for whom this provision would apply. He 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 Reynolds moved and Trustee Curtis seconded to approve as presented 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 the various grant programs.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of Gift-in-Kind Donation from the Lake Land College Foundation.**

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of miscellaneous office equipment, furniture and technology from the Patterson Technology Company at a confidential amount. He said these donated items were part of the purchase agreement with Patterson for the College to purchase the Effingham

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facility – now the Lake Land College Effingham Technology Center. Dr. Bullock said the equipment will be used to outfit buildings for Lake Land College's use and unused items will follow College surplus guidelines.

Trustee Walk moved and Trustee Wright seconded to approve as presented the gift-in-kind donation of miscellaneous office equipment, furniture and technology from the Patterson Technology Company at a confidential amount. The Board expressed appreciation to the leadership at Patterson Technology Center of Effingham for the original donation to the Foundation.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

#### **Approval of 2023-2024 College-Wide Committees.**

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve the list of proposed FY 2024 College-Wide Standing Committees. Ms. Highland said she respectfully submitted this recommendation per Board Policy 02.09 and following a thorough review of each committee's prior year accomplishments, provided to each Trustee, validating the on-going need for each committee included on the recommended list.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the list of FY 2024 College-Wide Standing Committees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

#### **Approval of Bid for Preventative Maintenance and Air Filter Replacements.**

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to award the bid from from Mechanical Inc., doing business as Helm Service, of Champaign, in the amount of \$42,452.91, for the Preventative Maintenance and Air Filter Replacement Project Number 2023-006. The bid tabulation sheet was provided to each trustee and Mr. Nuxoll said this shows Helm Service submitting the lowest of three bids received.

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Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the bid from Mechanical Inc., doing business as Helm Service, of Champaign, in the amount of \$42,452.91, for the Preventative Maintenance and Air Filter Replacement Project Number 2023-006.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Purchase of IT Related Equipment for Server Room.**

Trustees heard a recommendation from Mr. Nuxoll and Mr. David Stewart, Chief Information Officer, for the Board to approve a new data center tech refresh project in the amount of \$1,389,410.63 and use the College's FY 2023 and FY 2024 Fund Balance to fund the project. Trustees reviewed a three-tier proposal from Dell Technologies which detailed the tech refresh project and associated costs. The proposed quote was also provided to each trustee.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a new data center tech refresh project in the amount of \$1,389,410.63 and use the College's FY 2023 and FY 2024 Fund Balance to fund the project.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Agreement with Dimond Bros. for Insurance Consulting Services.**

Trustees heard a recommendation Mr. Nuxoll for the Board to approve the renewal of the insurance consulting contract with Dimond Bros. LLC of Mattoon for consulting services in the areas of risk management services, insurance marketing services, claims management services, account management services and stewardship reporting services. He said the proposed three-year contract renewal is also included in the Board Book. Mr. Nuxoll reported the College's current three-year contract with Dimond Bros. expires June 30, 2023, and Dimond Bros. has offered to enter into another three-year contract with the same annual cost of \$25,000 per year as with the current expiring contract. Mr. Nuxoll also reported they have been a trusted partner in working through insurance matters.

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Trustee Sullivan moved and Trustee Walk seconded to approve as presented a three-year, insurance consulting contract renewal with Dimond Bros. LLC of Mattoon, for the period July 1, 2023 through July 1, 2026, in the amount of \$25,000 per year or \$75,000 for the term.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Closed Session**

6:50 p.m. – Trustee Sullivan moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2), to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to consider collective negotiating matters.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Return to Open Session - Roll Call**

7:41 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis, Ms. Doris Reynolds, Mr. Dave Storm, Secretary; Mr. Mike Sullivan, Ms. Denise Walk, Mr. Tom Wright, Vice-Chair; and Student Trustee Ms. Jacqueline Schertz.

**Trustees Absent:** None.

### **Approval of the Three-Year Contract and Related MOU with the Lake Land College Faculty Association.**

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the three-year contract for the academic years 2023-2024, 2024-2025 and 2025-2026 with the Lake Land College Faculty Association and related MOU regarding the formation of a Faculty Rank Task Force. This followed discussion on the topic held in closed session.

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### **Approval of Recommendation to Dismiss a Tenured Faculty Member as Discussed in Closed Session.**

Trustee Walk moved and Trustee Sullivan seconded to approve Resolution Number 0523-014 authorizing issuance of Notice of Charges and Hearing Rights and Bill of Particulars for Dismissal to Mr. James Munger, a tenured faculty member at the College. This followed discussion on the topic held in closed session. [A full and complete copy of the Resolution is attached to and part of these minutes.]

### **Approval of Human Resources Report.**

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Trustee Sullivan motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the approval of a general leave of absence request and the appointment of three new instructors.

### **The following employees are recommended for FMLA leave. Board policy 05.04.12.**

Niemerg, Kellie	8/11/23-11/3/23
Pender, Amber	4/23/23-10/1/23 Intermittent
Pender, Diane	4/28/23-4/28/24 Intermittent

### **The following employee has requested a General Leave of Absence/ Board policy 05.04.14**

Taylor, Debra	4/20/23-5/22/23
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### **The following positions have been recommended by the Lake Land College President's Cabinet**

Facilities Planning Manager	Level 15
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### **Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Carter, Natashaia	Newspaper Editor - Student Newspaper Primary Position Fitness Center Specialist	4/10/23

### **New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Carpenter, Cassandra	Dual Credit Instructor	4/28/23

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Schertz, Jacqueline                      Lake Land College Student Trustee                      4/15/23

**Full-time**

Dickens-Montgomery, Amanda	PATH Grant Project Manager	7/10/23
Ethridge, Nicole	Administrative Asst to Admissions & Records	5/17/23
Martin, Shelly	Community & Professional Programs Coord	5/22/23
Olarge, Annabelle	Correctional Office Assistant	4/19/23
Scherer, Jacob	Correctional Office Assistant	4/19/23
Wilkinson, Jordan	Apprenticeship Coordinator	5/15/23
Williams, Tiffany	Correctional Horticulture Instructor	4/17/23
Zumwalt, Macie	Correctional Office Assistant	4/17/23

**Full-time Tenure Track**

Kessler, Christian	Agronomy Instructor and Farm Manager	8/18/23
Sumitro, Richard	Mathematics Instructor	8/18/23

**Part-time**

Gillespie, Alex	Adjunct Faculty Social Science Division	8/21/23
Hoene, Brooke	Dual Credit Coordinator	4/27/23
Jones, Cory	Dual Credit Coordinator	2/27/23
Kasera, Noella	Bookstore Rush Worker	5/4/23
Omari, Marjolaine	Bookstore Rush Worker	5/4/23
Tshabu, Espadie	Bookstore Rush Worker	5/4/23

**Part-time Grant Funded**

Adams, Molly	Agriculture Education Intern	5/8/23
Cable, Elizabeth	Agriculture Education Intern	5/8/23
Douglas, Christina	Agriculture Education Intern	5/8/23
Dowers, Camden	Agriculture Education Intern	5/8/23
Horstmeyer, Paige	Agriculture Education Intern	5/8/23
Radke, Olivia	Agriculture Education Intern	5/8/23

**Work Study**

Perkins, Alexandria	College Work Study - Stud Success Service	4/18/23
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**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bonham, Beau Daniel	Correctional Food Service Instructor	3/31/23
Bowen, Mercury	Communications Engagement Coordinator	5/12/23
McGee, Patrick	Correctional Career Technology Instructor	4/14/23
Passmore, Steven	Correctional Automotive Technology Instructor	4/26/23
Roberts, Michael	Correctional Commercial Cooking Instructor	4/6/23

**Part-time**



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Beltran, Mariah	Trio Destination College Intern	12/8/22
Bond, Katheranne	Admissions and Records Data Entry Assistant	4/28/23
Brock, Reese	Human Resources Assistant	11/9/22
Kelly, Maggie	Lake Land College Student Trustee	4/14/23
Smith, Nicole	Human Resources Assistant	4/20/23

### Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Gillenwater, Matthew	Programmer Analyst Transferring from Web Programmer	5/15/23
Hunt, Rick	Technical Training Coordinator Transferring from Technical Training Specialist	5/15/23
Wright, Sarah	Business Instr/Coordinator Office Prof-Medical Transferring from Adjunct Faculty Business	8/18/23

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### Other Business. (Non-action)

There was no additional discussion.

### Adjournment.

Trustee Wright moved and Trustee Walk seconded to adjourn the meeting at 7:46 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Secretary

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

[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

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



Special Meeting - Board Retreat  
Board and Administration Center, Room 011  
Mattoon, IL  
May 17, 2023

**Minutes**

**Call to Order.**

Chair Cadwell called the May 17, 2023, special meeting of the Lake Land College Board of Trustees to order at 1:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair, and Student Trustee Ms. Jacqueline Schertz.

**Trustees Absent:** None.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; Mr. Jim Reed, ICCTA Executive Director, and members of the staff.

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

There were no public comments.

**Action Items.**

**Approval of Bus Purchases for Athletics.**

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Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President for Business Services, to purchase five 2024 Ford E-450 Starcraft Allstar 14 passenger commercial buses at a cost of \$115,000 a bus for a total purchase price of \$575,000 from Southern Bus & Mobility of Breese, IL. Mr. Nuxoll said a bid was not necessary since Southern Bus & Mobility is a state approved vendor via Central Management Services. He highlighted the benefits for the College to transition from leasing five buses to owning the buses instead. He noted how the cost for leasing the buses will double in the next year if we continue to lease, and he highlighted the cost comparison over time to purchase the buses versus leasing. He said that if the Board approves these purchases then he will work with Mr. Bill Jackson, Athletics Director, to develop a bus maintenance and rotation plan.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of five 2024 Ford E-450 Starcraft Allstar 14 passenger commercial buses at a cost of \$115,000 a bus for a total purchase price of \$575,000 from Southern Bus & Mobility of Breese, IL

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Contract for Virtual Mental Health Services with TimelyCare.**

Trustees heard a request from Dr. Valerie Lynch, Vice President for Student Services, that the Board approve a proposed one-year contract with Timely Telehealth, LLC for virtual mental health services via their platform TimelyCare. Trustees reviewed the proposed agreement which details the total cost of \$77,600, including \$10,000 as a one-time setup fee and an additional subscription cost of \$66,600 for one year. She said the College still has state funding as part of the Mental Health Early Action on Campus (MHEAC) Act. Dr. Lynch highlighted the various reasons for the administration's recommendation to switch from utilizing the service of BetterMynd to Timely Telehealth.

Trustees Reynolds and Trustee Cadwell requested the administration provide data sometime next year regarding the use of this service by students. Trustee Reynolds also suggested the College seek more ways to market to students the availability of this service such as continually including information about the program in the Navigator News publication. Dr. Lynch noted how the back of student ID cards has information for how to access mental health services.

Trustee Reynolds moved and Trustee Wright seconded to approve as presented a one-year contract for virtual mental health services with Timely Telehealth, LLC, at a total cost of \$77,600, via their TimelyCare platform.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Non-action Items:**

#### **Discussion: Effective Board Governance.**

Mr. Jim Reed, ICCTA Executive Director, facilitated discussions on effective board governance and he highlighted results of a survey he had asked all Trustees to recently complete. Trustees reviewed details of the survey results. Mr. Reed highlighted the Board's strengths as revealed in the survey including board organization and behavior, strategic direction, Board-CEO relations, College operations, and monitoring institutional performance. He also facilitated discussions for ways to enhance the following:

- Strategies for seeking input from diverse interests. Idea discussed: ask the Director of International Studies to present to the Board on an annual basis; Trustees seek local meetings to attend such as K-12 school board meetings; conduct outreach to Dual Credit students; invite high school recruiters to attend a Board meeting to discuss their challenges; and invite various public leaders to attend Board meetings such as Chamber leaders and hospital leaders.
- Board members increase their attendance at various College events. Idea discussed to implement: begin reviewing the College's online calendar as part of the monthly non-action item of "Calendar of Events."
- Board members advocate for College interests to local, state and national government. Ms. Jean Anne Highland, Chief of Staff, highlighted how the College's strategy has been to share various duties among Trustees such as appointing a primary and secondary Trustee to serve as the ICCTA/ACCT liaison, Foundation liaison, etc.
- New Board members receive an orientation to the College and to the Board. Ms. Highland shared with Trustees all of the current orientation materials provided to new Trustees and Student Trustees and asked for feedback for any improvements.
- All Board members are encouraged to engage in ongoing learning. Trustees discussed the learning opportunities provided by ICCTA, ACCT and the weekly emails provided by Dr. Bullock with informative articles of interest.

[The Board took a break from 2:15 p.m. to 2:25 p.m.]

#### **Discussion: Effingham Regional Career Academy.**

Trustees heard a presentation from Dr. Bullock on progress that has been made in launching the Effingham Regional Career Academy. Dr. Bullock explained the Explore ERCA course that is currently available to high school junior and senior students, with 14 participating high schools via intergovernmental agreements. He highlighted a draft of the additional curriculum

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that will be available to high school juniors and seniors, hopefully by the fall of 2024. He said that the ERCA programs will be housed in the newly acquired Patterson Technology Center in Effingham, which the College will name the Lake Land College Effingham Technology Center. Dr. Bullock highlighted the high school offerings structure in five educational areas of Agriculture, Health Care, Information Technology, Manufacturing and Transportation including:

- High School ISBE courses,
- Discipline exploratory course,
- High school dual credit courses,
- Full certification opportunities, and
- Youth apprenticeship opportunities.

Dr. Bullock said that the Effingham Regional Career Foundation has recently received 501c3 status as a non-profit entity and it has its own governing Board. The College is a partner in the initiative by providing a facility to house the Regional Career Academy and through providing dual credit and other educational opportunities in the five program areas. He highlighted how ERCA has the vision to provide cradle to career educational opportunities and will include offering incumbent worker training, high school course offerings, cooperative program space, virtual skills training lab, a maker's space and a youth STEM museum. He said this model will be presented to the ERCA Board for approval later this month. Dr. Bullock also asked Trustees to consider in the future ways the Board might support waiving high school dual credit fees for ERCA courses until the ERCA endowment fund can be built up over time to provide this support to students. He highlighted how the shared cost to students for dual credit fees can be a significant barrier for many area high school students given the amount of poverty in our region.

### **Adjournment.**

Trustee Curtis moved and Trustee Wright seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 3:26 p.m.

**Motion carried by unanimous voice vote approval.**

Approved by:

\_\_\_\_\_  
 Board Chair

\_\_\_\_\_  
 Board Secretary

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

[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

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



Decennial Committee on Local Government Efficiencies Meeting  
Board and Administration Center, Room 011  
Mattoon, IL  
May 17, 2023

**Minutes**

**Call to Order.**

Chair Cadwell called the meeting of the Lake Land College Decennial Committee on Local Government Efficiencies to order at 3:39 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

**Roll Call of Committee Members.**

**Members Physically Present:**

- Trustees Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair.
- Dr. Jonathan Bullock, President
- Dr. Valerie Lynch, Vice President for Student Services
- Mr. Greg Nuxoll, Vice President for Business Services

**Members Absent:** Student Trustee Ms. Jacqueline Schertz.

**Other Members Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Mr. Scott Rawlings, Director of Physical Plant and Mr. Gordon Schweitzer, Performance Contracting Engineer at Control Technology and Solutions Group (CTS Group) – a Veregy company.

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

There were no public comments.

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Decennial Committee on Local Government Efficiencies  
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### **Non-Action Items.**

#### **Purpose of 2023-2024 Decennial Committee on Local Government Efficiency and Announcement of Committee Charge.**

Chair Cadwell announced the 2023 Decennial Committee on Local Government Efficiency charge will be to:

- Study the College's governing statutes and processes for accountability and transparency;
- Study the College's existing intergovernmental agreements, shared services and partnerships; and
- Study the College's energy savings and efficiencies for a sustainable campus environment.

Chair Cadwell asked if any Committee member had any concerns with this charge statement. There were no expressed concerns.

#### **Review of the College's Governing Statutes, Accountability and Transparency.**

Trustees heard a presentation from Ms. Jean Anne Highland, Chief of Staff, regarding the governing statutes, accountability and transparency efforts by the College. She highlighted how the College is governed at the local level through Board of Trustees oversight, at the state level by various entities such as the Illinois Community College Board (ICCB), Illinois Board of Higher Education (IBHE), and the Capital Development Board (CDB), and at the federal level by various agencies such as the Higher Learning Commission (HLC) and the U.S. Department of Education. Ms. Highland facilitated discussions on the various laws and required audits that support the College's accountability and transparency such as the annual financial audit, audits for various programs, and the numerous reporting requirements to the state per the Illinois Community College Act. These discussions also included a review of the College's Board Policy Manual which supports how we govern ourselves and aligns with the Illinois Community College Act and other relevant education statutes. Ms. Highland noted the College's Policy manual is much more extensive than many colleges, with the Policy Manual having almost 600 pages. Ms. Highland pointed out how the College provides the Policy Manual to the public through the College's website as well as publicly posting our annual budget, campus facilities master plan, strategic plans and metrics for institutional effectiveness and student success.

Committee members agreed the College is already subject to extensive statutes and accountability measures and the Committee no longer needs to discuss this issue as part of the 2023 Decennial Committee meetings.

#### **Existing Intergovernmental Agreements, Shared Service and Partnerships.**

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Trustees heard a presentation from President Bullock on the College's numerous existing intergovernmental agreements (IGA), shared services and partnership agreements to improve efficiencies, highlighting them by unit. Committee members learned there are intergovernmental agreements, shared services and/or partnerships for efficiencies in various departments as follows:

- President's Office - Police Department, Institutional Effectiveness, Department of Corrections, Workforce Solutions and Community Education.
  - Mutual Aid Agreements with the Coles County Sheriff's Office and the Mattoon Police Department. (Police)
  - 911/LEADS system – One of six agencies pooling funds and resources for the radio towers, 911 dispatch and the integrated LEADS computer system for law enforcement. (Police)
  - Mobile Training Unit (MTU) Area 13 partnership enables several area law enforcement units to pool funds and resources to secure timely and appropriate training opportunities throughout the year. (Police)
  - ICCB shared service agreement for required reporting to federal agencies and IPEDS. (Institutional Effectiveness)
  - Illinois Department of Corrections (IDOC) partnership agreement to provide educational opportunities at 23 adult correctional facilities. (DOC)
  - Illinois Department of Juvenile Justice (IDJJ) partnership agreement to provide educational opportunities at two juvenile correctional facilities. (DOC)
  - Effingham Regional Career Academy IGA to partner on vocational and technical training with 14 Unit School Districts and 1 private school system. (Workforce Solutions)
  - Pathways IGA with ROE#3 and ROE#11 regarding TAOEP grant. (Workforce Solutions)
  - IDOC IGA to provide CPR training to correctional staff. (Workforce Solutions)
  - Illinois Department of Transportation (IDOT) IGA for the Highway Construction Careers Training Program. (Workforce Solutions)
  
- Academic Services - Seven Academic Divisions, Academic Operations and Library Services.
  - IDOT IGA for the Quality Management Training Program.
  - Transfer Agreements - transfer articulation agreements with 20 senior institutions to facilitate seamless transfer.
  - 30 Dual Credit Agreements with High School Districts/Other entities.
  - Early Childhood Access Consortium for Equity Act.
  - Pipeline for the Advancement of the Healthcare Workforce (PATH).
  - Transfer Back – Credential Partnership with Eastern Illinois University.
  - Medical Assisting Program Partnership with Sarah Bush for employees who are Certified Nursing Assistants.
  - Emergency Medical Services Program Partnership - provides Emergency Medical Services courses in collaboration with Sarah Bush.



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- Saluki Step Ahead Online Program IGA Partnership with SIUC.
  - Illinois Heartland Library System (IHLS) – consortium to circulate and interlibrary loan library materials.
  - ILLINET/OCLC Services Program – Partnership with the Illinois State Library to use OCLC’s WorldShare cataloging system and to use their world-wide interlibrary loan.
  - Consortium of Academic and Research Libraries in Illinois (CARLI) –A Governing Member of the U of I managed entity with a separate contract for database purchases.
- Student Services - Academic Counseling, Athletics, Financial Aid & Veteran Services, Marketing & Public Relations, Career Services, Admissions, Student Life, TRIO, and College Nurse.
    - RISE Behavioral in Tuscola – Provide mental health support to individuals who need emotional support or who have been diagnosed with mental illness. (Counseling)
    - Heartland Human Services in Effingham – Provide mental health support and substance abuse treatment to individuals in the Effingham area. (Counseling)
    - Life Links in Mattoon – Provide crisis intervention, mental health support, substance abuse disorder treatment and community support services in the Mattoon area. (Counseling)
    - IGAs with 8 CUSDs, ROE#3, EIEFES, Indiana State University, ISAC, U of I and SIUE to provide various support services to TRIO. (TRIO)
  - Business Services - Information Systems & Services, Accounting, Human Resources, Physical Plant, Bookstore, Print & Mail Services.
    - Illinois Community Colleges Online (ILLCO) – Lake Land oversees the consortium of Illinois community colleges working together to provide leadership, facilitate collaboration and share resources in online and technology-enhanced education. (ISS)
    - National Student Clearinghouse consortium. (ISS)
    - Multi-State Information Sharing and Analysis Center (MS-ISAC) - a CISA-supported collaboration with the Center for Internet Security designed to serve as the central cybersecurity resource for the nation's State, Local, Territorial, Tribal (SLTT) governments. (ISS)
    - Ellucian Iowa Lakes Consortium provides a business partnership with users of Datatel Colleague. (ISS)
    - Illinois Debt Recovery Offset Portal (IDROP) to recover debt through tax refunds. (Accounting)
    - Online Course Exchange (OCE) through ILCCO. (Library)

Committee members agreed the College already has numerous IGA’s, shared services and partnerships to support efficiencies and the Committee no longer needs to discuss this issue as part of the 2023 Decennial Committee meetings.

### **Energy Savings and Efficiencies of a Sustainable Campus.**

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Trustees heard a presentation from Mr. Gordon Schweitzer, Performance Contracting Engineer at Control Technology and Solutions Group (CTS Group) – a Veregy company, regarding the College’s numerous efforts over the past 10 years to be as energy efficient as possible. He highlighted the College’s solar power installations, geothermal expansion, back up-generator installation, and improvements to the HVAC and healthy building design through the installation of air quality control and air quality sensors. Mr. Schweitzer also highlighted how the College has done a good job of ensuring systems are maintained for long term performance. Committee members reviewed the College’s realized energy savings since 2009 based on the various projects. Mr. Schweitzer highlighted how the College and the CTS group have partnered to secure various state and federal energy efficiency incentives to support the cost for the various projects. Mr. Schweitzer said the College has been a leader in this field and that other businesses or organizations in the region have asked to model some of our energy savings strategies. He provided photos of the various buildings on the main campus that have had solar panels installed and said this could be expanded in the future as there is significant more roof and/or land space for installation.

Mr. Scott Rawlings, Director of Physical Plant, displayed how he has 24/7 access to electronically monitor the College’s various energy and air quality systems and trouble shoot as needed for maximum energy efficiency. He also displayed how he will receive alerts to his cell phone if a system is not working properly. He said that even though the College has added several new buildings over the past ten years the College’s total energy bill has not increased as a result of the various efforts to install energy efficient systems and the geothermal expansion.

Committee agreed to meet again on Thursday, June 8, 2023, to continue discussion on energy savings and efficiencies of a sustainable campus and consider future initiatives to further enhance and/or expand these efficiencies.

### **Adjournment.**

Trustee Sullivan moved and Trustee Reynolds seconded to adjourn the meeting at 4:34 p.m.  
**Motion carried by unanimous voice vote approval.**

Approved by:

\_\_\_\_\_

Board Chair

\_\_\_\_\_

Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

# GUIDED PATHWAYS STRATEGIC ENROLLMENT MANAGEMENT PLANNING MATRIX LAKE LAND COLLEGE 2023-2027



FOCUS AREAS	1. GUIDED PATHWAYS IMPLEMENTATION	2. RECRUITMENT AND MARKETING	3. ONBOARDING EXPERIENCE	4. RETENTION, PERSISTENCE AND COMPLETION
GOAL STATEMENTS	<p><b>A.</b> Fully implement Guided Pathways Model to enhance and support student success.</p>	<p><b>A.</b> Operationalize a comprehensive recruiting and marketing plan to attract and retain new and current students.</p>	<p><b>A.</b> Operationalize a structured onboarding process to improve the student experience.</p>	<p><b>A.</b> Fully integrate EAB Navigate functionalities using a tiered approach to strengthen retention, persistence and completion efforts.</p>
PRIORITY OBJECTIVES	<ol style="list-style-type: none"> <li>1. Assess current status of Guided Pathways implementation.</li> <li>2. Create a plan to develop Guided Pathways components not yet adopted.</li> <li>3. Establish a collaborative framework/communication plan for stakeholders to fully adopt GPS in their daily work.</li> <li>4. Develop strategies to increase the awareness that SEM and GPS are the shared responsibility of everyone within the College to increase student recruitment, retention and completion</li> </ol>	<ol style="list-style-type: none"> <li>1. Audit current recruiting and marketing efforts.</li> <li>2. Analyze results of recruiting and marketing audit to identify the gaps in effectiveness.</li> <li>3. Establish a collaborative framework/communication plan for stakeholders to participate in recruitment and marketing efforts.</li> <li>4. Establish, implement and assess strategies to increase the enrollment of the following specific target demographics: adult students, career/technical education students and first year students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use value stream mapping to audit the onboarding process for specific student groups (ex: incoming high school students, first time students, readmitted students and transfer students).</li> <li>2. Analyze results of onboarding audit to identify gaps in effectiveness for all student categories and develop interventions to streamline the onboarding experience.</li> <li>3. Establish a collaborative framework/communication plan for students and staff to adopt the improved onboarding process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify EAB Navigate functionality for implementation to support retention, persistence and completion.</li> <li>2. Develop identified EAB Navigate functionalities.</li> <li>3. Establish a collaborative framework/communication plan for stakeholders to utilize EAB Navigate.</li> <li>4. Establish an assessment plan for evaluating student success outcomes using EAB Navigate.</li> </ol>

**Lake Land College 2023-2027 Guided Pathways SEM Planning  
Working Groups by Focus Areas**

**Focus Area 1: Guided Pathways Implementation**

Leader: Pam Hartke

Members: Valerie Lynch  
Emily Ramage  
Ryan Wildman  
Shelly ZuHone

**Focus Area 3: Onboarding Experience**

Leader: Heather Nohren

Members: Jennifer Hedges  
Tynia Kessler  
David Stewart  
Tessa Wiles

**Focus Area 2: Recruitment and Marketing**

Leader: Kelly Allee

Members: Kaitlyn Nead  
Ike Nwosu  
Chris Strohl  
Jon Van Dyke

**Focus Area 4: Retention, Persistence  
and Completion**

Leader: Emily Hartke

Members: Jennifer Melton  
Lisa Cole  
Tony Sharp  
Lisa Shumard-Shelton



# Dual Credit Survey of Students

Spring 2023

## Dual Credit Survey Results

<b>Agriculture</b>	
I would take Ag courses	
Yes	142
<b>Business</b>	
I would take Business courses	
Yes	247
<b>Health Occup</b>	
I would take Health Occupation courses	
Yes	197
<b>Humanities</b>	
I would take Humanities courses	
Yes	148

<b>Math</b>	
I would take Math courses	
Yes	260
<b>Science</b>	
I would take Science courses	
Yes	295
<b>Social Science</b>	
I would take Social Science courses	
Yes	190
<b>Technology</b>	
I would take Technology courses	
Yes	200

# Responding to Survey

646

# Dual Credit Survey Results

Total Suvery Results	
What high school do you attend?	
Arcola Community High School	3
Arthur Lovington Atwood Hammond ..	13
Beecher City High School	7
Casey Westfield High School	20
Charleston High School	39
Chrisman High School	2
Cowden-Herrick High School	4
Cumberland High School	28
Dieterich high school	23
Effingham High School	83
Home School	1
Kansas High School	7
Lone Pine Academy	1
Marshall High School	49
Martinsville Jr. Sr. High School	12
Mattoon High School	76
Mid-America Preparatory School	6
Oakland High School	3
Okaw Valley High School	15
Pana High School	26
Paris Cooperative High School	59
Paris high school	14
Ramsey High School	12
Shelbyville High School	28
Shiloh High School	12
St. Anthony High School	13
St.Elmo Jr./Sr. High School	3
Stewardson Strasburg High School	12
Sullivan High School	4
Teutopolis High School	68
Windsor High School	3
Grand Total	646

Continuing Education	
Are you planning on continuing on to college?	
Yes	93.34%
No	6.04%
Undecided	0.62%

Plan to Attend Lake Land	
Are you going to attend Lake Land College?	
Yes	36.22%
No	60.84%
Undecided	2.94%

Number Taken	
How many dual credit classes have you taken?	
1-2	333
3-4	188
More than 4	123
Did Not Respond	2

HS Graduation Year	
2023	500
2024	146

# HOW TO COMMUNICATE

EMAIL	TEXT	IN-PERSON	SOCIAL MEDIA
True 337	True 139	True 163	True 21

## Recommended Mode of Communication

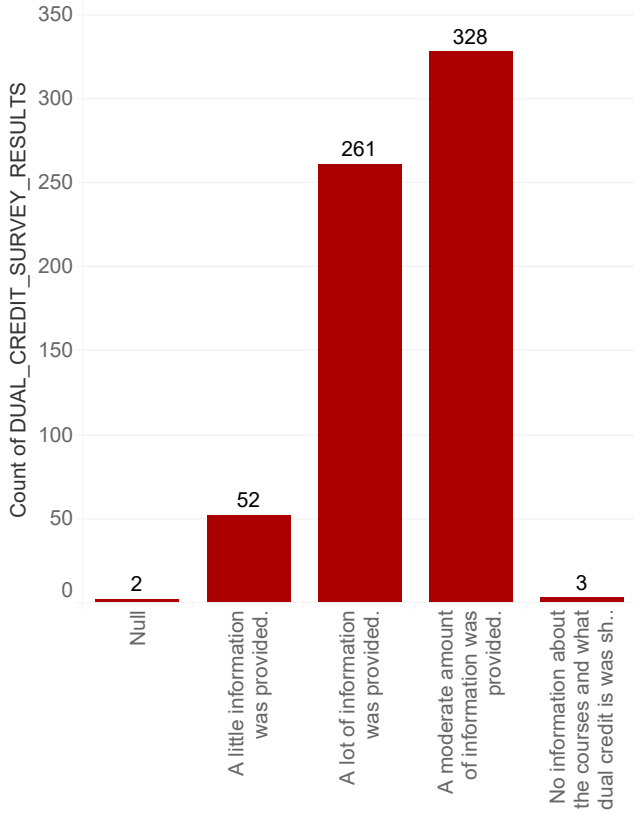
What do you feel is the best way f..

Email	162
In-Person Contact	96
Null	81
Email/Text	73
Text	37
In-Person Contact/Email	36
Email/Mail	22
Mail	10
Online	8
Via HS	8
Social Media	6
In-Person Contact/Text	5
Instructor	5
Email/Phone Call	4
Email/Social Media	4
Email/Website	4
In-Person Contact/Email/Text	4
In-Person Contact/Website	4
Text/Mail	4
Text/Social Media	4
Email - Important only	3
In-Person Contact/Mail	3
Website	3
Email/Text/Mail	2
Email/Text/Social Media	2

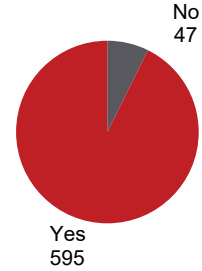


# COMMUNICATION

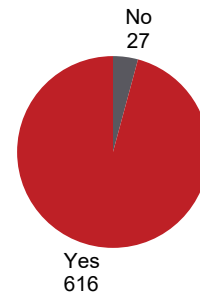
How well do you feel like the information about dual credit courses and what dual credit means were communicated with you?



Do you feel that your dual credit courses have helped your way to college?



Is the "dual credit intent to enroll" (application for LLC dual credit) process easy to follow?



## Reasons for Not Attending College

Reason Not Attending College	
If you are not planning on attending college, why not?	
Other (please specify)	23
Going straight to the workforce	21
Cost	7
No interest	7
Feel like you have not received enough information to m..	4
Reason for not attending Other (specify)	
Other (please specify)	
Military	2
Apprenticeship	1
Bc I can make more money if I don't collage covered from a parent in the army	1
college is to expensive and not worth it to..	1
Going to be a pilot	1
Going to college for 1-2 years	1
Reason Not Attending Lake Land	
If you are not attending Lake Land College,...	
Plan on attending a university	242
Undecided	45
Plan on attending college outside of state	38
Lake Land does not offer your area of study	26
Not going to attend college	24
Sports	15
Attend Another College	13
Military	2
Trade School	2
Already Graduated	1
Christian School	1
Workforce	1

Where am I going	
If you are not attending Lake Land College, but are ..	
Undecided	103
Eastern Illinois University	31
University of Illinois Champaign-Urbana	21
SIUE	18
Illinois State University	8
Indiana State University	8
SIUC	7
Kaskaskia College	5
SIU	5
Maryville University	4
Indiana University Purdue University Indianapolis	3
Millikin University	3
Parkland	3
Frontier Community College	2
Lincoln Land Community College	2
Purdue	2
Rend Lake College	2
Trade School	2
University of Iowa	2
Applied to 14 different colleges.	1
Bradly University or DePaul University	1
Butler	1
BYU	1
Called College	1
Calvin University	1
Concordia University Wisconsin	1
Eckerd College	1
either SEMO, SIUE, or ISU	1
EIU , Indiana State University, and Indiana Wesleya..	1
EIU and SIUE are the main two schools I am lookin..	1
EIU or ISU	1
EIU or SIUE maybe blackburn	1
EIU or UIUC	1

# DUAL ENROLLED COURSES TAKEN BY HIGH SCHOOL AND GRAD YEAR

How many Dual Credit courses have you taken?

	2023			2024			Grand Total
	1-2	3-4	More than 4	1-2	3-4	More than 4	
Arcola Community High School	2	1					3
Arthur Lovington Atwood Hammond Hig..	4	4	4	1			13
Beecher City High School	7						7
Casey Westfield High School	14	3		3			20
Charleston High School	17	13	4	4			38
Chrisman High School	2						2
Cowden-Herrick High School	4						4
Cumberland High School	8	11		9			28
Dieterich High School	10	3	9	1			23
Effingham High School	10	29	44				83
Home School				1			1
Kansas High School	5	2					7
Lone Pine Academy				1			1
Marshall High School	13	24	4	7	1		49
Martinsville Jr. Sr. High School	2	4	1	5			12
Mattoon High School	21	20	22	13			76
Mid-America Preparatory School		1		4	1		6
Oakland High School	1			2			3
Okaw Valley High School	2	4	1	6	2		15
Pana High School	10	8	8				26
Paris Cooperative High School	22	11	5	17	2	2	59
Paris high school	6	4		3	1		14
Ramsey High School	6	3		3			12
Shelbyville High School	8	5	6	6	3		28
Shiloh High School	1	2		7	2		12
St. Anthony High School	7	1		5			13
St.Elmo Jr./Sr. High School	1			2			3
Stewardson Strasburg High School	1	6	3	2			12
Sullivan High School	3						3
Teutopolis High School	14	17	10	27			68
Windsor High School	1			2			3
<b>Grand Total</b>	<b>202</b>	<b>176</b>	<b>121</b>	<b>131</b>	<b>12</b>	<b>2</b>	<b>644</b>

## ATTENDING COLLEGE

What is the highest degree you plan to pursue?

Associates	67
Bachelors	319
Certificate	28
Doctorate	71
Masters	127

What barriers do you see in obtaining a college degree?

Money	274
Difficult Classes	45
Time	44
None	42
Time and Money	41
Motivation	30
Difficult classes & Money	6
Time & Motivation	4
Health Issues	3
Larger School	3
Money & Difficult Classes	3
Money & Location	3
Money & Motivation	3
Money & Stress	3
Stress	3
Choosing the right College	2
Life	2
Location	2
Money & External Issues	2
Assistance	1
Cost	1
Deciding on Career	1
Difficult Classes & Location	1
Family Support	1
Future Limitations	1
Job Limitations	1
Many	1
Money & Health	1
Money & Support	1
Not worth it	1
Others perceptions	1
Social Barrier	1
Time & Difficult Classes	1
Time and Stress	1
Unknown	1
Unneeded	1

# MEMO

TO: Board of Trustees  
Dr. Jonathan Bullock, President

FROM: Tessa Wiles, Director of Dual Credit & Honors Experience

CC: Dr. Ike Nwosu, Vice President of Academic Services

DATE: May 25, 2023

RE: Update to Board Policy 07.14 – Honors Experience

I respectfully request that the Lake Land College Board of Trustees grant approval for the proposed revisions to Board Policy 07.14 – *Honors Experience*. This will align the “Honors College” model to the Phi Theta Kappa National Honor Society.

Please see the attached revision to include the language of “OR at least 6 hours of coursework toward a 1-year certificate” and verification of the change from the PTK.org website. The changes in eligibility will allow students attending Lake Land College for a certificate program access to the Honors Experience, recognition, fellowship, and scholarships.

I respectfully request that the proposed changes be submitted for first reading during the regular meeting scheduled for June 2023. I will plan to bring this back to the Board for approval during the July 2023 regular meeting.

## Honors Experience

The Honors Experience is a program designed by Lake Land College to provide honors students with an excellent academic experience. While it is not required to participate in all three areas, it is recommended.

### The Honors Experience Consists of:

#### Presidential Scholarship Program

The Presidential Scholarship is available to all eligible in-district high school graduates who have demonstrated outstanding academic performance. The scholarship covers the full cost of tuition for up to two years. See board policy 07.12.

#### Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honorary society for the two-year college that concentrates on scholarship, leadership, service, and fellowship.

#### Honors Program

The Lake Land College Honors Program provides outstanding college students with honors-level coursework, honors independent studies, and other enriched learning opportunities. These opportunities allow students to address important topics, engage in critical thinking, and learn cutting-edge techniques in their fields. Students who complete the honors program are recognized at the commencement ceremony and earn honors designations on their transcripts.

The Honors Experience has many advantages including interacting with other academically talented students. In addition to enriched learning opportunities, the Honors Experience students:

- 1 . May receive scholarship aid.
- 2 . May be recognized for state and national scholarship opportunities.

- 3 . Will carry honors designation on their transcripts for when specific criteria are met.
- 4 . May participate in educational field trips, social activities and special events.
- 5 . Receive honors recognition at the graduation ceremony.

Students who apply for the Honors Experience must meet the following requirements:

1. Plan to pursue an associate degree at Lake Land College with 12 credit hours completed

OR

Have taken 6 credit hours towards a one-year certificate.

2. Meet one of the following: a.) graduate in the top fifteen (15) percent of their high school class, b.) have an ACT composite score of 26 or higher or c.) have an SAT total score of 1230 or higher.

OR

Have a GPA of 3.25 or higher after the completion of at least 12 semester hours of college-level coursework and be enrolled in an associate degree program at Lake Land College.

3. Once admitted to the Honors Experience, students must maintain a Lake Land College GPA of 3.25 or higher.

Students must complete the following program requirements in order to graduate as an Honors Program student:

1. Meet the Honors Experience program requirements.

2. Complete four honors courses for full status graduation. Complete two honors courses for associate status.
3. No more than two honors courses may be completed each semester.
4. Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

Students must complete the following program requirements in order to graduate as a Phi Theta Kappa Student:

1. Meet the Honors Experience requirements.
2. Complete two semesters of the Lake Land College PTK chapter membership.

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Adopted November 9, 1998  
Revised December 8, 2003  
Revised September 8, 2014  
Revised August 14, 2017  
Revised January 14, 2019  
Revised December 9, 2019



## Phi Theta Kappa Eligibility



To be eligible for membership, you must:

1. Be enrolled in an institution that has a Phi Theta Kappa chapter. You can find your local chapter by using our [Chapter Directory](#).
2. Have completed at least 12 hours of coursework toward an associate or bachelor's degree or at least 6 hours of coursework toward a certificate of 1 year.
3. Generally, have a cumulative 3.5 grade point average. (A chapter may raise eligibility standards, as long as they are in accordance with the Society's [Constitution](#).)

If you think you may be eligible for membership but haven't received an invitation, talk with the advisor of your college's chapter (typically a college faculty or staff member). Find your chapter's advisor using our [Advisor Search](#).

If you've gotten your invitation and are ready to join, click the button below to get started.

[Join PTK Now](#)

### Calendar of Events

Monday, June 12, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 10, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 14, 2023	5 p.m. – Board Dinner – Effingham Technology Center, Effingham 6 p.m. – Board Meeting – Effingham Technology Center, Effingham
Saturday, August 19, 2023	Laker Athletics Golf Outing 1 p.m. – Meadowview Golf Course
Thursday, September 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 29, 2023	Foundation Golf Outing – Mattoon Golf and Country Club
Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011

Finance Committee Meeting  
9 a.m. – Board and Administration Center, 011  
Resource and Development Committee Meeting  
10 a.m. – Board and Administration Center, 011

Monday, November 13, 2023  
5 p.m. – Board Dinner – Foundation and Alumni Center  
6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, December 7, 2023  
Buildings and Site Committee Meeting  
8 a.m. – Board and Administration Center, 011  
Finance Committee Meeting  
9 a.m. – Board and Administration Center, 011  
Resource and Development Committee Meeting  
10 a.m. – Board and Administration Center, 011

Monday, December 11, 2023  
5 p.m. – Board Dinner – Foundation and Alumni Center  
6 p.m. – Board Meeting – Board and Administration Center, 011



# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Jean Anne Highland, Chief of Staff

DATE: May 24, 2023

RE: Recommendation from Naming Advisory Committee to Name West Building Room 111 in Memory of Mr. Donald Perry.

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During the January 9, 2023 regular Board of Trustees Meeting, Board Chair Sullivan, on behalf of the Naming Advisory Committee and per Board Policy 11.10, recommended to the Board of Trustees that the Board approve the naming of West Building Room 111, also known as the Programmable Logic Controller (PLC) lab, in memory of Mr. Donald Perry. The naming advisory committee was comprised of the Buildings and Site Committee members, President Bullock and Ms. Christi Donsbach, Executive Director for College Advancement. This naming request was originally submitted to the President's Office in 2022 by the Lake Land College Foundation Board of Directors.

Please refer to the memo from Ms. Christi Donsbach, Executive Director for College Advancement, which highlights the basis for this recommendation.

Please note that per Board Policy 11.10 (item #3) the Board of Trustees will not take action on proposed commemorative naming of buildings, rooms or physical components and/or entities, or academic programs, until at least 120 days after receiving the recommendation of the advisory committee. This waiting time has expired, and we now respectfully request the Board of Trustees approve this naming recommendation during the June 12, 2023 meeting.

Attachment

**LAKE LAND**  
**COLLEGE**  

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**FOUNDATION**

# MEMO

**TO:** Dr. Josh Bullock & Board of Trustee Members  
**FROM:** Christi Donsbach, CFRE - Executive Director for College Advancement  
**CC:**  
**DATE:** January 26, 2022  
**RE:** Foundation Recommendation for Naming of West Building Room 111

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The Lake Land College Foundation is pleased to share that funds were received and designated to be used to provide an upgrade of equipment for West Building Room 111, the Programmable Logic Controller (PLC) Lab. The late Mr. Donald Perry, who passed on September 20, 2021, left an IRA estate gift to the Foundation totaling \$62,126.17.

Mr. Perry was proud of his education and continuously sought more and more knowledge throughout his life. He graduated from Roxana Community High School in 1951 and received a bachelor's degree in Engineering from University of Illinois in Champaign, IL in 1956. With his passion for learning, he shared his wealth of experience with others as an instructor as Mr. Donald Perry was an instructor at Lake Land College from 1972 through 1997, teaching civil technology, electronics engineering technology and specifically the Programmable Logic Controllers program. Prior to coming to Lake Land College, Mr. Perry honorably served our country in the United States Navy and operated as an electrical engineer in research and development for Hurlertron, Inc.

Donald is survived by his wife of over sixty years, Mrs. Jane L. Perry of Mattoon, IL; his son Douglas and wife Sarah, and three grandchildren. Donald and Jane established the Donald D. Perry Memorial Endowed Scholarship in 2019 to benefit students seeking a degree or certificate in the engineering technology field.

The impact of Mr. Donald Perry on Lake Land College will be felt by technology students and faculty at Lake Land College for many years. In the past 10 years, over 100 students have graduated from the PLC program. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, along with 2022 Lake Land College Updated Named Spaces Planner, the Lake Land College Foundation recommends naming West Building Room 111, also known as the Programmable Logic Controller Lab, in memory of Mr. Donald Perry.

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

# LAKE LAND COLLEGE

## MEMO

**TO:** Dr. Josh Bullock  
President

Jean Anne Highland  
Chief of Staff

**FROM:** Lisa Madlem  
Director of Assessment & Program Review

**DATE:** May 1, 2023

**RE:** FY 2023 ICCB Program Review Report

As required by the Illinois Community College Board (ICCB), Lake Land College completes an annual review of programs on a five-year rotational basis and submits a mandatory detailed report to them. Below is a complete list of the programs reviewed this year. I respectfully request Board of Trustee approval for this year's report at the June meeting.

### PROGRAMS REVIEWED

Degree	Program
Associate in Applied Science	Paramedical Services
Associate in Applied Science	Dental Hygiene
Associate in Applied Science	Computer Aided Design Technology
Associate in Applied Science	Civil Engineering Technology
Associate in Applied Science	CET/Advanced Technical Studies
Associate in Applied Science	Civil Engineering Technology Coop
Associate in Applied Science	Building Construction Technology
Certificate	Paramedical Services

Certificate	Esthetics
Certificate	Cosmetology
Certificate	Cosmetology Teacher
Certificate	Computer Aided Drafting
Certificate	Building Construction Technology
Certificate	Department of Corrections Cosmetology
NDP	Emergency Medical Services
NDP	Department of Corrections Culinary Arts I
NDP	Department of Corrections Warehousing & Distribution Specialist
Academic Discipline Review	Mathematics
Cross-Disciplinary Instruction	Developmental Mathematics
Student & Academic Support Services	Career Services and Tutoring



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 24, 2023

RE: April 2023 Financial Statement Summary

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Outlined below are the budgetary variances of note for the month of April for Fiscal Year 2023.

#### *Areas of Concern:*

- We continue to not have any budgetary areas of concern through April 2023, the tenth month of FY 2023.

#### *Overall Variances:*

- *Revenue* – Total April 2023 revenue was \$1,719,005 resulting in a favorable variance of \$51,890 month to date and \$2,381,194 year to date.
- *Expenditures* – Total April 2023 expenditures were \$3,318,639 resulting in a monthly unfavorable variance of \$152,044 month to date while the year to date variance remains favorable to budget \$2,633,122.

#### *Revenue Variances:*

- *Local Sources* – A favorable variance exists of \$ 98,427 month to date and \$60,369 year to date. Overall, the variances on the local counties property tax cycle are timing related as to when the funds are received by the College. We expect the variance to stay positive at the end of the fiscal year.
- *ICCB Credit Hour Grant* – We received \$804,297 in April 2023 resulting in a favorable monthly variance of \$18,520 and a yearly favorable variance of \$399,311. The variances are timing related as we typically receive a larger payment in the 1<sup>st</sup> 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 received \$544,608 of equalization payments in April 2023 resulting in a \$0 month and year to date variance.



- *Tuition & Fees* –April 2023 yielded a favorable monthly variance of \$3,118 for tuition but a negative variance of \$54,095 in fees. Year to date, tuition is favorable to budget by \$1,390,094; however, fees are unfavorable \$54,042 year to date. In the fiscal year 2023 budget, the College budgeted enrollment to be at the same level as fiscal year 2022. Through April 2023, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable tuition variance. The fees are slightly negative to budget due to expectation that IDOT recertification fees would occur in FY 23 but in actuality, the additional IDOT recertification fees will occur in FY 24.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$4,227 and year to date \$56,122.
- *Other Revenue* – Other revenue is unfavorable by \$9,804 month to date but remains favorable \$626,834 year to date. The major driver of the positive variance is additional revenue from the CBI and CDL programs.

*Expenditure Variances:*

- *Salary & Wages (overall)* – Month to date, salary and wages were \$206,695 unfavorable compared to budget; however, salaries continues to maintain a year to date favorable variance of \$916,724. As the year transpires, we expect the variance to remain closer to budget and the variance will stay positive for Fiscal Year 2023.
- *Employee Benefits (overall)* – An unfavorable monthly variance in employee benefits exists in April 2023 of \$30,413; however, the variance is favorable year to date \$76,935.
- *Instructional* – The Instructional expenditures had an unfavorable variance in April 2023 of \$54,885 while maintaining a year to date favorable variance of \$881,918. The year to date variance is mainly attributable to favorable variances in salary and wages.
- *Academic Support* – Month to date, the Academic Support expenditures were \$17,012 unfavorable to budget and year to date the unfavorable variance is \$39,219.
- *Student Services* – The Student Services expenditures had a monthly unfavorable variance in April 2023 of \$31,541; however, the year to date variance remains positive to budget \$299,248.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable variance in April 2023 of \$3,374; however, the year to date variance remains positive to budget \$73,700.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$42,052 favorable to budget in April 2023 and favorable year to date \$438,981.
- *Institutional Support* – The Institutional Support expenditures were \$86,774 unfavorable to budget in April 2023 but the variance remains favorable year to date \$1,377,239. There are year to date positive variances in nearly all line items with the largest variance

in Contractual Services, Contingency Funds, Other. We expect the variance to remain positive through the remainder of FY 2023.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for April 2023 of \$512 and maintains an unfavorable year variance year to date in the amount of \$398,747.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY22 Audited Numbers	FY23 Annual Budget
<b>Revenues:</b>										
177,407	78,980	98,427	Local Sources	11,245,450	11,185,080	60,369	0.54%	10,531,939	10,863,543	11,372,321
804,297	785,776	18,520	ICCB Credit Hour Grant	5,113,969	4,714,658	399,311	8.47%	4,242,368	4,695,485	5,238,509
544,608	544,608	-	ICCB Equalization Grant	5,446,083	5,446,083	(0)	0.00%	5,245,148	6,255,650	6,535,300
35,515	39,792	(4,277)	Other State Sources	947,679	1,003,801	(56,122)	-5.99%	909,747	1,001,827	1,201,680
1,567	(1,550)	3,118	Tuition	7,390,705	6,000,611	1,390,094	23.17%	7,651,007	7,634,828	6,000,121
34,127	88,222	(54,095)	Fees	3,663,606	3,717,648	(54,042)	-1.45%	3,446,321	3,459,045	5,551,040
121,483	131,287	(9,804)	Other Revenue	1,592,458	965,624	626,834	64.91%	1,183,787	3,439,821	1,034,153
-	-	-	Gift in Kind	14,750	-	14,750	0.00%	43,960	140,237	-
<b>1,719,005</b>	<b>1,667,115</b>	<b>51,890</b>	<b>Total Revenues</b>	<b>35,414,700</b>	<b>33,033,506</b>	<b>2,381,194</b>	<b>1</b>	<b>33,254,271</b>	<b>37,489,871</b>	<b>36,933,124</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
1,447,290	1,425,256	(22,034)	Salary and Wages	10,015,077	10,608,440	593,363	5.59%	8,799,398	9,997,327	13,028,296
265,533	264,204	(1,328)	Employee Benefits	1,763,316	1,820,064	56,748	3.12%	1,637,282	2,051,378	2,188,558
71,744	43,460	(28,284)	Contractual Services	349,534	425,250	75,716	17.80%	284,790	407,858	426,050
17,762	18,588	826	General Materials and Supplies	466,755	551,560	84,805	15.38%	409,964	507,828	578,994
11,645	11,240	(405)	Travel and Meeting Expenses	54,664	109,552	54,888	50.10%	18,764	28,893	142,462
15,239	1,000	(14,239)	Fixed Charges	47,717	56,250	8,533	15.17%	36,248	55,290	56,375
(481)	10,100	10,581	Capital Outlay	6,112	28,728	22,616	78.72%	62,057	107,718	28,828
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	14,750	-	(14,750)	0.00%	43,960	-	-
<b>1,828,733</b>	<b>1,773,848</b>	<b>(54,885)</b>	<b>Total Instructional</b>	<b>12,717,926</b>	<b>13,599,844</b>	<b>881,918</b>	<b>6.48%</b>	<b>11,292,463</b>	<b>13,156,291</b>	<b>16,449,563</b>
<b>Academic Support</b>										
76,225	65,458	(10,767)	Salary and Wages	540,535	430,922	(109,613)	-25.44%	319,481	372,622	216,254
16,522	20,797	4,275	Employee Benefits	109,491	144,386	34,896	24.17%	60,587	74,099	63,897
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
9,811	3,008	(6,803)	General Materials and Supplies	197,340	209,783	12,443	5.93%	192,554	203,048	209,650
7,667	3,950	(3,717)	Travel and Meeting Expenses	14,351	37,406	23,055	61.64%	7,797	10,746	11,100
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>110,224</b>	<b>93,213</b>	<b>(17,012)</b>	<b>Total Academic Support</b>	<b>861,716</b>	<b>822,497</b>	<b>(39,219)</b>	<b>-4.77%</b>	<b>580,418</b>	<b>660,514</b>	<b>500,901</b>
<b>Student Services</b>										
210,068	179,849	(30,219)	Salary and Wages	1,527,985	1,662,346	134,361	8.08%	1,325,993	1,617,025	1,892,481
55,238	49,692	(5,546)	Employee Benefits	403,547	477,379	73,832	15.47%	344,597	438,935	574,909
-	2,500	2,500	Contractual Services	11,743	12,040	297	2.46%	10,372	20,492	12,040
1,644	9,304	7,661	General Materials and Supplies	56,141	123,598	67,457	54.58%	52,201	96,942	129,821
7,786	1,200	(6,586)	Travel and Meeting Expenses	44,297	66,950	22,653	33.84%	15,851	50,833	83,565
-	-	-	Fixed Charges	-	-	-	0.00%	80,409	80,409	-
6,850	7,500	650	Other Expenditures	14,350	15,000	650	0.00%	14,100	14,100	15,000
<b>281,585</b>	<b>250,045</b>	<b>(31,541)</b>	<b>Total Student Services</b>	<b>2,058,064</b>	<b>2,357,312</b>	<b>299,248</b>	<b>12.69%</b>	<b>1,843,523</b>	<b>2,318,735</b>	<b>2,707,816</b>
<b>Public Service/Cont Ed</b>										
51,330	44,109	(7,221)	Salary and Wages	364,792	449,436	84,643	18.83%	248,490	323,117	493,346
8,532	5,668	(2,864)	Employee Benefits	60,035	51,534	(8,500)	-16.49%	47,541	61,706	62,870
3,303	2,500	(803)	Contractual Services	93,640	48,775	(44,865)	-91.98%	55,387	56,796	59,400
(1,687)	7,658	9,345	General Materials and Supplies	55,109	95,331	40,222	42.19%	54,237	57,486	125,645
750	1,123	374	Travel and Meeting Expenses	9,692	11,782	2,090	17.74%	1,979	4,135	15,953
11,111	8,908	(2,204)	Fixed Charges	89,066	89,176	110	0.12%	85,360	105,125	106,271
-	-	-	Capital Outlay	-	-	-	0.00%	115,000	115,000	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
<b>73,339</b>	<b>69,965</b>	<b>(3,374)</b>	<b>Total Public Service/ Cont Ed</b>	<b>672,334</b>	<b>746,034</b>	<b>73,700</b>	<b>9.88%</b>	<b>607,994</b>	<b>723,363</b>	<b>863,485</b>
<b>Operations &amp; Maintenance</b>										
117,886	42,186	(75,699)	Salary and Wages	881,289	892,871	11,582	1.30%	729,692	931,217	1,041,986
45,146	46,884	1,739	Employee Benefits	299,694	335,523	35,829	10.68%	262,531	334,730	376,366
28,987	66,923	37,935	Contractual Services	241,274	268,050	27,776	10.32%	186,519	237,194	269,170
13,732	56,250	42,518	General Materials and Supplies	246,234	250,500	4,266	1.70%	170,601	198,989	250,500
-	-	-	Travel and Meeting Expenses	321	1,150	829	72.13%	51	199	1,150
1,100	750	(350)	Fixed Charges	18,774	12,500	(6,274)	-50.19%	8,250	103,277	104,000
89,374	125,283	35,910	Utilities	908,466	1,252,833	344,367	27.49%	821,865	1,058,060	1,503,400
-	-	-	Capital Outlay	4,396	25,000	20,604	82.42%	-	10,800	25,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	-
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	-
<b>296,224</b>	<b>338,276</b>	<b>42,052</b>	<b>Total Operation and Maint</b>	<b>2,600,446</b>	<b>3,039,427</b>	<b>438,981</b>	<b>2</b>	<b>2,179,509</b>	<b>2,874,466</b>	<b>3,571,572</b>
<b>Institutional Support</b>										
432,750	371,996	(60,754)	Salary and Wages	2,704,416	2,906,805	202,389	6.96%	2,436,597	3,519,884	3,533,791
135,431	108,743	(26,688)	Employee Benefits	931,630	815,761	(115,870)	-14.20%	1,125,711	1,313,188	824,367
77,386	93,056	15,670	Contractual Services	1,073,349	2,096,901	1,023,552	48.81%	433,241	649,571	2,094,460
39,811	40,852	1,042	General Materials and Supplies	1,420,297	1,420,468	171	0.01%	1,423,204	1,548,250	1,863,491
18,892	19,200	308	Travel and Meeting Expenses	113,374	143,450	30,076	20.97%	38,127	67,321	382,917
478	3,250	2,772	Fixed Charges	195,442	218,500	23,058	10.55%	202,746	205,246	220,000
-	-	-	Capital Outlay	45,178	18,900	(26,278)	-139.03%	74,772	111,338	18,900
12,426	4,150	(8,276)	Contingency Funds	562,085	759,093	197,008	25.95%	376,012	563,005	1,126,330
-	-	-	Other	272,039	726,627	454,588	62.56%	563,382	563,382	119,075
40	-	(40)	Strategic Initiatives	14,986	400,000	385,014	96.25%	297,501	307,891	-
10,807	-	(10,807)	One Time Budget Requests	796,470	-	(796,470)	0.00%	74,648	1,297,959	-
<b>728,021</b>	<b>641,248</b>	<b>(86,774)</b>	<b>Total Institutional Support</b>	<b>8,129,264</b>	<b>9,506,504</b>	<b>1,377,239</b>	<b>1</b>	<b>7,045,941</b>	<b>10,147,034</b>	<b>10,183,331</b>
512	-	(512)	Scholarships, grants, waivers	559,313	160,566	(398,747)	-248.34%	645,961	682,256	1,228,566
<b>3,318,639</b>	<b>3,166,595</b>	<b>(152,044)</b>	<b>Total Expenditures</b>	<b>27,599,063</b>	<b>30,232,185</b>	<b>2,633,122</b>	<b>8.71%</b>	<b>24,195,809</b>	<b>30,562,660</b>	<b>35,505,234</b>
<b>(1,599,634)</b>	<b>(1,499,480)</b>	<b>(100,154)</b>	<b>Revenue Less Expenditures</b>	<b>7,815,637</b>	<b>2,801,321</b>	<b>5,014,316</b>	<b>1</b>	<b>9,058,462</b>	<b>6,927,211</b>	<b>1,427,890</b>
-	-	-	<b>Transfers Out:</b>	-	-	-	0.00%	-	1,521,178	1,427,890
<b>(1,599,634)</b>	<b>(1,499,480)</b>	<b>(100,154)</b>	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>7,815,637</b>	<b>2,801,321</b>	<b>5,014,316</b>	<b>1</b>	<b>9,058,462</b>	<b>5,406,033</b>	<b>-</b>
<b>1,719,005</b>	<b>1,667,115</b>	<b>51,890</b>		<b>35,414,700</b>	<b>33,033,506</b>	<b>2,381,194</b>				
<b>3,318,639</b>	<b>3,166,595</b>	<b>(152,044)</b>		<b>27,599,063</b>	<b>30,232,185</b>	<b>2,633,122</b>				
<b>(1,599,634)</b>	<b>(1,499,480)</b>	<b>(100,154)</b>		<b>7,815,637</b>	<b>2,801,321</b>	<b>5,014,316</b>				

<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
2,335,548.56	2,128,853.47	(206,695.09)	Salary and Wages	16,034,094.41	16,950,818.87	916,724.46
526,400.67	495,987.84	(30,412.83)	Employee Benefits	3,567,712.64	3,644,647.59	76,934.95
181,420.52	208,438.45	27,017.93	Contractual Services	1,769,540.37	2,852,015.57	1,082,475.20
81,072.58	135,661.27	54,588.69	General Materials and Supplies	2,441,875.23	2,651,239.98	209,364.75
46,739.15	36,713.06	(10,026.09)	Travel and Meeting Expenses	236,698.24	370,289.77	133,591.53
27,929.13	13,907.50	(14,021.63)	Fixed Charges	350,998.93	376,426.00	25,427.07
89,373.83	125,283.33	35,909.50	Utilities	908,465.96	1,252,833.33	344,367.37
(480.61)	10,100.00	10,580.61	Capital Outlay	55,685.48	72,627.99	16,942.51
12,425.69	4,150.00	(8,275.69)	Contingency Funds	562,084.62	759,093.00	197,008.38
17,697.18	7,500.00	(10,197.18)	Other Expenditures	1,112,594.87	1,141,626.86	29,031.99
512.08	-	(512.08)	Scholarships Grants and Waivers	559,312.54	160,566.00	(398,746.54)
3,318,638.78	3,166,594.92	(152,043.86)	Total	27,599,063.29	30,232,184.96	2,633,121.67

## Lake Land College

### FY2023 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2023 Budgeted</b>	<b>FY23 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$10,015,077	\$10,608,440	\$593,363	\$13,028,296	\$12,018,093	\$13,028,296	\$1,010,203
Salary and Wages - Acad. Support	\$540,535	\$430,922	(\$109,613)	\$216,254	\$648,642	\$216,254	(\$432,388)
Salary and Wages - Stud. Svcs	\$1,527,985	\$1,662,346	\$134,361	\$1,892,481	\$1,833,582	\$1,892,481	\$58,899
Salary and Wages - Public Svc.	\$364,792	\$449,436	\$84,643	\$493,346	\$437,751	\$493,346	\$55,595
Salary and Wages - Maintenance	\$881,289	\$892,871	\$11,582	\$1,041,986	\$1,057,546	\$1,041,986	(\$15,560)
Salary and Wages - Inst. Support	\$2,704,416	\$2,906,805	\$202,389	\$3,533,791	\$3,245,299	\$3,533,791	\$288,492
<b>Total Salary and Wages</b>	<b>\$16,034,094</b>	<b>\$16,950,819</b>	<b>\$916,724</b>	<b>\$20,206,154</b>	<b>\$19,240,913</b>	<b>\$20,206,154</b>	<b>\$965,241</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2023 Budgeted</b>	<b>FY23 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$1,763,316	\$1,820,064	\$56,748	\$2,188,558	\$2,115,979	\$2,188,558	\$72,579
Employee Benefits - Acad. Support	\$109,491	\$144,386	\$34,896	\$63,897	\$131,389	\$63,897	(\$67,492)
Employee Benefits - Stud. Svcs	\$403,547	\$477,379	\$73,832	\$574,909	\$484,257	\$574,909	\$90,652
Employee Benefits - Public Svc.	\$60,035	\$51,534	(\$8,500)	\$62,870	\$72,042	\$62,870	(\$9,172)
Employee Benefits - Maintenance	\$299,694	\$335,523	\$35,829	\$376,366	\$359,633	\$376,366	\$16,733
Employee Benefits - Inst. Support	\$931,630	\$815,761	(\$115,870)	\$824,367	\$1,117,956	\$824,367	(\$293,589)
<b>Total Employee Benefits</b>	<b>\$3,567,713</b>	<b>\$3,644,648</b>	<b>\$76,935</b>	<b>\$4,090,967</b>	<b>\$4,281,255</b>	<b>\$4,090,967</b>	<b>(\$190,288)</b>



# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Dr. Valerie Lynch, Vice President for Student Services  
**DATE:** May 25, 2023  
**RE:** Final Approval of updates to 06.18.01, 06.16.01, and 07.01.02

---

The Academic Standards Committee reviewed the following board policies and presented proposed minor changes for first reading at the May 2023 board meeting. On behalf of the Academic Standards Committee, I respectfully request that the Board consider final approval of the proposed changes at the June 12, 2023 board meeting.

## **06.18.01 Credit through State Seal of Biliteracy**

Update needed to remove French and German from foreign languages taught at the College.

## **06.16.01 Credit for Military Service**

Update needed to reflect the correct number of hours of credit awarded for completion of military basic training.

## **07.01.02 Special Admission and Graduation Requirements**

Update needed to remove language about “pending approval from ICCB.”

I am happy to answer any questions that you or the Board may have, thank you!

06.18.01

### Credit through the Illinois State Seal of Biliteracy

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

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

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Adopted June 12, 2017

Revised

**06.16.01**

## **Credit for Military Experience**

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

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

1. Students must submit the Joint Services Transcript and a Transcript Evaluation Request to Admissions and Records.
2. The Joint Services Transcript will be evaluated to determine specific course credit applicable to the requirements of the student's certificate or degree program.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point average.
5. No tuition or fees will be charged for credit awarded.
6. Students should be aware that credit awarded for military experience may not be accepted by another college or university.

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



**Board Policy No. 06.16.01**

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

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Adopted June 11, 2018

[Revised](#)

Page 2 of 2

**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.<sup>1</sup> 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, they are 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 07.01.02**

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## Certificates

Fire Science Management ~~(pending final approval from the Illinois Community College Board)~~, Massage Therapy, Medical Assistant, Practical Nursing.

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<sup>1</sup> See Board Policies 02.03 and 07.24.

Adopted May 8, 2000  
Revised June 11, 2012  
Revised June 12, 2017  
Revised May 11, 2020  
Revised July 13, 2020  
[Revised](#)



# MEMO

**TO:** Board of Trustees

**FROM:** Dr. Josh Bullock, President

**DATE:** May 25, 2023

**RE:** Delegation of authority to the president to enter into contracts during FY 2024 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 2024 to provide or secure education services per Board Policies 10.01 and 02.03.

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0623-015

DATE: 6-12-23

## *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 12<sup>th</sup> day of June, 2023 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 12<sup>th</sup> day of June, 2023.

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 12<sup>th</sup> day of June, 2023.

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Secretary, Board of Trustees

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0623-016

DATE: 6-12-23

## *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 12<sup>th</sup> day of June, 2023 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 12<sup>th</sup> day of June, 2023.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature, this 12th day of June, 2023.

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Secretary, Board of Trustees



# MEMO

TO: Dr. Bullock, President  
FROM: Dustha Wahls, Director of Human Resources  
CC: Greg Nuxoll, Vice President for Business Services  
DATE: May 31, 2023  
RE: IPRF Safety Grant

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I would like to request that the Board of Trustees accept the IPRF Safety & Education Grant Award. This grant is provided by the Illinois Public Risk Fund, who administers our workers compensation program. This grant is for \$27,425 and is designed to ease the burden of safety-related expenses. This grant will cover products that are identified by IPRF Loss Control agents that will assist in reducing injuries or illness.



# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: June 5, 2023

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

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For Fiscal Year 2024, we are proposing a base salary adjustment for our full-time Administrative, Supervisory, and Support staff employees, excluding correctional centers, which helps address the College's strategic planning goal of becoming a preferred employer in our geographic area in terms of wages and benefits. It will also help to address the continued inflationary pressures affecting the purchasing power of wages across many areas of our daily expenditures.

Excluding those staff that are currently in planned retirement, I recommend that employees within these work groups receive a base salary increase of 5.00% plus \$1,500.

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.



# 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 23, 2023

RE: FY 2024 Proposed Salary Grade Schedule

---

Please find attached the proposed FY24 salary grade and range schedule recommendation for starting salaries for new full-time employees. This change is a 4.00% increase on the minimum starting salary over the FY23 schedule. This proposed schedule would be effective July 1, 2023.

# Lake Land College

## Administrative, Supervisory, Support Pay Ranges

07/01/23-06/30/24

Pay Ranges for Lake Land College						
Grade	Point	Point	Point	Minimum	Midpoint	Maximum
	Min	Mid	Max			
19	614	674	734	\$ 111,488	\$ 142,844	\$ 174,200
18	519	566	613	\$ 95,056	\$ 121,784	\$ 148,512
17	439	479	518	\$ 81,744	\$ 104,780	\$ 127,816
16	371	405	438	\$ 70,512	\$ 90,324	\$ 110,136
15	314	342	370	\$ 60,944	\$ 78,052	\$ 95,160
14	269	291	313	\$ 53,040	\$ 68,016	\$ 82,992
13	228	248	268	\$ 46,592	\$ 59,696	\$ 72,800
12	192	210	227	\$ 40,768	\$ 52,260	\$ 63,752
11	161	176	191	\$ 36,712	\$ 47,008	\$ 57,304
10	135	148	160	\$ 33,280	\$ 42,640	\$ 52,000
9	114	124	134	\$ 30,368	\$ 38,896	\$ 47,424

To be Approved by the Board of Trustees on June 12, 2023



# 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: June 7, 2023

RE: FY 2024 Part-Time Rates and Stipends

---

Please find attached the proposed FY 2024 Part-Time Rates and Stipends for your consideration. Due to the minimum wage increase that will go into effect January 1, 2024, our proposed part-time rates will be in effect July 1, 2023 through December 31, 2023, 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. It is respectfully requested the Board approve the proposed stipends for FY 2024 and part-time rates for the period July 1, 2023 through December 31, 2023.

Lake Land College  
FY24 Part-time Positions

Student Positions			
Position ID	Position Title	Department	FY24
APR1700-PT-STD	Lab Student Assistant	Math & Science	\$ 13.00
Various	College – Work Study	Various	\$ 13.00
SPR4200-PT-COU	Counseling Clerical Worker	Counseling	\$ 13.00
APR1412-PT-DHS	Dental Hygiene Clinic Student Assistant	Dental	\$ 13.00
APR1500-PT-ISW	IDOT QC/QA Student Assistant	IDOT	\$ 13.00
SPR4120-PT-ISA	International Studies Ambassador	International Studies	\$ 13.00
SPR4120-PT-ISP	International Studies Program Assistant	International Studies	\$ 13.00
Various	Interns	Various	\$ 13.00
SPR4009-PT-LMT	Laker Mallard Mascot	MPR	\$ 13.00
SPR4840-PT-NPE	Newspaper Editor	Student Life	\$ 13.00
Various	Perkins Student Workers	Various	\$ 13.00
SPR4210-PT-NOT	Special Needs Note Taker	Counseling	\$ 13.00
SPR4200-PT-SAS	Student Assistant Specialist/Career Services/Counseling	Career Services/Counseling	\$ 13.00
SPG4230-PT-TSS	TRIO Destination College Student Specialist	TRIO Destination College	\$ 13.00

Temporary Positions			
Position ID	Position Title	Department	FY 24
SPR4100-PT-ASA	Admissions & Records Commencement Asst	Admissions	\$ 13.00
SPR4700-PT-ATR	Athletic Trainer Substitute	Athletics	\$ 25.00
BPR8700-PT-RWK	Bookstore Rush Worker	Bookstore	\$ 13.00
APR1300-PT-CPR	Curriculum Consultant	Academic Services	\$ 15.00
APR1200-PT-CRC	Court Reporter Consultant	Business	\$ 15.00
SPR4000-PT-SAP	Special Assistant to the President	President's Office	\$ 35.00



Grant Positions			
Position ID	Position Title	Department	FY 24
APG1418-PT-AHC	Allied Health Coach	Allied Health	\$ 19.50
APG1316-PT-CLA	Childcare Lab Assistant	Social Science	\$ 15.00
APG1316-PT-STI	Early Childhood Student Intern	Social Science	\$ 13.00
PPG3625-PT-FGN	Focus Group Notetaker	President's Office	\$ 13.00
PPG3625-PT-FGT	Focus Group Transcription	President's Office	\$ 13.00
APG1414-PT-ITN	Industry Tutor	Allied Health	\$ 35.00
APG1418-PT-SSP	Path Grant Support Service Provider	Allied Health	\$ 19.50
APG1418-PT-PAT	Student Path Recipient	Allied Health	\$ 13.00
APR1000-PT-SAP	Special Assistant to the VPAS	Academic Services	\$ 32.00

Classified Positions - (Non Students)			
Position ID	Position Title	Department	FY 24
BPR8100-PT-CLK	Accounting Assistant	Accounting	\$ 15.00
SPR4100-PT-CLK	Admissions & Records Data Entry As	Admissions	\$ 15.00
APR3001-PT-AAM	Administrative Assistant Marshall Ext Ctr	Workforce	\$ 15.00
APR3001-PT-AAP	Administrative Assistant Pana Ext Center	Workforce	\$ 15.00
SPG3500-PT-CSS	Career Services Specialist	Career Services	\$ 15.00
DPR6010-PT-CAS	College Advancement Representative	Foundation	\$ 15.00
APR1210-PT-REC	Cosmetology Receptionist	Cosmetology	\$ 15.00
SPR4400-PT-FAR	Financial Aid Representative	Financial Aid	\$ 15.00
SPR4795-PT-FCS	Fitness Center Specialist	Fitness Center	\$ 15.00
BPR8300-PT-CLK	Human Resources Assistant	Human Resources	\$ 15.00
APR1510-PT-LAS	IDOT QMTP Lab Assistant	Technology	\$ 15.00
BPR7120-PT-CUS	Part-Time Custodian	Physical Plant	\$ 14.95
APR2200-PT-CLK	Library Assistant	Library	\$ 15.00
APR2200-PT-LAS	Library Assistant – Technical Services	Library	\$ 15.00
BPR7200-PT-MRA	Mailroom Assistant	Mailroom	\$ 15.00

APR1500-PT-SEC	Office Assistant - Vo Tech	Technology	\$ 15.00
APR1409-PT-PTA	Office Assistant to Allied Health Programs	Allied Health	\$ 15.00
BPR7130-PT-GRN	Part-Time Groundskeeper	Physical Plant	\$ 15.00
APG3620-PT-AST	Pathways Classroom Assistant	Alternative Education	\$ 15.00
BPR7110-PT-PPA	Physical Plant Assistant	Physical Plant	\$ 15.00
BPR8720-PT-PSA	Print Shop Technician Assistant	Print Shop	\$ 15.00
SPR4140-PT-TPR	Test Proctor (campus)	Learning Center	\$ 15.00
APR2102-PT-KTP	Test Proctor (Kluthe)	Learning Center	\$ 15.00
SPG4220-PT-SEQ	TRIO SSS Enrollment Assistant	TRIO SSS	\$ 15.00
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.00
SPG3500-PT-TSC	Tutor-Carl Perkins	Learning Center	\$ 15.00
SPR4210-PT-TDS	Tutor-Disability Services	Learning Center	\$ 15.00
SPR4140-PT-TSL	Tutor - Student Learning Asst Center	Learning Center	\$ 15.00
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.00

**Athletic Department Positions**

Position ID	Position Title	Department	FY 24
SPR4730-PT-ABS	Baseball - Ast Coach	Athletics	\$ 15.00
SPR4700-PT-SCR	Basketball Scorekeeper/Timer	Athletics	\$ 15.00
SPR4850-PT-DIR	Director of Intramurals	Athletics	\$ 15.00
SPR4780-PT-CDT	Head Cheer Coach	Athletics	\$ 15.00
various	Head Coach	Athletics	\$ 15.00
SPR4850-PT-IOF	Intramural Official	Athletics	\$ 15.00
N/A	Officials/Umpires - paid by AP	Athletics	NJCAA
SPR4710-PT-MBA	Men's Basketball - Ast Coach	Athletics	\$ 15.00
SPR4740-PT-ASC	Softball - Ast Coach	Athletics	\$ 15.00
SPR4770-PT-VBA	Volleyball - Ast Coach	Athletics	\$ 15.00
SPR4720-PT-WBC	Women's Basketball - Ast Coach	Athletics	\$ 15.00

**Technical Positions**

Position ID	Position Title	Department	FY 24
BPR8200-PT-IAV	Digital Media Specialist	ISS	\$ 15.00
APR1606-PT-BEN	Broadcast Engineer	Humanities	\$ 15.00
BPR7110-PT-ETE	Engineering Technician	Physical Plant	\$ 15.00
BPR8720-PT-GDP	Graphic Designer – Pre-Flighter	Print Shop	\$ 15.00
BPR8200-PT-MSS	Technical Support Assistant	ISS	\$ 15.00
BPR8200-PT-TSA	Technical Support - Assistant - Info Security	ISS	\$ 15.00
BPR8200-PT-MST	ISS Technical Support Assistant	ISS	\$ 15.00
APR1500-PT-GET	Technology General Equipment Tech.	Technology	\$ 15.00
<b>Professional (non-teaching)</b>			
Position ID	Position Title	Department	FY 24
SPR4100-PT-ASP	Admissions Services Specialist	Admissions	\$ 19.50
APG3601-PT-AET	Adult Education Transition Specialist	Adult Education	\$ 19.50
SPR4009-PT-MCS	Communication Specialist	Marketing	\$ 19.50
SPR4200-PT-CSS	Counseling Services Specialist	Counseling	\$ 19.50
BPR8720-PT-CDT	Creative Design Training Coordinator	Print Shop	\$ 19.50
APR2101-PT-DCA	Dual Credit Program Assistant	Academics	\$ 19.50
APR1302-PT-EDS	Education Specialist	Soc Science & Educ.	\$ 19.50
BPR7110-PT-EDT	Engineering & Drafting Specialist	Physical Plant	\$ 19.50
SPR4400-PT-FAO	Financial Aid Outreach Coordinator	Financial Aid	\$ 19.50
APR1300-PT-HSS	Human Services Clinical Supervisor	Soc Science & Educ.	\$ 19.50
APR1700-PT-TLS	Laboratory Supervisor	Math & Science	\$ 19.50
PPR7700-PT-POF	Part-time Police Officer	Police	\$ 19.50
SPG4230-PT-OUT	Student Success Coach Trio DC	Trio Destination College	\$ 19.50
SPG4230-PT-TSB	TRIO Tutor (Bachelor)	Trio Destination College	\$ 19.50
SPR4210-PT-TBC	Tutor - Bachelor's Disability Services	Learning Center	\$ 19.50
SPR4140-PT-STB	Tutor- Bachelor Degree	Learning Center	\$ 19.50
SPG3500-PT-TT2	Tutor-Bachelor Carl Perkins	Learning Center	\$ 19.50

Instructional Positions (Higher Level of Education or Specialization)			
Position ID	Position Title	Department	FY 24
APG3600-PT-GED	Adult Education Instructor	Adult Education	\$ 26.00
APG3600-PT-WIN	Adult Education Welding Instructor	Adult Education	\$ 26.00
APR1414-AF-CLN	Allied Health ADN Clinical Instructor	Allied Health	\$ 35.00
APR1404-AF-CLN	Allied Health BNA Clinical Instructor	Allied Health	\$ 35.00
APR1412-AF-CLN	Allied Health DEN Clinical Instructor	Allied Health	\$ 26.00
APR1403-AF-CLN	Allied Health LPN Clinical Instructor	Allied Health	\$ 35.00
APR1409-AF-CLN	Allied Health PTA Clinical Instructor	Allied Health	\$ 26.00
APG3604-AF-CLN	BNA Clinical Instructor Adult Education	Adult Education	\$ 26.00
APR1412-AF-CDE	Clinical Dentist	Dental	\$ 75.00
APR1210-PT-CLN	Cosmetology Clinical Instructor	Cosmetology	\$ 26.00
APG3500-PT-DEC	Dental Hygiene Enhancement Coach	Dental	\$ 26.00
APR1412-PT-ELI	Enhanced Lab Instructor – Dental Hygiene	Dental	\$ 26.00
APR1511-PT-IQS	IDOT Quality Mgmt Training Prog Sp.	IDOT	\$ 70.00
APR1600-PT-IEL	IEL Instructor	Humanities	\$ 26.00
PPR4005-PT-QWC	Grants Writer & Coordinator	Institutional Research	\$ 26.00
APG3620-PT-PSI	Pathways Substitute Instructor	Alternative Education	\$ 26.00
SPR4210-PT-ITP	Sign Language Interpreter	Counseling	Varies per Deaf Blind Inst

Center for Business & Industry Positions			
Position ID	Position Title	Department	FY 24
APR3300-PT-CLI	CBI Leadership Instructor	Center for Business and Industry	Market
APR3300-PT-CON	CBI Trainer	Center for Business and Industry	Market
APR3300-PT-CBI	Center for Business and Industry Instructor	Center for Business and Industry	Market
APR3360-PT-CDT	Commercial Driver Training Instructor	Center for Business and Industry	\$ 18.00
WPT3300-PT-CPR	IDOC CPR Instructor	Center for Business and Industry	\$ 46.25
APR3300-PT-TTS	Technical Training Specialist	Center for Business and Industry	Market

APR3300-PT-TWS	Technical Writer for CBI	Center for Business and Industry	Market
APR3300-PT-DUI	Traffic Safety Instructor – DUI	Center for Business and Industry	\$ 33.66
APR3300-PT-TFS	Traffic Safety Instructor	Center for Business and Industry	\$ 28.45
APR3300-PT-RED	Traffic Safety Instructor –Remedial	Center for Business and Industry	\$ 29.51

AY 24 Adjunct Wage Scale:

Period of Time	Amount	Hourly Sub-rate
0-7 Semesters	\$735	\$45.94
8-15 Semesters	\$750	\$46.88
16+ Semesters	\$765	\$47.81
Pro-rated sections:	(# students/minimum seat count) * ECH of course at adjunct rate	

Full-Time Faculty Sub-rate:  $\$900/16 \text{ weeks} = \$56.25 \text{ per hour}$

## Faculty Stipends (start of the beginning of the Academic Year or as noted):

Position	Amount
Chair of Counseling/Director of Library Resource Center	\$6,500 base; annual increase consistent with % increase for full-time appointment
Director of Physical Therapy Program (current employee grandfathered)	\$23,049
Division Chairs: a) Contract Salary & Instructional Load Limit = 15 ECH b) DC Stipend equivalent to 26 ECH paid at overload over 12 months c) Additional compensation on adjuncts of 0-5 = \$0, 6-9 = \$1,000, 10-19 = \$1,500, 20-29 = \$2,000, 30-39+ = \$2,500 d) Summer Term = 1/36 for 8 ECH	
Faculty Accreditation Coordinator	\$7,500
Farm Equipment Mechanic	\$2,000
Farm Manager	4 ECH for 60 acres, .07 ECH for each additional acre
Facilitators: Education Program, Health & Human Services, and Internship	1.50 ECH Fall
	1.50 ECH Spring
Honors Advisor – <i>paid as a stipend</i>	2 ECH Fall
	2 ECH Spring
	2 ECH Summer
Human Anatomy/Physiology Preparation (per cadaver)	\$3,589
Program Directors (11 months): Associate Degree Nursing (ADN) Basic Nursing Assistant (BNA) Broadcast Operations Cosmetology Court Reporting & Captioning Dental Hygiene Licensed Practical Nursing (LPN) Medical Assistant Physical Therapy Assistant & Massage Therapy ** IDOT QMTP (per IDOT Contract) 18ECH (Fall 14, Summer 4)	6 ECH fall 6 ECH spring 3 ECH summer
Navigate Implementation Lead	\$11,457 annual increase consistent with % increase for full-time appointment
Science Department Greenhouse	\$2,000
Transitional Math Liaison	2 ECH Fall
	2 ECH Spring
	1 ECH Summer
Transitional English Liaison	2 ECH Fall
	2 ECH Spring
	1 ECH Summer

FY 24 Staff Stipends (start of the beginning of the Fiscal Year or as noted):

Position	Amount
Department of Corrections/Juvenile Justice HR Administrator	\$400/site
Department of Juvenile Justice Contract Administrator	\$8,500
Dual Credit High School Coordinators	\$100/first 5 dual credit sections/semester. \$10 each subsequent dual credit section offered per semester.
Fresh Start – generally offered twice per year	\$100 - \$200 if eligible
Foundation Treasurer	\$4,000
ISS Applications Team Lead	\$7,500
ISS Infrastructure Team Lead	\$7,500

Athletic Stipend Formulas:

Position
Coaching Stipend Formula: (If paid in addition to full-time position) Head Coach Stipend: <ul style="list-style-type: none"> <li>a) \$6000.00 Base pay rate for all coaches for any sport and ag judging</li> <li>b) + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College.</li> <li>c) +\$100 per year for experience outside Lake Land College as college head or assistant coach or high school</li> <li>d) Annual pay increase based on % increase for full-time employees</li> </ul>
Cheer Coach / Assistant Coach Stipend (Part-time): <ul style="list-style-type: none"> <li>a) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College.</li> <li>b) Annual pay increase based on hourly rate increase for part-time employees</li> </ul>
Additional Head Coach Stipend: <ul style="list-style-type: none"> <li>a) \$800 Team Wins National Tournament</li> <li>b) \$500 Team to National Tournament (VB, MBB, WBB, SB, BB)</li> <li>c) \$500 60% wins (VB, MBB, WBB, SB, BB)</li> <li>d) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag)</li> <li>e) \$100 per All American (as selected by NJCAA or NJCLJCA)</li> <li>f) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year)</li> </ul>



f) \$100 per sophomore Academic All American (3.60 or higher cumulative GPA)



# MEMO

TO: Dr. Josh Bullock, President  
FROM: Greg Nuxoll, Vice President for Business Services  
CC:  
DATE: June 5, 2023  
RE: Part-Time Employee Hourly Wage Increases

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In being consistent with the overall increase for full-time employees, we are recommending a 5.0% increase for current part-time employees effective July 1, 2023, except for positions currently at the rate of \$13 per hour, the Illinois' minimum wage. The positions at the \$13 per hour will be adjusted to \$14 per hour as of 1/1/24 when the Illinois minimum wage increases.

I respectfully recommend the Board approve this wage increase for the part-time employees of the college, excluding those at the minimum wage of \$13 per hour or part-time correctional center staff.

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: May 24, 2023

RE: Update of Landscape Architect Fees

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At the November 2021 Board Meeting, the Board approved the hiring of Planning Design Studio of St. Louis, Missouri to serve as the College's landscape architect. As you are aware, the College has made the decision to embark on a multi-year landscape renovation and beautification plan with the initial emphasis on improving the look from Illinois Route 45.

In phase 1 of the multi-year project, Planning Design Studio will lead the College through landscape improvements to entrance 2 & 3 along with landscape enhancements along Illinois Route 45. The improvements and enhancements that will ultimately occur have already been reviewed and approved by the Board earlier this year via the approval of the Master Campus Landscaping Plan.

Planning Design Studio has estimated the landscaping architectural fees to be \$244,800 broken out as follows:

- |  |          |
|--|----------|
| • Pre-Design Services – Site Surveys                             | \$32,900 |
| • Design Services – Schematic Design                             | \$57,500 |
| • Design Services – Design Development                           | \$47,700 |
| • Design Services – Final Design & Construction Documents        | \$65,500 |
| • Bidding & Construction Services – Bidding                      | \$11,200 |
| • Bidding & Construction Services – Construction Period Services | \$30,000 |

The actual proposal from Planning Design Studio that includes attachment A with a rendering of phase 1 is included within your respective folders.

The College has been planning for these fees in our annual budget and we will use general funds to pay the landscape architectural fees.

I am seeking approval of landscaping architecture fees of \$244,800 from Planning Design Studio for landscape improvements to entrance 2 & 3 along with landscape enhancements along Illinois Route 45

## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

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*Client:* **Lake Land College** (also referred to as the Client)  
 Greg Nuxoll, CPA  
 Vice President of Business Services  
 5001 Lake Land Blvd.  
 Mattoon, IL 61938  
 Phone: (217) 234-5224

*Design Consultant:* **Planning Design Studio LLC** (also referred to as PDS)  
 2816 Sutton Blvd., Suite 1  
 St. Louis, Missouri 63143

*PDS Contact:* L. Andrew Franke, Principal  


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### **OBJECTIVES**

The objective of the professional services to be provided by Planning Design Studio LLC (herein referred to as PDS) to Lake Land College (hereinafter referred to as the Client) will be the preparation of Schematic Design thru Final Design Documents for bidding the construction of roadway and landscape improvements to Entrances 1, 2, 3 and Route 45 at Lake Land College as defined below. The services in this Agreement include the following task as defined in the Scope of Services below:

- Schematic Design
- Design Development
- Final Design
- Bidding Period Services
- Construction Period Services (CPS)

The roadway and improvements to Entrances 1, 2, 3 and Route 45 are as identified in the Master Plan and shown in **Attachment A**. The proposed Entrance 3 and the road connecting to Podesta Drive at Parking Lot F is also included in this project.

The Clients construction budget for the Project is approximately \$3,045,000.00.

### **I SCOPE OF SERVICES**

In order to achieve the above stated objectives, PDS will provide the following professional services to the Client.

#### **A. PRE-DESIGN SERVICES & STUDIES – SURVEY**

1. Land Surveying Services: PDS through its surveying and civil engineering subconsultant will prepare a site, boundary and topographic survey, that will include all existing man made and natural elements.

#### **B. SCHEMATIC DESIGN**

## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

**Lake Land College, Mattoon, Illinois**

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1. PDS will work with the project team in preparing the schematic design for the site and related elements of the roadway and improvements to Entrances 1, 3 and Route 45.
2. Participate in a virtual Schematic Phase kick-off with Design Team & Client.
  - (2) hour meeting, (2) PDS representatives.
  - Kick-off to be led and documented by prime consultant.
3. Set up base sheets/ title blocks and AutoCAD files.
4. Based on the master plan concept, prepare a Schematic Design Site Plan (at an appropriate scale) illustrating the form and configuration of the proposed improvements.
5. Preliminarily select key materials or material systems and prepare preliminary designs for key construction details.
6. Opinion of Probable Construction Costs for the proposed improvements, including a recommended contingency.
7. Deliverables for the Schematic Design Phase
  - Package and submit the Plan(s), Details, Cost Opinion comments, and other deliverables as appropriate comprising the Schematic Design Submittal to the Client for review and approval.
  - Drawings anticipated to be included with this submittal include:
    - Site Plan (showing landscape planting, site furnishing, and grading)
    - Sign Wall Elevations
    - Detail Sheets (2 sheets showing product cut sheets)
  - (2) hour on-Site presentation and site review, (2) PDS representatives. (Trip #1)

### **C. DESIGN DEVELOPMENT**

1. PDS will complete the design development phase for elements of the roadway and improvements to Entrances 1, 2, 3 and Route 45.
2. Participate in Design Development Phase Kick-Off virtual meeting with Design Team & Client, which will include a review of the client's comments on the Schematic Design Submittal.
  - Virtual (2) hour meeting, (2) PDS representatives.
  - Kick-Off to be led and documented by prime consultant.
3. Revise and refine the Schematic Design into Design Development Plans to define the location of the proposed improvements in relation to both the existing site features and the other proposed improvements.
4. Prepare the following drawings that include design detail sketches and precedent images illustrating the proposed forms, materials, colors, and textures of the proposed improvements, including:
  - Demolition Plan
  - Site Plans
  - Grading Plans (coordinate with Civil Engineer regarding roadway grading)
  - Planting Plans
  - Areas to be Irrigated Plan
  - Sign and Wall Elevations
  - Enlargement Plans of Sign Areas and Neal Hall Plaza
  - Lighting Plan
  - Detail Sheets (4 sheets)
5. Coordination regarding plans being prepared by the Civil Engineer subconsultant.
6. Prepare outline specifications for applicable areas of work.
7. Review updated the Opinion of Probable Construction Costs of the proposed improvements.
8. Presentation to Client
  - (2) hour virtual presentation, (2) PDS representatives.
9. Deliverables for the Design Development Phase

## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

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- Package and submit the Plan(s), Details, Cost Opinion, and other deliverables as appropriate comprising the Design Development Submittal to the Client for review and approval.
- Assumes (1) internal submission for landscape architect's & engineer's coordination and (1) final submission of document sheets, both in PDF format only.

### **D. FINAL DESIGN & CONSTRUCTION DOCUMENTS**

1. For the Construction Document phase, it is understood **the construction documents will be completed and bid in one lump sum bid package**. If multiple bid packages are required, additional fee via a modification to the Task Order may be necessary. PDS will complete the following tasks as part of the Construction Document phase.
2. Participate in an on-site Construction Document Phase Kick-Off with Design Team & Client. (Trip #2)
  - (2) hour on-site meeting, (2) PDS representatives.
  - Kick-Off to be led and documented by prime consultant.
3. Revise and refine the Design Development Design into Final Construction Documents that define the location of the proposed improvements in relation to both the existing site features and the other proposed improvements.
4. Prepare Construction Plans illustrating the proposed forms, materials, colors, and textures of the proposed improvements, including:
  - Demolition Plans
  - Site Plans
  - Grading Plans (coordinate with Civil Engineer regarding roadway grading)
  - Planting Plans
  - Areas to be Irrigated Plan
  - Sign and Wall Elevations
  - Enlargement Plans of Sign Areas and Neal Hall Plaza
  - Lighting and Electrical Plan
  - Detail Sheets (6 sheets showing product cut sheets)
5. Coordination regarding plans being prepared by the Civil Engineer subconsultant.
6. Finalize selections of key materials or material systems.
7. Prepare Technical Specifications for applicable areas of work.
8. Prepare Construction Details to describe the materials, spatial relationships, connections, and finishes suitable for constructing the proposed improvements.
9. Update the Opinion of Probable Construction Costs of the proposed improvements.
10. Participate in (1) virtual VE session as necessary – (2) hour meeting, (2) PDS representatives.
11. Deliverables for the Design Development Phase
  - Prepare documents suitable for review for compliance with applicable governmental requirements and assist the Client in the submission to governmental agencies.
  - Submittal to IDOT for review and approval. Fee includes two rounds of review w/ IDOT prior to final approval.
  - Review and address applicable comments received from agencies and revise documents for compliance as required. 1 round of review comments is included in this scope of work. Any additional rounds of review are required are additional fee via a modification to the Task Order may be necessary.
  - Compile and submit copies of the Construction Documents (electronic PDF format); hard printed copies shall be a Reimbursable Expense.
  - Assumes (1) interim submission (60-70% complete) for team coordination and review and (1) final (100%) submission of document sheets, both in PDF format only.

## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

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### **E. BIDDING PERIOD SERVICES**

1. Assist the client in preparation of the front end and contract bid procedure documents for the project and submit to the client for bidding.
2. Coordinate with the client the bid dates; pre-bid conference; and bid evaluation. Attend pre bid conference.
3. Answer questions during the bid period and assist the client in evaluating bids received. Provide the client with recommendations on the bids received.
4. Evaluate low bidder contractor and sub contractors for the project.
5. Deliverables for the Bidding Phase
  - Responses to questions received during bidding as addenda suitable for issuing to bidders.
  - Written recommendations regarding bids received.

### **F. CONSTRUCTION PERIOD SERVICES**

1. General Administration
  - PDS shall be a representative of and shall advise and consult with the Client during the provision of the Construction Period Services. PDS shall have authority to act on behalf of the Client only to the extent provided in this Agreement unless otherwise modified by written amendment.
  - PDS shall review properly prepared, timely Request for Information (RFI) by the Contractor for additional information about the Contract Documents. A properly prepared RFI shall include a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested.
  - If deemed appropriate by PDS, PDS shall on the Client's behalf, prepare, reproduce and distribute supplemental Drawings and Specifications in response to requests for information by the Contractor.
  - Interpretations and decisions of PDS shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings.
  - The Client shall provide the services of a full time construction inspection person to give instruction to the general contractor(s) during the construction period.
2. Evaluation of the Work
  - PDS representatives shall visit the site at intervals appropriate to the stage of construction operations to: (1) become generally familiar with and to keep the Client informed about the progress and quality of the portion of the Work completed; (2) endeavor to guard the Client against defects and deficiencies in the Work; and (3) determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents. However, PDS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. PDS shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor and subcontractor's rights and responsibilities under the Contract Documents.
  - PDS shall report to the Client known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, PDS shall not be responsible for the Contractor or subcontractor's failure to perform the work in accordance with the requirements of the Contract Documents. PDS shall

## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

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be responsible for PDS' negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.

- PDS shall at all times have access to the work wherever it is in preparation or progress.
- PDS shall have authority to reject work that does not conform to the Contract Documents. Whenever PDS considers it necessary or advisable, PDS will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of PDS to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

### 3. Submittals

- PDS shall review and take appropriate action upon the Contractor's submittals of subcontractor Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. PDS' action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Client, Contractor or separate subcontractors; while allowing sufficient time in PDS' professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor or subcontractor as required by the Contract Documents. PDS' review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PDS, of any construction means, methods, techniques, sequences or procedures. PDS' approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- PDS, shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.
- If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the subcontractor by the Contract Documents, PDS shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor or a subcontractor shall bear such professional's written approval when submitted to PDS. PDS shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

### 4. Changes in the Work

- PDS shall assist the Contractor in the preparation and/or review of Change Orders and Construction Change Directives for the Client's approval and execution in accordance with the Contract Documents. PDS may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract time which are consistent with the intent of the Contract Documents. If necessary, PDS shall prepare, reproduce and distribute to the Contractor, Drawings and Specifications to describe Work to be added, deleted or modified.
- PDS shall review properly prepared, timely requests by the Client/Contractor for



## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

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changes in the work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit PDS to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications.

If PDS determines that requested changes in the work are not materially different from the requirements of the Contract Documents, PDS may issue an order for a minor change in the Work or recommend to the Client/Contractor that the requested change be denied.

- If PDS determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, PDS shall make a recommendation to the Client/Contractor, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, PDS shall estimate the additional cost and time that might result from such change, including any additional costs attributable to a Change in Services of PDS. With the Client's approval, PDS shall incorporate those estimates in a Change order or other appropriate documentation for the Client's/Contractor's execution or negotiation with a subcontractor Contractor.
5. Project Completion
- PDS shall conduct periodic inspections to assist the Contractor in determining the date or dates of Substantial Completion and the date of final completion. PDS shall assist the Client/Contractor in requiring the contractor to forward to the Client, for the Client's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor. PDS shall review a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents. PDS' inspection shall be conducted with the Client/Contractor to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the subcontractors of Work to be completed or corrected.

## II. SCHEDULE

PDS will commence work on the Project within ten days of receipt of signed Task Order and notice to proceed issued by the Client. Completion and submittal dates will be coordinated with the Client and generally completed within the following schedule:

- A. Pre-Design Services – Survey: The survey for the project will be completed in 30 calendar days from Notice to Proceed.
- B. Schematic Design: Schematic Design for the project will be completed 60 days after receipt of the survey.
- C. Design Development: Design Development for the project will be completed 60 days after receipt of Schematic Design comments from the client.
- D. Final Design & Construction Documents: Final Design & Construction Documents for the project will be completed 90 days after receipt of Design Development comments from the client.
- E. Bidding Period Services: Bidding period services will be provided on an as needed basis during the bidding of the project.
- F. Construction Period Services: Construction period services will be provided on an as needed basis during the construction of the project.

## **Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

---

G. Note: The above schedule does NOT include review time by Authorities Having Jurisdiction.

### **III EXCLUSIONS AND CLARIFICATIONS**

The following professional services are not included as a part of the Scope of Services.

1. Purchasing or obtaining development, construction, regulatory or building permits.
2. Detailed traffic studies requiring traffic counts or computer modeling.
3. Grant application for funding.
4. Printing of bid documents.

### **IV TO BE PROVIDED BY THE CLIENT**

1. A contact person to issue instructions and authorizations to PDS.
2. All necessary information and data for PDS to carry out the tasks contained in the scope of services.
3. Payment of all development/agency/permit fees.
4. All advertising for bid solicitation and bid set printing costs.
5. A full-time construction inspection person to give instruction to the general contractor(s) during the construction period.

### **V COMPENSATION**

The Client will compensate PDS for the provision of the professional services described above, on a lump sum fee basis in the amounts listed below:

#### Pre-Design Services

- |                                     |          |
|-------------------------------------|----------|
| 1. Site Surveys and ROW Plats ..... | \$32,900 |
|-------------------------------------|----------|

#### Design Services

- |  |          |
|--|----------|
| 2. Schematic Design .....                      | \$57,500 |
| 3. Design Development .....                    | \$47,700 |
| 4. Final Design & Construction Documents ..... | \$65,500 |

#### Bidding & Construction Period Services

- |                                       |          |
|---------------------------------------|----------|
| 5. Bidding .....                      | \$11,200 |
| 6. Construction Period Services ..... | \$30,000 |

The fees above represent labor, overhead and profit. Payment for other direct costs of any additional items approved and requested in writing by Client will be paid for as a reimbursable.

In addition to the fee amount above, the following items will be billed to the Client as reimbursable cost, with a not to exceed maximum reimbursable costs of \$1,800). The total fee and reimbursable costs may only be increased upon written authorization by the Client.

Payment shall be made monthly upon submission of a proper invoice in an amount equal to the percent of services completed in the preceding month and reimbursable expenses incurred. All invoices shall be due and payable within thirty (30) calendar days.

**Task Order #23-01 Design for Landscape Improvement to Entrances 1, 2, 3 and Route 45**

*Lake Land College, Mattoon, Illinois*

---

**VI TERMS & CONDITIONS**

See Attachment "A" to this Agreement.

**VII. ACCEPTANCE**

The following authorized representatives of the Client and Planning Design Studio, hereby execute this Professional Services Agreement and accept the terms and conditions herein.

**Planning Design Studio LLC**

**Client**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
L. Andrew Franke

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Title

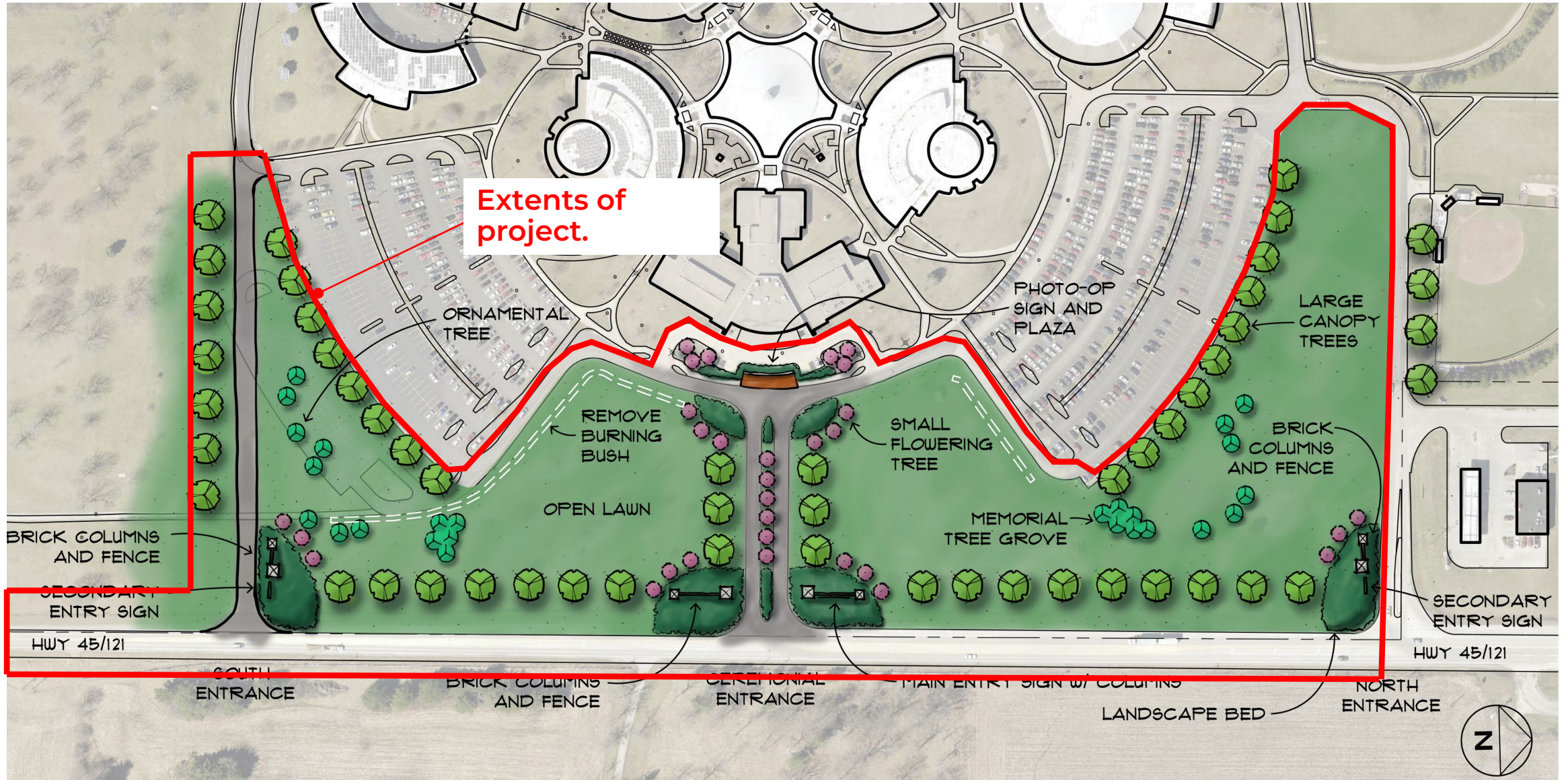
\_\_\_\_\_  
Title

\_\_\_\_\_  
May 24, 2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Attachment A





# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: May 24, 2023

RE: Approval of Architect Fees for Remodel of the Effingham Technology Center

---

On April 27, 2023, the College officially closed on the acquisition of the Patterson Building in Effingham, IL. Upon the announcement of the acquisition, the College will refer to the Patterson Building as the Lake Land College Effingham Technology Center (LLC-ETC).

The College plans to move the current operations at the Kluthe Building in Effingham, IL to the LLC-ETC along with housing all future Effingham Regional Career Academy (ERCA) operations.

The College would like to engage its retained architect Bailey Edward of Champaign, IL to help the College consult and meet with existing College Faculty and stakeholders to gather their thoughts and needs for the renovation of the LLC-ETC building to suit their specific needs. The College and Bailey Edward plan to meet with as many as 14 separate parties associated with the College over the course of this summer and early fall to garner their input. Once the input is received, summarized and reviewed by Bailey and the College, Bailey Edward will start the creation of formal architectural plans to renovate the ETC building.

Bailey Edward estimates their fees to be \$171,100 to conduct and consult for these programming meetings. Please note that these fees should not be confused with upcoming architectural fees associated with the actual renovation of the LLC-ETC building.

The College will use bond funds targeted for the LLC-ETC acquisition to pay for the architectural fees.

I am seeking approval of architecture fees of \$171,100 from Bailey Edward for programming and consultation on the renovation plans for the ETC building.



t 312.440.2300  
f 312.440.2303  
www.baileyedward.com

35 East Wacker Dr  
Suite 2800  
Chicago, IL  
60601-2308

Greg Nuxoll, CPA  
Vice President for Business Services  
**Lake Land Master Plan**  
5001 Lake Land Blvd.  
Mattoon, IL 61938  
Phone: 217.234.5224  
e-mail: gnuxoll1@lakelandcollege.edu

Date: 5/1/2023  
RE: **Lake Land College - Effingham Tech Center, Programming and Test Fits**

Dear Mr. Nuxoll,  
The following constitutes Bailey Edward's proposal for Professional Services on the above referenced project.

### **Project Understanding**

#### 1. Overview:

The services provided will consist of program development and test fits for converting LLC's new building at 1201 Althoff Drive, Effingham, IL, into a Technology Center. The Technology Center is envisioned to house the Career Academy departments, relocate existing academic facilities located at the Kluthe Center, and provide additional facilities required for LLC's regional academic needs. The project methodology will be determined in cooperation with a Core Committee established by LLC that would oversee decision making for the project. Test fits are expected to explore space utilization options as well as utilizing flexible partition systems to minimize impact of existing finishes and building systems.

#### I. **Programming** (up to 14 virtual meetings, and one site tour with LLC identified stakeholders)

- a. Kickoff and review meetings with the Core Committee
- b. Mission and Vision workshop with Career Academy Leadership
- c. Department meetings:
  - i. Nursing and Allied Health
  - ii. Physical and Massage Therapy
  - iii. General Education Faculty
  - iv. Student Services
  - v. Chemistry
  - vi. Maker Space and Virtualized Learning
  - vii. Career Academy: Technology
  - viii. Career Academy: Agriculture
  - ix. Career Academy: Health Care
  - x. Career Academy: Transportation
  - xi. Career Academy: Manufacturing
- d. Consolidated program development based on requests, prevailing standards, and the ability to share spaces between departments.



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35 East Wacker Dr  
Suite 2800  
Chicago, IL  
60601-2308

## II. Test Fits (up to three design options)

- a. Product research to identify flexible wall systems such those offered by DIRT systems.
- b. Develop up to four space type modules, e.g. classrooms, study areas, offices, or labs, to be utilized for test fits.
- c. Develop building systems strategies for each design approach, i.e. test fit.
- d. Prepare a schematic level Opinion of Probable Construction Cost for each test fit option
- e. Assist LLC with test fit comparison

2. Project Design Team: Karla Smalley, Principal  
Ellen Dickson, Senior Programmer  
Damon Wilson, Senior Designer and Programmer  
Pranav Seth, Project Manager  
Hanson Professional Services, MEP Engineering
3. Budget: TBD
4. Schedule: TBD (a minimum timeframe of six to eight months may be anticipated)
5. Documents Reviewed: Floor Plans and Appraisal for the building at 1201 Althoff Drive, Effingham, IL

### Professional Services:

#### BASIC SERVICES

Programming  
Test Fits  
Final Master Plan Report

#### Deliverables

8 1/2x11, 11x17 PDF Narratives, Schedules, Drawings and Diagrams, charts and graphs as required.

### Compensation

Based upon the Project Understanding and Professional Services above and upon the Qualifications section that follows, we propose professional service fees as follows:

#### **BASIC SERVICES FEE**

For the Basic Services defined in the Professional Services section above, we propose a compensation at a fixed amount of

Programming	\$73,000
Test Fits	\$80,000
Final Report	\$14,400
	<u>\$167,400</u>

#### **REIMBURSABLE SERVICES**

The cost for allowable reimbursable expenses for this project is estimated to be:

Travel	\$2,500
Printing/ Reproduction/Photography	\$1,200
	<u>\$3,700</u>



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<b>TOTAL BASIC SERVICES</b>	<b>\$167,400</b>
<b>TOTAL REIMBURSABLE ALLOWANCE</b>	<b>\$3,700</b>
<b>TOTAL</b>	<b>\$171,100</b>

**EXCLUSIONS:**

- Architectural and Engineering services beyond test fits
- Certification and Registration Services
- Environmental Services
- Interior Design
- LEED Building Design
- Detailed Opinion of Probable Construction Costs
- FF&E (Furniture, Fixtures, & Equipment) related services or selection.
- Specifications

**QUALIFICATIONS**

LLC shall designate a point person to coordinate times for various programming meetings required for the Programming phase. Up to two meetings per week are anticipated.

LLC shall provide as-built drawings and specifications for the existing building in PDF and CAD format. Developing exiting building documentation is not included as part of Basic Services.

It is assumed that a majority of the Lower-Level workplace space will be utilized by the previous building owner as tenant, and adjustments to building systems associated with this space may be recommended.

Respectfully Submitted,

Karla Smalley, Associate Principal

responsive architecture





# MEMO

TO: Jean Anne Highland, Chief of Staff  
FROM: Beth Craig, Grants Writer and Coordinator  
CC: Lynn Breer, Director of Institutional Research and Reporting  
RE: Acceptance of Dollar General Literacy Foundation Adult Literacy Grant

---

Lake Land College has received a grant for \$8,500 from the Dollar General Literacy Foundation Adult Literacy Grant. The purpose of this grant is to provide direct service to adults who are in need of literacy assistance in adult basic education, GED or high school equivalency preparation or English language acquisition (ESL).

This grant award will allow the College to purchase textbooks and software access needed to support the ESL population through coursework. Instruction provided will be a course where students speak conversational English, a course that uses phonics to improve pronunciation and a course that discusses creating written and oral reports. The College will administer pre and post tests to evaluate skill gains with expected outcomes that students improve their skills by one National Reporting System level and improve enough to enter employment. With this support, the College will double the ESL student population served by educating 50 English language learners.

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

## Dollar General Literacy Foundation 2023 Grant Budget

Category	Description of purchases	Dollar Amounts
Salaries	None	0
Instructional Materials	Textbooks Cambridge UP Ventures Series Value Packs, 6 levels (Basic Level and Levels 1-5), 25 packs, 1 pack of each, \$33.60 with 20% discount	\$5,040.00
Instructional Materials	At Work in the United States (25 books, \$13.20)	\$330.00
Instructional Materials	Conversations at Work (25 books, \$13.20)	\$330.00
Software	Burlington English (16 seats, \$96 each)	\$1,536.00
Supplies	Pencils, pens, folders, binder clips, markers, easel paper, and other classroom/office supplies	\$764.00
Travel*	None	0
Training	None	0
Printing and Publications	Flyers (\$0.27 each)	\$500.00
Computers and Technology	None	0
Professional Development	No cost, free to Adult Education grantees	0
	Total	\$8,500.00

# LAKE LAND COLLEGE

## MEMO

**To:** Dr. Josh Bullock, President  
**From:** Greg Nuxoll, Vice President for Business Services  
**Date:** May 25, 2023  
**Subject:** Lease Renewal Agreement with Local Workforce  
Innovation Area #23

---

Attached, please find a proposed lease renewal agreement between the College, as Lessor, and the Local Workforce Innovation Area #23, as Lessee, for the period of July 1, 2023, through June 30, 2024. This lease agreement is for property located on Campus at the Workforce Development Center. The College is leasing out 431 square feet at \$15 per square foot as the College is agreeing to all maintenance, utilities and services related to the property.

I respectfully request that the Board approve this lease.

Attachment

## Facility Lease Agreement

This lease, made this \_\_\_\_\_ 2023, 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 5001 Lake Land Boulevard, Mattoon, Illinois 61938. The area consists of approximately 431 square feet.

The term of this lease shall be deemed to have commenced upon the 1<sup>st</sup> day of July, 2023, and shall terminate on the 30<sup>th</sup> day of June, 2024. 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 \$1,616.25 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. Josh Bullock, President  
**From:** Greg Nuxoll, Vice President for Business Services  
**Date:** June 6, 2023  
**Subject:** Proposed Lease Extension with Pana Community Unit  
School District #8

**Memo**

---

The lease with the Pana Community Unit School District #8 expires on June 30, 2023. This lease agreement is for property located at 600 East First Street, Pana, Illinois. The lessor has granted us the option to renew the lease for one year (per section 2 b) starting 7/1/23 at the same terms of the current lease. I respectfully request that the Board approve this lease extension.

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 1<sup>st</sup> day of July, 2020, and expiring on the 30<sup>th</sup> 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 1<sup>st</sup> day of July, 2023, and expiring on the 30<sup>th</sup> 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:

<b>LESSOR:</b>	<b>LESSEE:</b>
Superintendent	President
Pana Community Unit School	Lake Land College
District No. 8	5001 Lake Land Blvd,
14 East Main, P.O. Box 377	Mattoon, IL 61938
Pana, IL 62557	

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:**

**LESSEE:**

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

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

**By:** \_\_\_\_\_  
**Its President**

**By:** \_\_\_\_\_  
**Its** \_\_\_\_\_

**ATTEST:**  
  
\_\_\_\_\_  
**Its Secretary**

**ATTEST:**  
  
\_\_\_\_\_  
**Its** \_\_\_\_\_

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
June 12, 2023**

**The following employees are recommended for FMLA leave. Board policy 05.04.12.**

Branson, Gary	5/2/23-7/25/23
Hampton, Tanya	5/31/23-intermittent
Hurt, Betheny	4/19/23-intermittent
Mather, Sharon	4/18/23-intermittent
Robertson, Zack	5/19/23-8/2/23

**The following employees have requested a General Leave of Absence/ Board policy 05.04.14**

Shoot, James	7/3/23-8/3/23
Taylor, Debra	5/22/23-6/19/23

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

IDOT QMTP Recertification Program Coordinator	Level 13
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**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Carter, Natasha	Part-Time Groundskeeper	5/22/23
	Primary Position Fitness Center Specialist	
Patton, Anna	Dual Credit Coordinator	4/13/23
	Primary Position Dual Credit Instructor	
Perkins, Alexandria	International Studies Program Assistant	5/3/23
	Primary Position Work Study	

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Carter, Natasha	Newspaper Editor Student Newspaper	4/18/23
	Primary Position Fitness Center Specialist	
Lynch, Annette	Admissions and Records Commencement Asst	5/12/23
	Primary Position Perkin's Student Worker	
Therriault, Emma	Admissions and Records Commencement Asst	5/12/23
	Primary Position Perkin's Student Worker	
Vonderheide, Anthony	Admissions and Records Commencement Ast	5/12/23
	Primary Position Work Study	

**New Hire-Employees****The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Anderson, Stephanie	Internship & Employment Coordinator	6/13/23
Jackson, Lainey	Athl Ops and Dev Spec/Head Volleyball Coach	6/19/23
Johnson, Daniel	Correctional Career Technology Instructor	5/8/23
Kenter, Allyssa	Administrative Asst to Career Services	6/19/23
Lee, Julian	Correctional Maintenance Instructor	5/22/23
Moore, Jeremy	Facilities Planning Manager	7/17/23
Warner, Matthew	Associate Dean of Correctional Programs	5/16/23
Wendt, Aaron	Communications Engagement Coordinator	6/13/23

**Full-time Tenure Track**

Palmer, Jessie	Physical Therapist Assistant Instructor	8/18/23
Rickey, Constance	Allied Health Instructor	8/18/23

**Part-time**

Jarrell, Anneliese	Fitness Center Specialist	5/22/23
Rincker, Madilyn	Human Resources Assistant	5/16/23
Robinson, James	Admissions and Records Commencement Asst	5/12/23
Samuelson, Lauryn	Admissions and Records Commencement Asst	5/12/23
Silva, Vanessa	Bookstore Rush Worker	5/8/23
Smith, Wyatt	Part-Time Groundskeeper	5/16/23
Thomas, Joseph	Admissions and Records Commencement Asst	5/12/23

**Part-time Grant Funded**

Harris, Gracelyn	Agriculture Education Intern	5/8/23
Pritchard, Ava	Agriculture Education Intern	5/8/23

**Terminations/Resignations****The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Goldberg, Anna	Internship & Employment Coordinator	5/25/23
Higginbotham, Taneya	Coor of Diversity Equity Inclusion & Belonging	5/18/23
Neff, Jameson	Mathematics Instructor	5/15/23
Niemerg, Mark	Agronomy Instructor/Farm Manager	5/15/23
Redman, Robyn	Correctional Career Technology Instructor	5/15/23
Rickett, Bradley	Correctional Custodial Maintenance Instructor	5/26/23
West, Leslie	Correctional Career Technology Instructor	4/28/23
Wicker, Ashli	TRIO SSS Lrn Skills Sp-Head Volleyball Coach	4/28/23
<b>Part-time</b>		
Alexander, Adam	College Work Study - Social Science Education	5/8/23
Banyai, Kenton	Adjunct Faculty Business Division	12/9/22
Borges, Andressa	Lab Student Assistant	7/21/22
Brock, Paige	Admissions and Records Data Entry Assistant	5/12/23



Burris, Katie	Student Path Recipient	5/10/23
Cothorn, Sarah	Adult Education Instructor	5/30/23
Dorman, Paul	Newspaper Editor - Student Newspaper	4/26/23
Godden, Holly	Adjunct Faculty Social Science Division	10/12/21
Gullquist, Audra	Newspaper Editor - Student Newspaper	5/3/23
Hardy, Natalie	Perkins Student Worker - Allied Health	5/4/23
Hatfill, Lydia	Adjunct Faculty Social Science Division	12/9/22
Heiser, Calista	Newspaper Editor - Student Newspaper	5/3/23
Howlett, Makayla	College Work Study - Student Life	10/26/22
Hughes, Charles	College Work Study - Student Life	9/28/22
Martin, Cerra	Newspaper Editor - Student Newspaper	2/16/23
Oliver, Jordan	Laker Mascot Talent	5/5/23
Rincker, Grace	Human Resources Assistant	5/18/23
Robinson, James	Admissions and Records Commencement Asst	5/12/23
Robison, Walter	Adjunct Faculty Technology Division	5/9/22
Samuelson, Lauryn	Admissions and Records Commencement Asst	5/12/23
Thomas, Amelia	Adjunct Faculty Math and Science Division	5/9/22
Vanderjack, Karisa	Adjunct Faculty Math and Science Division	12/10/21
Voegel, Maia	Newspaper Editor - Student Newspaper	5/4/23
Wallace, Gwendolyn	Adjunct Faculty Math and Science Division	5/9/22

### **Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
White, Christina	College Nurse	
	Transferring from Temporary College Nurse	6/13/23
Winkleblack, Lindsay	Nursing Instructor	
	Transferring from Adjunct Faculty Allied Health	8/18/23