

Lake Land College

District #517



Board of Trustees

Agenda and Board Book

March 13, 2017

Regular Meeting #603

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Lake Land College
Board of Trustees
District #517



Regular Meeting #603
Monday, March 13, 2017, 6:00 p.m.
Webb Hall 081, Mattoon
Agenda

I. ROUTINE

A. Call to Order

B. Roll Call

C. Consent Item.

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

1. Approval of minutes of February 13, 2017 regular meeting.
2. Approval of agenda of March 13, 2017 Board of Trustees meeting.
3. Bills for payment and travel expenses which will be reviewed by the Finance Committee and presented by College administration for approval with full assurance they have been prepared in good faith to follow all applicable laws and Board policy. For summary and details of bills refer to: http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
4. Destruction of tape recording of September 14, 2015 closed session.

II. HEARING OF CITIZENS/FACULTY/STAFF

III. COMMITTEE REPORTS

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

IV. BUSINESS ITEMS

A. Non-Action Items

	Board Book Page Number(s)
1. Faculty focus on advancing student success - update on agreement with SIUE for BS in Nursing Program.	
2. Annual Farm Report.	
3. Proposed revisions to the following Board Policies:	
• 02.14 – <i>Auditors.</i>	20-21
• 05.01 - <i>Definition of Full-Time and Part-Time Employment.</i>	23-24
• 05.04.15 – <i>Absence Due to Inclement Weather.</i>	25-27
• 09.12 – <i>Recycling.</i>	28-29
• 10.12 – <i>Annual Financial Audit.</i>	20, 22
4. Calendar of Events.	30-31
5. Correspondence.	

B. Action Items

	Board Book Page Number(s)
1. Approval of recipient for the 2017 Business Partnership Award.	32
2. Approval of tuition and fees rates effective Summer and Fall 2017.	33-34

Lake Land College Board of Trustees

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|----|---|-------|
| 3. | Acceptance of ISBE GAST Grant. | 35 |
| 4. | Acceptance of reporting of January 2017 Financial Statements. | 36-40 |
| 5. | Approval of contract with IDOC to provide educational services at Kewanee Life Skills Re-Entry Center. | |
| 6. | Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2015 et. Seq.], closed session is called to consider the employment, appointment, performance, discipline or dismissal of specific employees. | |

[Return to Open Session. Roll call to confirm Board members present on resumption of Open Session.]

Action Subsequent to Discussion in Closed Session.

- | | | |
|-----|---|-------|
| 7. | Approval of faculty tenure recommendations as discussed in closed session. | |
| 8. | Approval of reappointment of tenured and non-tenured faculty members and/or extension of probationary period of non-tenured faculty members as discussed in closed session. | |
| 9. | Approval of appointment of division chairs as discussed in closed session. | 41 |
| 10. | Approval of Human Resources Report as discussed in closed session. | 42-43 |
| 11. | Adjournment. | |

**Lake Land College
Board of Trustees
District #517**



Regular Board Meeting No. 602
Webb Hall, Room 081, Mattoon, IL
February 13, 2017

Minutes

Call to Order.

Chairman Gary Cadwell called the February 13, 2017 regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

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

Trustees Absent: Dr. Robert Luther and Ms. Jensyn Morrison, Student Trustee.

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

Approval of Consent Items.

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

1. Approval of minutes of January 9, 2017 regular meeting.
2. Approval of agenda of February 13, 2017 Board of Trustees meeting.
3. Bills for payment and travel expenses which were reviewed by the Finance Committee and presented by College administration for approval with full assurance they have been prepared in good faith to follow all applicable laws and Board policy. Summary of bills include:

Education Fund	\$	191,455.99
Building Fund	\$	56,554.70

Site & Construction Fund	\$	-
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	62,702.66
Restricted Purposes Fund	\$	179,532.75
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	190.66
Student Accts Receivables	\$	20,442.28
Total	\$	511,479.04

4. Destruction of tape recording of August 10, 2015 closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Hearing of Citizens, Faculty, and Staff.

There were no other public comments.

Committee Reports

ICCTA/Legislative.

Trustee Mike Sullivan said he participated in an ICCTA teleconference this past Saturday. He said he learned that there have been 6,000 new bills filed by legislators with the 100th General Assembly. However, there has still been no resolution reached for a state budget. He also noted discussions of consideration for the Bachelor of Science in Nursing Degree at Illinois community colleges.

Resource & Development.

Committee Chair Ms. Doris Reynolds said the Committee met earlier in the day to review responsibilities of the Committee and an annual calendar of topics by month for standing meetings developed by the administration. Trustee Reynolds said the Committee also reviewed the planned retirement requests, an action item that will be discussed later in the agenda.

Finance.

Committee Chair Mr. Dave Storm said the Finance Committee met recently to review several items that will appear later in the agenda. He said that he will make comments on specific topics when discussion arises per the agenda.

Buildings & Site.

Board Chair Cadwell reported on behalf of Dr. Robert Luther, Buildings and Site Committee Chair. Chair Cadwell said the committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Chair Cadwell provided the student report on behalf of Ms. Jensyn Morrison, Student Trustee. He highlighted various upcoming student events and recent activities hosted by the student ambassadors and members of the Student Government Association.

President's Report.

Dr. Bullock said:

- On February 3rd the College welcomed over 400 students from 26 school districts for the Worldwide Youth in Science and Engineering competition held at Lake Land College. Thank you to all the faculty and staff that assisted with the event.
- On February 10th we welcomed 64 prospective students to Laker Visit Day. We are grateful to the faculty, staff and student ambassadors who showcased the very best of the Lake Land family for the 302 prospective students who participated in a Laker Visit Day thus far in 2016-17. The final Laker Visit Days of 2016-17 will be held March 31st and June 22nd.
- Given safety concerns surrounding the turbine remediation taking place this spring into summer, the College will be closing the community garden located near the north turbine. After remediation of the north turbine is complete the College will be repurposing the land for use by the Technology Division.

Business Items**Non-Action Items**Faculty focus on advancing student success.

Mr. Scott Rhine, IT Instructor/Program Coordinator, IT-Network Admin., presented on the Innovation Lab.

Spring 2017 Tenth Day Enrollment Summary.

Dr. Tina Stovall, Vice President for Student Services, presented highlights of the enrollment summary noted above. Trustee Storm requested that future reports also include comparison data to the immediately preceding fall semester. Trustee Deters requested that future reports also include budget data relevant to enrollment projections.

Calendar of events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustee reviewed one item of correspondence.

Action ItemsApproval of bid for audit services.

Trustees reviewed details of a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, regarding a recommendation to accept the audit firm bid proposal from Kemper CPA Group of Mattoon, Illinois. Trustees heard highlights from Mr. Gleckler regarding the bid process, submitted proposals received from six firms, and reasons for his recommendation to accept the bid proposal from Kemper CPA.

Trustee Storm, Finance Committee Chair, said the Finance Committee reviewed the audit bid proposals and the Committee's consensus was to recommend to the Board approval of the bid received from Kemper CPA as presented.

Trustee Owen moved and Trustee Deters seconded to approve the bid from Kemper CPA Group of Mattoon for the College's audit services for the next three fiscal years or 2018, 2019 and 2020 in the amount of \$42,750 per year and with an option for two one-year extensions.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of planned retirement requests.

Trustees reviewed the names and job positions of eight employees requesting acceptance into the College's planned retirement program.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee reviewed the planned retirement requests and the Committee's consensus was to recommend to the Board approval of the requests from eight employees as submitted.

Trustee Reynolds moved and Trustee Storm seconded to approve participation in the College's planned retirement program for eight employees as follows:

Faculty (by seniority)	Effective Date
Walter McHenry	August 31, 2021
Peggy Strange	December 31, 2021
David Seiler	September 1, 2021
Terri Fields	August 31, 2021
Helen Hendren	August 15, 2021

Support	Effective Date
Sharon Uphoff	December 31, 2020

Paraprofessional	Effective Date
Marlene Meek	December 31, 2020

Custodial	Effective Date
Don Hardwick	May 30, 2021

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of recipient of the Distinguished Service Award.

Trustees heard a recommendation from President Bullock to posthumously name Mr. Scott Lensink as a recipient of the Distinguished Service Award. Dr. Bullock requested that all publicity be withheld until closer to the College's Commencement at which time Mr. Lensink's legacy of dedicated service to the College will be honored.

Trustee Sullivan moved and Trustee Reynolds seconded to approve Mr. Scott Lensink as the recipient of the 2017 Distinguished Service Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of recipient of the Alumnus Achievement Award.

Trustees reviewed a recommendation from Mr. Dave Cox, Director of Alumni Relations and Annual Giving, to name Diane Sterchi as this year's recipient of the Alumnus Achievement Award. Trustees heard Dr. Bullock's recommendation for this selection as well, and he

requested that all publicity be withheld until closer to the College's Commencement at which time Ms. Sterchi will be honored.

Trustee Deters moved and Trustee Reynolds seconded to approve the naming of Ms. Diane Sterchi as the recipient of the 2017 Alumnus Achievement Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of Retiree Wall of Fame Inductees.

Trustees reviewed a recommendation from Mr. Cox to name Mr. Jim Dudley, Dr. Bill Hollada and Mr. Curt Rincker as this year's recipients for the Retiree Wall of Fame award. Trustees heard Dr. Bullock's recommendation for this selection as well, and he requested that all publicity be withheld until closer to the College's Employee Recognition event at which time the recipients will be honored.

Trustee Storm moved and Trustee Sullivan seconded to approve the induction of Mr. Jim Dudley, Dr. Bill Hollada and Mr. Curt Rincker to the Retiree Wall of Fame.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of recipient of the Clem G. Phipps Exemplary Trustee Award.

Trustees reviewed a memorandum from Ms. Jean Anne Grunloh, Senior Executive to the President, regarding the recommendation of the Clem. G. Phipps Exemplary Trustee Award Selection Committee to name Mr. James (Jim) Shaffer of Shelbyville, Illinois for the award. Trustees reviewed Mr. Shaffer's qualifications. Trustees heard Dr. Bullock's recommendation for this selection as well, and he requested that all publicity be withheld until we may formally present this award to Mr. Shaffer during a Board meeting this summer.

Trustee Sullivan moved and Trustee Reynolds seconded to approve the naming of Mr. James Shaffer for the Clem G. Phipps Exemplary Trustee Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of Revisions to Board Policies:

- a. 05.04.08 – *Bereavement Leave*.
- b. 06.07 – *Baccalaureate/Transfer Program Guarantee*.

Trustee Deters moved and Trustee Storm seconded to approve revisions as presented to two Board Policies including 05.04.08 – *Bereavement Leave* and 06.07 – *Baccalaureate/Transfer Program Guarantee*.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Acceptance of Reporting of December 2016 Financial Statements.

Trustees reviewed the December 2016 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, highlighting variances for the Statements.

Trustee Storm said the Finance Committee reviewed the December 2016 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Storm moved and Trustee Deters seconded to accept the December 2016 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of revisions to organizational chart for Academic Services and President's Office Units.

Trustees reviewed the details of proposed revisions for the above-referenced organizational charts. Dr. Bullock said these revisions are needed as a result of the reporting structure and assigned duty changes for various administrative and support staff upon certain employee retirements such as the recent retirement of Dr. Deb Hutti, former Associate Vice President for Educational Services. He also said the College no longer has any associate vice president positions and current staff are absorbing the former associate vice president's duties.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the revised organizational charts as presented for the Academic Services and President's Office units as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, Storm, and Sullivan. No: None.
Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of bid for CIM machinery.

Trustees reviewed details of a bid from Aidex Corporation of Rossville, Indiana for the purchase of CIM machinery – a CNC Mill. Mr. Gleckler highlighted reasons for the recommendation to approve this bid. He said that funds from the Perkins Program will be used to purchase the equipment and that it will be used for the College's Computer Integrated Manufacturing Program.

Trustee Storm, Finance Committee Chair, said the Finance Committee reviewed the bid and the Committee's consensus was to recommend to the Board approval of the bid as presented.

Trustee Deters moved and Trustee Owen seconded to approve as presented the bid from Aidex Corporation of Rossville, Indiana, in the amount of \$60,149 for the purchase of a production grade CNC Mill and utilize Perkins Grant funding for this purchase.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, Storm, and Sullivan. No: None.
Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of Resolution No. 0217-039 providing for the issue of approximately \$1,330,000 General Obligation Community College Bonds, Series 2017, for the purpose of paying claims against the District, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

Trustee Storm said the Finance Committee reviewed the proposed Resolution and the consensus was to recommend to the Board approval of this Resolution. He said that the Board has been approving actions for the sale of these funding bonds in incremental procedures since the December 2016 Board meeting. He said the funding bonds will be used to pay for the West Building Energy Upgrades Project, the Wind Turbine Remediation Project, and for various parking lot/roadway improvements on the main campus as previously discussed with the Board.

Trustee Storm moved and Trustee Sullivan seconded to approve Resolution No. 0217-039 as presented. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, Storm, and Sullivan. No: None.
Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of Resolution No. 0217-040 for Guaranteed Energy Savings Contract and Wind Turbine Remediation Project.

Trustees reviewed details of a proposed bid by CTS Group of St. Louis, Missouri, that includes work for the West Building Energy Upgrades Project and the Wind Turbine Remediation Project. Trustees also reviewed the proposed Resolution No. 0217-040 to enter into the Guaranteed Energy Savings Contract for these two projects.

Trustee Storm said the Finance Committee reviewed the proposed Resolution and associated contract and the consensus was to recommend to the Board approval of the Resolution as presented. He said the Committee heard highlights from Mr. Gleckler regarding the proposal, costs associated with the two projects, and reasons for his recommendation to approve the contract and related Resolution.

Trustee Deters moved and Trustee Owen seconded to approve Resolution No. 0217-040 as presented to enter into a Guaranteed Energy Savings Contract with CTS Group of St. Louis, Missouri for the West Building Energy Upgrades Project and Wind Turbine Remediation Project. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Approval of Human Resources Report.

Dr. Bullock presented on various personnel actions included in the proposed Human Resources Report.

Trustee Reynolds moved and Trustee Storm seconded to approve the Human Resources Report as follows:

The following employees are recommended for Family Medical Leave:

Althaus, Jon	FMLA	01/31/2017
Dogwiler, Greg	FMLA	01/12/2017
Iverson, Mary Beth	FMLA	12/06/2016
Thomason, Deborah	FMLA	01/06/2017
Wood, Nancy	FMLA	01/10/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Davis, Michael	Work and Learn - Business	01/09/2017

Davis, Michael	Primary Position is CWS Business Tech Team Volunteer	01/17/2017
Ervin, Ryan	Primary Position is CWS Business Dual Credit Instructor	12/22/2016
	Primary Position is Adj Faculty Social Science	

Part-time

Ali, Iffat	Adjunct Faculty Math and Science Sub Primary Position is Chemistry Instructor	01/09/2017
Earl, Arthur	Adjunct Faculty Math and Science Primary Position is Adj Faculty Technology	01/09/2017
Hjort, Carol	Enhanced Lab Instr Dental Hygiene Primary Position is Allied Health Den Cln Hrly	01/09/2017
Lotfdar, Saghi	Print Shop Student Assistant Primary Position is Bookstore Rush Worker	01/23/2017
Lytle, Brianna	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's LAC	01/23/2017
Marasinghe, Gishanthi	Adjunct Faculty Math and Science Primary Position is Adj Faculty Math/Science	01/09/2017
Oliver, Steven	Newspaper Editor - Student Newspaper Primary Position is Work N Learn Technology	01/09/2017
Patel, Palak	Tutor-Disability Services - Student Primary Position is Tutor - Student LAC	01/03/2017
Patel, Palak	Tutor-Student Community Education Primary Position is Tutor - Student LAC	01/03/2017
Probst, Melissa	Dental Hygiene - Substitute Primary Position is Adjunct Faculty Dental	02/02/2017
Stolz, Cheryl	Tutor-Disability Services - Bachelor Primary Position is Adj Faculty Humanities	01/17/2017
Stolz, Cheryl	Tutor - Bachelor's Degree - LAC Primary Position is Adj Faculty Humanities	01/17/2017
Tshilombo, Gael	Tutor-Disability Services - Student Primary Position is International Stu Ambassador	01/09/2017
Tshilombo, Gael	Tutor - Student LAC Primary Position is International Stu Ambassador	01/09/2017
Voronina, Daria	Tutor-Disability Services - Student Primary Position is Tutor – Student LAC	01/23/2017
Wilson, Sheila	Enhanced Lab Instr Dental Hygiene Primary Position is Allied Health Den Cln Hrly	01/09/2017
Yantis, Jeannene	Enhanced Lab Instr- Dental Hygiene Primary Position is Allied Health Den Cln Hrly	01/09/2017

Part-time - Grant Funded

Davis-Long, Tasha	Adjunct DOC College Funded Instr Primary Position is Associate Dean St. Charles	01/09/2017
Davison, Larry	Adult Education Adjunct Faculty	01/09/2017

Groennert, Harvey	Primary Position is CBI Instructor Adjunct DOC College Funded Instr	01/03/2017
Guyette, Samuel	Primary Position is Associate Dean Southwestern Perkins Test Proctor	01/18/2017
Hoelscher, Ben	Primary Position is Test Proctor Tutor - Associate's TRIO	01/23/2017
Hoelscher, Ben	Primary Position is Tutor - Student LAC Tutor - Associate Carl Perkins	01/23/2017
Lytle, Brianna	Primary Position is Tutor - Student LAC Tutor - Bachelor's TRIO	01/23/2017
Lytle, Brianna	Primary Position is Tutor-Bachelor's LAC Tutor - Bachelor's Carl Perkins	01/31/2017
Patel, Palak	Primary Position is Tutor-Bachelor's LAC Tutor-Student Carl Perkins	01/03/2017
Patel, Palak	Primary Position is Tutor - Student LAC Tutor-Student TRIO	01/03/2017
Stolz, Cheryl	Primary Position is Tutor - Student LAC Tutor - Bachelor's Carl Perkins	01/17/2017
Stolz, Cheryl	Primary Position is Adj Faculty Humanities Tutor - Bachelor's TRIO	01/17/2017
Tshilombo, Gael	Primary Position is Adj Faculty Humanities Tutor-Student TRIO	01/09/2017
Tshilombo, Gael	Primary Position is International Stu Ambassador Tutor-Student Carl Perkins	01/09/2017
Voronina, Daria	Primary Position is International Stu Ambassador Tutor-Student TRIO	01/23/2017
Voronina, Daria	Primary Position is Tutor - Student LAC Tutor-Student Carl Perkins	01/23/2017
Woolworth, Wendy	Primary Position is Tutor - Student LAC Perkins Test Proctor	01/18/2017
	Primary Position is Tutor - Assoc Comm Ed	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Bales, Thomas	Intl Studies Program Assistant	01/12/2017
Part-time		
Graziano, Amy	Tutor	12/31/2015
Hall, Sarah	Tutor	12/01/2016

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		

Barnett, Daniel	Dual Credit Instructor	01/12/2017
Oliver, Steven	Work and Learn - Technology	01/09/2017
Setzer, Richard	College Work Study - Veteran's Affairs	01/09/2017
Shain, Alicia	Work and Learn - Print Shop	01/23/2017
Shaw, Cody	College Work Study - Veteran's Affairs	01/09/2017
Sims, Gara	Work and Learn-Bookstore	01/04/2017
Wright, Jesse	Tech Team Volunteer	01/25/2017

Full-time

Musselman, Shelby	Custodian (return from layoff)	01/03/2017
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Full-time - Grant Funded

Pontious, Samantha	WIOA Financial and Operations Analyst	02/01/2017
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Part-time

Altman, Galen	Adjunct Faculty Technology	01/06/2017
Armstrong, Zachary	Bookstore Rush Worker	01/09/2017
Bear, Savannah	Admin Asst to College Advancement	01/04/2017
Crisman, Jeffrey	Adjunct Faculty Math and Science	01/09/2017
Desouza, Nathalya	Print Shop Student Assistant	01/05/2017
Garretson, Deborah	Mailroom Assistant	01/03/2017
Hall, Ashley	Adjunct Faculty Math and Science	01/09/2017
Hoelscher, Ben	Tutor - Student LAC	01/23/2017
Lytle, Brianna	Tutor - Bachelor's Degree - LAC	01/23/2017
Moomaw, Jodi	Allied Health EMS Adjunct Faculty	01/09/2017
Patel, Palak	Tutor - Student LAC	01/03/2017
Penberthy, Jennifer	Bookstore Rush Worker	01/09/2017
Penberthy, Jennifer	Bookstore Rush Worker	01/09/2017
Thompson, Philip	Adjunct Faculty Humanities	01/09/2017
Voronina, Daria	Tutor - Student LAC	01/23/2017

Part-time - Grant Funded

Humphreys, Laura	Pathways Classroom Assistant	02/01/2017
Landstrom, Anna	Perkins Student Worker-Agriculture	01/09/2017

College Work Studys

Albritton, Kathy	College Work Study - Business	01/09/2017
Fulk, India	College Work Study - Counseling	01/09/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Crossland, Misti	Corr Career Tech Instr - IL River CC	01/27/2017
Harris, Julie	Corr Ofc Asst - Dixon CC	01/04/2017
Hill, Robert	Custodian	12/31/2016

Ingle, Katrina	WIOA Financial/Operation Analyst	02/08/2017
Moyers, Brian	Corr Cust Maint Instr - Vienna CC	12/30/2016
Moyers, Ronna	Corr Cosmetology Inst - Vienna CC	12/30/2016
Weber, Andrew	Corr Ofc Asst – East Moline CC	01/06/2017
Wilson-West, Danalyn	Corr Career Tech Instr - Big Muddy CC	01/27/2017

Part-time

Armstrong, Zachary	Bookstore Rush Worker	09/01/2016
Balingibiso, Julie	International Stu Ambassador	12/30/2016
Blumer, Lorraine	Kluthe Center Adm Asst	08/31/2016
Brown, William	Adult Ed Adjunct Faculty	06/29/2016
Finks, Patricia	Adj Faculty Humanities	12/31/2015
Fox, Rachel	Tutor - Student LAC	12/09/2016
Gursoy, Mehmetcan	Print Shop Student Asst	12/22/2016
Hagen, Abby	Tutor - Student LAC	12/20/2016
Karpus, Benjamin	Tutor-Disability Services Student	09/01/2016
Kearney, James	Adj Faculty Math/Science	12/20/2016
Kelly, Leah	Newspaper Ed Student News	01/08/2017
Klyczek, John	Adj Reading Instructor	02/02/2017
McQueen, Michael	Tutor - Student LAC	12/30/2016
Moore, Brenda	IDOC CPR Instructor	02/01/2017
Quance, Christiana	Perkins Student Worker Ag	12/07/2016
Reinheimer, Jane	Adj Faculty Social Science	12/21/2016
Repp, Matthew	Tutor-Disability Services Student	12/01/2016
Smaligo, Nicholas	Adj Doc College Funded Instr	05/30/2016
Surdyk, Jacquelyn	Adj Reading Instructor	12/31/2015
Uphoff, Samuel	Print Shop Student Asst	01/13/2017
Wilkins, Michelle	Adj Faculty Technology	12/31/2015
Wilkinson, Tiffany	Kluthe Test Proctor	10/31/2016

College Work Studys

Oleko, Jonathan	College Work Study-Printshop	12/22/2016
Scogins, Jacob	College Work Study-Printshop	01/12/2017

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bear, Savannah	Administrative Assistant to College Advancement (FT) Transferring From Adm Asst to College Advancement (PT)	01/30/2017
Full-time - Grant Funded		
Overstreet, Desiree	Adult/Alternative Education Program Coordinator (FT) Transferring From Pathways Special Projects Advisor (PT)	01/17/2017

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther and Student Trustee Morrison. **Motion carried.**

Adjournment.

Trustee Owen moved and Trustee Sullivan seconded to adjourn the February 13, 2017 meeting of the Lake Land College Board of Trustees at 7:04 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

Mr. Gary Cadwell, Board Chair

Ms. Doris Reynolds, Board Secretary

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



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 1, 2017

Re: Update to Policies 02.14 and 10.12 – Audits & Annual Financial Audit

Per the discussion in the February Finance Committee meeting, we have reviewed and are submitting recommended policy updates for the two policies related to the College's annual audit. The revisions initiates the practice that an audit firm should be rotated out of an audit cycle after serving a maximum of two consecutive audit cycles. I believe this rotation helps ensure the most sound and current financial practices are adhered to by the College.

I respectfully recommend the Board approve the updates to Board Policy 02.14 and Board Policy 10.12 to incorporate this practice of rotating audit firms conducting the College's annual financial audit after two consecutive audit cycles.

02.14

Auditors

An independent Certified Public Accountant or accounting firm licensed to practice public accounting in Illinois shall be employed by the Board of Trustees to annually audit the district's financial statements. The auditors shall conduct the annual audit of all College accounts in accordance with procedures prescribed in the *Universal Accounting Manual* adopted by the Illinois Community College Board. The auditors shall be employed after approval by the Board upon the recommendation of the Finance Committee. The payment of fees for auditing services will be determined by the Board at the time of the appointment, and the expenses of the audit shall be paid by the College in accordance with Section 9 of the Governmental Account Audit Act.¹ This act provides for payments to be ordered by the Board of Trustees out of general funds or to levy an auditing tax in an amount that will not require an extension of such tax at a rate not in excess of .005% of the value of all taxable property. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses. ~~The term of the contract with the auditing firm shall not exceed three (3) years; however, the auditor may be re-employed after fulfilling the original contract.~~

The audit firm shall be selected for a three year (3) audit cycle, the cycle of which may be extended one (1) additional year if mutually agreeable. An auditing firm may perform this service for no more than two consecutive (2) cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle.

¹ 50 ILCS 310/9

Adopted November 9, 1998
Revised July 14, 2003

10.12**Annual Financial Audit**

An annual audit of all the financial accounts of the College shall be made as of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and approved by the Board of Trustees. The audit examination shall be in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The examination and report shall include a verification of student enrollments and any other bases upon which claims are filed with the Illinois Community College Board. The audit report also shall include a statement of the scope and findings of the audit and a professional opinion signed by the auditor. If a professional opinion is denied by the auditor, reasons shall be set forth for that denial. The Board of Trustees shall not limit the scope of the examination to the extent that the effect of such limitation will result in the qualification of the auditor's professional opinion. The procedures for payment of the expense of the audit shall be in accordance with Section 9 of the Government Account Audit Act (Board Policy 02.14). When the audit is completed, the licensed public accountant making such audit shall make and sign at least three (3) copies of the report and immediately file them with the College. Copies of the audit report shall also be filed with the Illinois Community College Board in accordance with regulations prescribed by the Illinois Community College Board. The Illinois Community College Board shall in turn file one copy of the audit report with the Auditor General and one copy with the Illinois Board of Higher Education.¹ A copy shall also be filed with each county clerk in the district, the Federal Audit Clearing House, and other regulatory agencies requesting copies.²

The audit firm shall be selected for a three (3) audit cycle, which may be extended one (1) additional year if mutually agreeable. An auditing firm may perform this service for no more than two (2) cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle.

¹ 110 ILCS 805/3-22.1

² 50 ILCS 310/5-9



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 1, 2017

Re: Update to Policy 05.01 – Definition of Full Time and Part Time Employment

The proposed update to policy 05.01 incorporates 10-month employees to the definition of full time employment. The current policy incorporates 9- and 12-month employees; however, 10-month employees must have been mistakenly omitted. We do currently have 10-month employees in Adult Education/Pathways that are considered full time.

I respectfully recommend the Board approve the revisions to Board Policy 05.01 to incorporate these 10-month employees into the definition of full time employment.

05.01**Definition of Full-Time and Part-Time Employment**

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week for two (2) consecutive semesters.
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine- (9-), ten-(10-) or twelve- (12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works **twenty-nine (29) or less** hours a week

Adopted November 9, 1998
 Revised July 14, 2003
 Revised February 16, 2015



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 2, 2017

Re: Update to Policy 05.04.15 – Absence for Inclement Weather

The proposed update to policy 05.04.15 seeks to clarify and clean up the language in the policy in regards to how time should be reported when the College is closed in the event of inclement weather. The proposed policy revisions also include that all employees should complete a timecard which is consistent with the College's actual practice.

I respectfully recommend the Board approve the revisions to Board Policy 05.04.15 to clarify the College's position on how time should be reported when closing due to inclement weather.

05.04.15

Absence Due to Inclement Weather

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed.

If the College is officially closed because of the weather, ~~the non-exempt employees~~ shall designate the date on the ~~appropriate form~~timecard as an “Official Closing” and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the ~~appropriate form~~timecard, followed by “College Closed” and credit ~~the day as eight (8) hours worked~~remaining hours of the employee’s shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than ~~one-half (1/2) day~~one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the ~~appropriate form and reported to the Personnel Office~~employee’s timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

Board Policy No. 05.04.15

All public safety officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998
Revised May 10, 1999



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 1, 2017

Re: Update to Policy 09.12 – Recycling

The College oftentimes has a need to dispose of property, equipment, or material(s) that have a monetary value. In reviewing how this practice occurs, there is no formal policy in place that outlines an appropriate process for these types of transactions.

The recommended update to Policy 09.12 – Recycling, outlines a process intended to ensure that the best interest of the college is protected and there is a proper accounting for any money or credit transactions involving the disposal of property, equipment, or material(s).

I respectfully recommend the Board approve the revisions to Board Policy 09.12 to strengthen our internal processes for the disposal of items with monetary value.

09.12

Recycling

In compliance with the spirit of Public Act 86-1360, the Recycling Act of Illinois, the College is committed to the overall improvement of the environment. The College's comprehensive ten-year plan for waste reduction will be reviewed on an annual basis, and needed changes in policy will be recommended to the Board of Trustees. Forty percent (40%) of all campus solid waste must be recycled. The College will maintain adequate recycling bins located at strategic points on campus to ensure easy access for depositing of waste by students and staff.

The recycling program will be administered through the office of the Vice President for Business Services. The Vice President for Business Services will not discriminate against the procurement of recycled-content products. Products with recycled content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled content.

Any college property, equipment, or material(s) that have a monetary value shall be disposed of in the best interest of the College at the discretion of the Vice President for Business Services. Prior to the disposal of any items in exchange for money or credit, approval must be received, in writing, from the Vice President for Business Services.

All proceeds earned, including appropriate documentation, from the disposal of any property item, equipment, or material(s) shall be submitted to the Accounting Office for deposit and recording into the appropriate College account.

Adopted November 9, 1998
Revised May 13, 2002
Revised March 8, 2004

Calendar of Events

Monday, March 13, 2017	Finance Committee Meeting 4 p.m. – Webb 081 Buildings and Site Committee Meeting 5 p.m. – Webb 081 Board Meeting 6 p.m. – Webb Hall 081
Thursday, March 16, 2017	4 – 5 p.m. – Foundation Scholarship Reception Field House 6 – 8 p.m. – Foundation Donor Recognition Event Mattoon Golf and Country Club
Sunday, March 26, 2017	Lake Land College Community Choir Spring Concert 3 p.m. in the Theater
Wednesday, April 5, 2017	Finance Committee Meeting 4 p.m. – West Building 119/120
Monday, April 10, 2017	6 p.m. – Board Meeting – WH 081*
Friday, April 21, 2017	8:30 a.m. – 1:30 p.m. – Principals, Deans & Counselors Meeting Webb Hall 081
Wednesday, April 26, 2017	6 p.m. – Student Recognition Banquet Field House
Wednesday, May 3, 2017	10 a.m. – 1 p.m. – Spring Carnival Field House
Saturday, April 29, 2017	American Heart Association – Heart Walk Time to be announced West Building
Thursday, May 4, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, May 8, 2017	6 p.m. – Board Meeting – WH 081*
Friday, May 12, 2017	Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in the Field House
Fridays, May 19 - August 11, 2017	Energy Savings Summer Hours begin and end. College is closed.
Friday-Saturday, June 2-3, 2017	ICCTA Annual Convention – Normal, IL

*Board dinners have been cancelled until further notice.

Thursday, June 8, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, June 12, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, July 6, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, July 10, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, August 10, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, August 14, 2017	6 p.m. – Board Meeting – Kluthe Room 220*
Thursday, September 7, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, September 11, 2017	6 p.m. – Board Meeting – WH 081*
Friday, Sep. 29 – October 1, 2017	Lake Land College 50 th Anniversary Homecoming Weekend
Thursday, October 5, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, October 9, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, November 9, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, November 13, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, December 7, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, December 11, 2017	6 p.m. – Board Meeting – WH 081*

*Board dinners have been cancelled until further notice.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Jon Althaus, Vice President for Academic Services *JWA*

DATE: February 27, 2017

RE: ICCTA Business Partnership Award Nominee

It is with sincere pleasure that we nominate Coles-Moultrie Electric Cooperative for the 2017 ICCTA Business Partnership Award.

Lake Land College and Coles-Moultrie Electric Cooperative have enjoyed a long-standing relationship by partnering on various projects over the past 10 years:

- Coles-Moultrie Electric Cooperative was instrumental in securing supplemental funding from the Association of Illinois Electric Cooperatives for some of the College's geothermal system installation;
- A strong need for workers in the fields of electrical, GIS, IT, and renewable energy within the next several years motivated the Cooperative to establish a scholarship with the Lake Land College Foundation; and
- Together, Coles-Moultrie and Lake Land are mapping an estimated 43,000 utility poles in the Cooperative's 1,900-mile district. Lake Land College student interns have assisted CMEC technicians and IT consultants in this process through the College's state-of-the-art, hand-held GPS devices and mapping software.

This partnership will continue to flourish and serve the surrounding communities for years to come. We respectfully request that the Board of Trustees accept this nomination at their March 13, 2017, Board meeting.

LAKE LAND COLLEGE

MEMO

TO: Josh Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services

DATE: February 28, 2017

RE: Proposed Summer and Fall 2017 Tuition and Fee Rates

As you know, the Cabinet has been engaged in planning and discussion of developing a framework for the Fiscal Year 2018 budget. Based on the results from these planning sessions and the current continued uncertainty surrounding funding from the State of Illinois, our recommendations for adjustments in tuition and various fees are outlined below.

Tuition:

Lake Land College remains as one of the most affordable colleges to receive a quality education in the State of Illinois. Our tuition rates are well below the statewide average for in-district and out-of-district levels compared to other Illinois community colleges. Despite the continued financial uncertainty with the State of Illinois, based on our mission to prioritize student success and deliver high quality at a cost effective level, it is our recommendation to maintain tuition for Summer and Fall 2017 at the same rates as Spring 2017.

	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
Spring 2017	102.50	229.96	423.36
Summer 2017	102.50	229.96	423.36

Activity Fee, Service Fee, and Online Fee:

In an effort to more appropriately spread the cost associated with the benefits received by students of utilizing Lake Land College technology for course delivery, we are recommending the elimination of the online course fee (currently \$65.00/online course) and increasing the technology fee (included within the total service fees) by \$6.70/credit hour (from \$4.52/credit hour to \$11.22/credit hour). This revenue neutral recommendation will ensure that all students using the learning management system will share in the technology costs, while also ensuring our online courses are more cost competitive which will serve us well as we look to expand online offerings in strategic markets.

	<u>Activity Fee</u>	<u>Service Fee</u>	<u>Online Course Fee</u>
Spring 2017	2.50	21.30	65.00
Summer 2017	2.50	28.00	0.00

Dual Credit Fee:

The current dual credit fee is \$13.95 per credit hour. We are recommending to increase this fee by \$2.79 to \$16.74 per credit hour. This rate increase is estimated to generate an additional \$37,354 in revenue to help cover the cost of delivering dual credit to participating students. Under this recommendation, a standard 3 credit hour course would increase to \$50.22, from \$41.85. This cost includes all course materials that are provided by Lake Land College.

Course Fees:

Course fees at Lake Land College have gone virtually unchanged since 1993. For example, in 1993, a level 1 course fee was \$10.00 and is currently \$12.00 (raised in 2008). In an effort to more appropriately align course delivery costs with fees, it is our recommendation to increase course fees as follows:

- Level 1 from \$12.00 to \$25.00 per course
- Level 2 from \$24.00 to \$50.00 per course
- Level 3 from \$36.00 to \$75.00 per course
- Level 4 from \$50.00 and above to \$76.00 and above per course

It is important to note that less than 50% of all classes have course fees associated with them. By modernizing the course fee structure to more appropriately align with the cost of delivering these courses, it is estimated that an additional \$350,000 in revenue will be generated for Fiscal Year 2018.

Credit Card Convenience Fee:

The college is charged 2.25% of the value of all credit card transactions. This results in lost revenue to Lake Land College in excess of \$100,000 per year (\$103,636 in FY2016 and estimated at \$107,197 for FY2017). It is our recommendation to add a credit card convenience fee of 2.25% for all credit card transactions effective July 1, 2017. This convenience fee will offset the service charge the college is paying to the providers for these transactions. For students/parents wanting to avoid the convenience fee, other payment methods (check, cash, wire transfer, ACH) are still available. It is important to note that this convenience fee will not apply to any bookstore sales.

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

MEMO

TO: Josh Bullock, President
FROM: Emily Ramage, Director of Grants and Academic Operations
CC: Jon Althaus, Vice President for Academic Services
DATE: February 23, 2017
RE: Acceptance of FY17 ISBE Growing Agricultural Science Teachers (GAST) Grant

It is my pleasure to inform you that the Illinois State Board of Education has once again selected Lake Land College to receive a \$14,000 Growing Agricultural Science Teachers (GAST) Grant to promote the profession of Agriculture Education through recruitment and retention activities. This is the ninth year that ISBE has offered this grant program and the ninth consecutive award to Lake Land College.

With this funding, Lake Land will provide paid internships for nine Lake Land College and district high school agriculture students to gain relevant work experience in the Ag Ed field. These nine student interns will also be enrolled in a 2.5 semester hour Supervised Occupational Experience (SOE) course, which comes with a tuition waiver to eliminate financial barriers for students seeking a career in Agriculture Education. These experiences give students an early glimpse at the profession to help determine if such a career is the right "fit" for them.

I would like to thank Agriculture Business Instructor and Project Director, Ryan Wildman, for her excellent work in preparing the proposal.

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

LAKE LAND COLLEGE

MEMO

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

FROM: Ms. Madge Shoot, Comptroller

DATE: February 13, 2017

RE: January 2017 Financial Statement Summary

For the month of January, the overall variance in actual revenues and expenditures compared to the budgeted amounts reflects an unfavorable variance in the amount of \$1,615,976. For January, operating expenditures reflect a total unfavorable variance in the amount of \$1,060,962; and total revenues reflect an unfavorable variance of \$622,659.

January year to date, the overall variance in actual revenues and expenditures compared to the budget amounts reflect a favorable variance in the amount of \$2,911,596. Year to date through January, operating expenditures reflect a total unfavorable variance in the amount of \$454,755; total revenues reflect a favorable variance of \$3,209,032. This is due to the recording of the WDC sale proceeds earlier in the year and timing as we received our allocated state funding in one payment rather than throughout the year as anticipated.

As far as expenditures are concerned, the noteworthy variances are as follows:

Instructional area - shows a total favorable variance of \$24,850 for the month of January with a bulk of this variance being accounted for in salaries and benefits. The unfavorable variance of \$88,221 in employee benefits was due to timing in the fact that there were 3 pay periods posted in January. Year to date the total favorable variance is \$390,194 with the bulk of the variance accounted for in general materials and supplies and travel and meeting expenses.

Academic support – shows a total favorable variance of \$52,505 for January and \$336,446 year to date. The bulk of these variances are reflected in Salaries, Employee Benefits, and the General Materials and Supplies category.

Student Services - shows a favorable variance of \$54,446 for the month of January. Year to date the variance is favorable \$336,064. The bulk of these variances are reflected in Salaries, Employee Benefits, and the General Materials and Supplies category.

Public Services - shows a favorable variance of \$38,517 for the month of January. Year to date the variance is favorable \$207,260 with a bulk of this being reflected in Salary and Wages.

Operations and Maintenance – shows a total unfavorable variance of \$27,393 in January. The bulk of this variance is accounted for in the fixed charges line. This variance is due to the buyout of the Kubota lease in January that was approved at the December board meeting. Year to date shows a favorable variance of \$354,403 with the bulk of this variance accounted for in

Salary and Wages, Contractual Services, Utilities, Capital Outlay and General Materials and Supplies lines.

Institutional Support – shows an overall unfavorable variance of \$175,605 in January. This is comprised mostly in the Salary and Wages area. This unfavorable variance is projected to continue for the remainder of the year. Year to date the variance is unfavorable \$379,870. Contractual Services reflects an unfavorable variance year to date in the amount of \$89,143. This is due to the Iowa Lakes annual DataTel charges being more than projected and the VMWare upgrade being done in December versus February when it was budgeted. Additionally, Materials and Supplies is unfavorable by \$57,979 due to the remainder of the Tech Refresh being spent in FY2017 rather than finishing by June 30th. Finally, fixed charges are unfavorable by \$29,523 due to consulting costs for the implementation of the Recruiter product. All of these unfavorable variances have been covered through other identified favorable variances within the Institutional Support budgets.

Scholarships, Grants, Waivers – this shows an overall unfavorable variance of \$1,699,252. This is due to recording the offset from tuition revenues accrued for the Dual Credit program given the fact that tuition is not collected for Dual Credit.

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

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY16 Final Audited Numbers	FY17 Annual Budget
Revenues:										
4,240	48,751	(44,511)	Local Sources	7,819,083	7,864,462	(45,379)	-0.58%	6,798,694	6,972,533	8,060,752
-	178,234	(178,234)	ICCB Credit Hour Grant	1,887,282	1,247,638	639,644	51.27%	-	1,263,864	2,138,808
-	231,163	(231,163)	ICCB Equalization Grant	2,843,905	1,618,142	1,225,763	75.75%	-	1,382,884	2,773,959
69,189	193,537	(124,348)	Other State Sources	835,382	494,787	340,595	68.84%	243,976	725,454	1,017,044
243,607	274,117	(30,510)	Tuition	11,370,428	11,505,806	(135,378)	-1.18%	9,465,199	9,366,709	11,330,268
249,379	171,922	77,457	Fees	3,804,613	3,752,536	52,077	1.39%	3,588,831	4,101,281	4,100,609
26,655	118,004	(91,349)	Other Revenue	1,945,895	813,984	1,131,711	139.03%	3,896,696	4,241,372	1,469,864
593,069	1,215,728	(622,659)	Total Revenues	30,506,387	27,297,355	3,209,032	11.76%	23,993,396	28,054,097	30,891,304
Expenditures:										
Instructional										
1,076,506	1,203,266.47	126,760	Salary and Wages	6,854,891	7,092,872	238,281	3.36%	7,022,952	10,834,407	10,269,748
244,342	156,121.03	(88,221)	Employee Benefits	1,230,170	1,133,381	(96,789)	-8.54%	1,103,078	1,862,973	1,804,496
62,374	59,048.78	(3,326)	Contractual Services	129,288	180,734	51,446	28.47%	180,824	517,170	460,975
77,808	71,241.27	(6,567)	General Materials and Supplies	292,610	442,801	149,991	33.89%	236,919	444,295	722,120
1,178	5,446.37	4,269	Travel and Meeting Expenses	12,095	59,602	47,507	79.71%	32,631	56,020	123,592
15,571	7,305.00	(8,266)	Fixed Charges	17,278	17,500	222	0.00%	4,640	59,514	72,025
-	200.00	200	Capital Outlay	7,375	6,911	(464)	-6.71%	-	-	83,246
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
1,477,779	1,502,629	24,850	Total Instructional	8,543,407	8,933,601	390,194	4.37%	8,581,045	13,774,380	13,536,202
Academic Support										
58,290	100,128.96	41,839	Salary and Wages	304,270	554,498	250,228	45.13%	491,441	801,131	1,008,467
13,982	21,917.85	7,936	Employee Benefits	78,849	119,395	40,546	33.96%	115,820	179,981	228,984
161	-	(161)	Contractual Services	969	6,400	5,431	0.00%	2,319	2,819	8,400
12,091	12,452.50	361	General Materials and Supplies	136,591	171,334	34,743	20.28%	162,162	178,385	220,277
69	1,410.00	1,341	Travel and Meeting Expenses	4,339	5,625	1,286	22.85%	3,807	6,445	59,760
10	1,200.00	1,190	Fixed Charges	4,288	8,500	4,212	49.55%	7,039	7,078	10,300
-	-	-	Capital Outlay	-	-	-	0.00%	-	9,967	-
-	-	-	Other	-	-	-	0.00%	-	-	47,510
84,604	137,109	52,505	Total Academic Support	529,306	865,751	336,446	38.86%	782,589	1,185,806	1,583,698
Student Services										
164,685	192,302.52	27,617	Salary and Wages	872,758	1,021,124	148,366	14.53%	884,870	1,408,297	1,662,255
53,579	45,471.08	(8,108)	Employee Benefits	248,630	285,830	37,201	13.01%	218,641	363,186	512,886
-	-	-	Contractual Services	9,322	832	(8,490)	0.00%	832	9,322	14,632
4,976	35,982.15	31,006	General Materials and Supplies	41,514	171,802	130,287	75.84%	37,282	72,742	317,709
217	4,147.56	3,930	Travel and Meeting Expenses	6,252	34,953	28,701	82.11%	40,251	49,637	65,916
-	-	-	Other Expenditures	3,750	3,750	-	0.00%	4,000	7,500	17,500
223,458	277,903	54,446	Total Student Services	1,182,226	1,518,291	336,064	22.13%	1,185,876	1,910,685	2,590,898
Public Service/Cont Ed										
34,141	76,286.18	42,145	Salary and Wages	191,633	389,859	198,226	50.85%	217,965	389,139	690,971
5,935	2,852.71	(3,083)	Employee Benefits	38,359	34,675	(3,684)	-10.63%	40,319	68,465	48,939
4,944	1,611.00	(3,333)	Contractual Services	22,950	12,287	(10,663)	-86.79%	26,503	48,925	17,712
5,290	7,912.03	2,623	General Materials and Supplies	43,759	55,915	12,156	21.74%	35,968	77,818	99,716
338	324.11	(13)	Travel and Meeting Expenses	2,160	8,405	6,245	74.30%	3,956	8,190	11,104
12,681	12,858.51	177	Fixed Charges	88,705	93,185	4,480	4.81%	107,604	216,091	162,927
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	500	500	0.00%	-	678	-
63,328	101,845	38,517	Total Public Service/ Cont Ed	387,566	594,826	207,260	34.84%	432,316	809,307	1,031,369
Operations & Maintenance										
117,093	131,955.32	14,863	Salary and Wages	596,303	703,762	107,458	15.27%	695,349	1,176,619	1,187,598
36,559	28,600.14	(7,959)	Employee Benefits	199,892	200,201	309	0.15%	194,159	319,658	355,202
15,922	20,797.00	4,875	Contractual Services	194,416	239,926	45,509	18.97%	278,566	362,890	293,008
9,083	15,856.78	6,773	General Materials and Supplies	64,547	126,641	62,094	49.03%	152,860	192,287	213,004
-	25.00	25	Travel and Meeting Expenses	-	100	100	100.00%	-	324	150
39,767	1,952.18	(37,815)	Fixed Charges	108,895	14,565	(94,331)	-64.67%	14,943	106,530	38,125
105,297	97,141.25	(8,155)	Utilities	588,807	710,408	121,601	17.12%	505,944	1,126,806	1,200,915
-	-	-	Capital Outlay	-	111,663	111,663	100.00%	-	5,495	107,206
323,721	296,328	(27,393)	Total Operation and Maint	1,752,862	2,107,265	354,403	16.82%	1,841,821	3,290,610	3,395,208
Institutional Support										
363,767	222,361.09	(141,406)	Salary and Wages	1,778,575	1,453,820	(324,755)	-22.34%	1,719,409	2,911,468	2,238,153
105,185	101,186.08	(3,999)	Employee Benefits	505,878	567,693	61,815	10.89%	469,887	880,322	1,067,623
45,087	26,659.50	(18,427)	Contractual Services	298,708	209,565	(89,143)	-42.54%	235,968	670,421	550,102
54,251	43,573.10	(10,678)	General Materials and Supplies	423,340	365,361	(57,979)	-15.87%	1,490,060	2,684,707	625,528
2,434	1,101.00	(1,333)	Travel and Meeting Expenses	20,738	33,174	12,436	37.49%	19,545	40,997	58,115
1,205	2,475.00	1,270	Fixed Charges	239,248	209,725	(29,523)	-14.08%	136,313	149,540	214,500
-	-	-	Capital Outlay	-	-	-	0.00%	62,172	1,339,474	-
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	1,502,017
1,031	-	(1,031)	Other	406,950	454,229	47,279	0.00%	-	543,861	-
572,961	397,356	(175,605)	Total Institutional Support	3,673,436	3,293,566	(379,870)	-11.53%	4,133,354	9,220,791	6,256,038
1,120,199	91,917	(1,028,282)	Scholarships, grants, waivers	2,415,169	715,917	(1,699,252)	-237.35%	534,432	588,356	1,205,000
3,866,049	2,805,087	(1,060,962)	Total Expenditures	18,483,972	18,029,217	(454,755)	-2.52%	17,491,433	30,779,934	29,598,413
40,095	107,740	67,645	Transfers Out:	596,867	754,186	157,319	20.86%	529,111	1,528,661	1,292,892
Excess of Revenues over Expenditures & Transfers										
(3,313,074)	(1,697,099)	(1,615,976)		11,425,548	8,513,952	2,911,596	34.20%	5,972,851	(4,254,498)	(1)

	Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance	
1,814,482	1,926,301	111,818	Salary and Wages	10,598,131	11,215,935	617,804	
459,582	356,149	(103,434)	Employee Benefits	2,301,778	2,341,174	39,396	
128,487	108,116	(20,371)	Contractual Services	655,653	649,744	(5,909)	
163,500	187,018	23,518	General Materials and Supplies	1,002,362	1,333,654	331,292	
4,236	12,454	8,218	Travel and Meeting Expenses	45,584	141,859	96,275	
69,234	25,791	(43,443)	Fixed Charges	458,414	343,475	(114,940)	
105,297	97,141	(8,155)	Utilities	588,807	710,408	121,601	
-	200	200	Capital Outlay	7,375	118,574	111,199	
-	-	-	Contingency Funds	-	-	-	
1,031	-	(1,031)	Other Expenditures	410,700	458,479	47,779	
2,745,850	2,713,170	(32,680)	Total	16,068,803	17,313,300	1,244,497	


Lake Land College
FY2017 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2017 Budgeted	FY17 Projections as of 2/2017		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$6,854,591	\$7,092,872	\$238,281	\$10,269,748	\$10,425,621	\$10,269,748	(\$155,873)
Salary and Wages - Acad. Support	\$304,270	\$554,498	\$250,228	\$1,008,467	\$493,484	\$1,008,467	\$514,983
Salary and Wages - Stud. Svcs	\$872,758	\$1,021,124	\$148,366	\$1,662,255	\$1,470,212	\$1,662,255	\$192,043
Salary and Wages - Public Svc.	\$191,633	\$389,859	\$198,226	\$690,971	\$381,091	\$690,971	\$309,881
Salary and Wages - Maintenance	\$596,303	\$703,762	\$107,459	\$1,187,598	\$1,053,938	\$1,187,598	\$133,660
Salary and Wages - Inst. Support	\$1,778,575	\$1,453,820	(\$324,755)	\$2,238,153	\$2,857,524	\$2,238,153	(\$619,371)
Total Salary and Wages	\$10,598,130	\$11,215,935	\$617,805	\$17,057,192	\$16,681,869	\$17,057,193	\$375,323

Employee Benefits	Year to Date			FY2017 Budgeted	FY17 Projections as of 2/2017		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,230,170	\$1,133,381	(\$96,789)	\$1,804,496	\$1,971,286	\$1,804,496	(\$166,790)
Employee Benefits - Acad. Support	\$78,849	\$119,395	\$40,546	\$228,984	\$137,949	\$228,984	\$91,035
Employee Benefits - Stud. Svcs	\$248,630	\$285,830	\$37,200	\$512,886	\$396,125	\$512,886	\$116,761
Employee Benefits - Public Svc.	\$38,359	\$34,675	(\$3,684)	\$48,939	\$63,595	\$48,939	(\$14,656)
Employee Benefits - Maintenance	\$199,892	\$200,201	\$309	\$355,202	\$346,933	\$355,202	\$8,268
Employee Benefits - Inst. Support	\$505,878	\$567,693	\$61,815	\$1,067,623	\$823,795	\$1,067,623	\$243,828
Total Employee Benefits	\$2,301,778	\$2,341,175	\$39,397	\$4,018,130	\$3,739,683	\$4,018,129	\$278,446

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services 
DATE: February 24, 2017
RE: Appointment of Division Chairs

I respectfully request reappointment of the following individuals to serve as division chairs for the Fall 2017 and Spring 2018 Semesters.

Ryan Orrick	Agriculture Division
Karla Hardiek	Allied Health Division
Kathy Black	Business Division
Salisa Hortenstine Olmsted	Humanities and Communications Division
Ike Nwosu	Math/Science Division
Charles Jarrell	Social Science and Education Division
Joe Tillman	Technology Division

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
March 13, 2017**

The following employees are approved for Family Medical Leave:

Earp, David	FMLA	02/21/2017
Mayer, Pamela	FMLA	03/20/2017
Seaman, Randy	FMLA	02/07/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bullock, Jonathan	CTPD Staff Development Presenter Primary Position is President	02/06/2017
Grunloh, Jean Anne	CTPD Staff Development Presenter Primary Position is Senior Exec to the President	02/06/2017
Harris, Kylie	Bookstore Rush Worker Primary Position is CWS Bookstore	02/13/2017
Kull, Bailey	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Kull, Bailey	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Nead, Kristin	Counseling - Clerical Worker Primary Position is Admissions Unpaid Intern	03/13/2017
Ngoopos, Lina	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ngoopos, Lina	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Rotramel, Debbie	Adjunct Faculty Humanities Primary Position is Sign Language Interpreter	06/05/2017
Sims, Gara	Bookstore Rush Worker Primary Position is Work and Learn-Bookstore	04/01/2017
Part-time - Grant Funded		
Kull, Bailey	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017
Kull, Bailey	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ngoopos, Lina	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017

Ngoopos, Lina	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017

College Work Study

McKibben, Nicole	College Work Study - Business Primary Position is TRIO SSS Student Assistant	02/22/2017
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Akins, Leann	Dual Credit Instructor	02/16/2017
Van Pelt, Paul	Dual Credit Instructor	02/07/2017

Full-time - Grant Funded

Davis, Brian	Corr Horticulture Instr-IYC Harrisburg	02/27/2017
Taylor, David	Corr Horticulture Instr-IYC St. Charles	03/06/2017

Part-time

Dal Pozzo, Thomas	Allied Health PTA Clinical Instructor	02/09/2017
Ngoopos, Lina	Tutor - Student Learning Assistance	01/23/2017
Westcott, Robert	Technical Writer	02/21/2017

Part-time - Grant Funded

Brandenburg, Zachary	Perkins Student Worker - Business	02/01/2017
Gipson, Christian	Perkins Student Worker - Business	02/01/2017

College Work Study

Jones, Kimberli	College Work Study – TRIO SSS	01/30/2017
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Shaffer, Jackie	Corr Hosp Mgmt Instr-Robinson CC	03/10/2017
Part-time		
Copenbarger, Gina	Cosmetology Clinical Instructor	02/03/2017
Knutson, Lauren	Adj Doc College Funded Instr	12/21/2015
Kuhn, Kathy	Pathways Instructor	06/30/2016

College Work Studys

Deadmond, Jennifer	College Work Study-Business	12/22/2016
Graham, Beth-Anne	College Work Study-Business	12/22/2016