

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book

March 12, 2018

Regular Meeting No. 615

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



Regular Meeting No. 615  
Monday, March 12, 2018, 6:00 p.m.  
Webb Hall 081, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Item.**

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

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

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

### III. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan Ms. Ann Deters
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Ms. Ann Deters
D. Buildings & Site	Mr. Bruce Owen
E. Student Report	Mr. Charles Meaker
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.	
2. Appointment of Naming Advisory Committee.	
3. Proposed Revisions to Policy 06.45 – <i>Faculty and Staff Research and Consulting</i> and Proposed Adoption of Board Policy 11.29 – <i>Research by Internal or External Constituents</i> .	22-24
4. Calendar of Events.	25-27
5. Correspondence.	28-29

#### B. Action Items.

	Board Book Page Number(s)
1. Naming of Business/Industry Partnership Award Recipient.	30-31
2. Naming of Full-Time Faculty Award Recipient.	32-33
3. Naming of Part-Time Faculty Award Recipient.	34-35
4. Approval of Tuition and Fees Rates effective Summer and Fall 2018.	36-37
5. Acceptance of Reporting of January 2018 Financial Statements.	38-44
6. Approval of Bid for Outdoor Digital Marquee Sign.	45-49
7. Approval of Bid for GPS Rover and Controller Equipment.	50-51
8. Approval of Bid for Wide Path Mower Purchase.	52-53

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9. Acceptance of Addendum for CTS Performance Contract and Project Management Services.  
 Addendum may be viewed at:  
[https://www.lakelandcollege.edu/col/board\\_minutes/minutes\\_index.cfm](https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm)
10. Approval of Resolution No. 0318-009 Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Improving Community College Buildings for the Community College District, and for the Issue of Approximately \$16,025,000 General Obligation Debt Certificates (Limited Tax), Series 2018A, of the Community College District Evidencing the Rights to Payment under Said Agreement, Providing for the Security for and Means of Payment under Said Agreement of Said Certificates, and Authorizing the Sale of Said Certificates to the Purchaser Thereof.  
 Resolution may be viewed at:  
[https://www.lakelandcollege.edu/col/board\\_minutes/minutes\\_index.cfm](https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm)
11. Closed Session.  
 Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees.  
 [Return to Open Session - Roll Call]
12. Approval of Faculty Tenure Recommendations as Discussed in Closed Session.
13. Approval of Reappointment of Tenured and Non-Tendered Faculty Members as Discussed in Closed Session.
14. Approval of Appointment of Division Chairs as Discussed in Closed Session.
15. Approval of Resolution No. 0318-010 to Approve Second Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2021, Clarifying an Existing Benefit, and as Discussed in Closed Session.  
 A complete copy of the proposed resolution and second addendum is available at: [https://www.lakelandcollege.edu/col/board\\_minutes/minutes\\_index.cfm](https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm) or by contacting the College’s Office of the President at 217-234-5222. Copies of the President’s original employment contract and the first addendum are available at:  
[https://www.lakelandcollege.edu/col/board\\_minutes/employment\\_contract.cfm](https://www.lakelandcollege.edu/col/board_minutes/employment_contract.cfm)  
 or by contacting the College’s Office of the President at 217-234-5222.
16. Approval of Recommendation to Terminate Employment of a Commercial Custodian Instructor at Graham Correctional Center as Discussed in Closed Session.
17. Approval of Request for a General Leave of Absence Without Pay by a Career Technology Instructor at Southwestern Illinois Correctional Center as Discussed in Closed Session.
18. Approval of Human Resources Report as Discussed in Closed Session.

**V. Other Business.**

**VI. Adjournment.**

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



Regular Board Meeting No. 614  
Webb Hall, Room 081, Mattoon, IL  
February 12, 2018

**Minutes**

**Call to Order.**

Chair Storm called the February 12, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

**Roll Call.**

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

**Trustees Absent:** Mr. Bruce Owen and Ms. Meg Steward.

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

**Approval of Consent Items.**

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

1. Approval of Minutes of January 8, 2018, Regular Meeting.
2. Approval of Agenda of February 12, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

Education Fund	\$	422,887.35
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Building Fund	\$	119,990.12
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	101,903.45
Restricted Purposes Fund	\$	72,216.78
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	60,524.68
Student Accts Receivables	\$	639,632.65
Total	\$	1,417,155.03

For details of bills refer to:

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

4. Destruction of Tape Recording of August 8, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There were no public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Sullivan highlighted legislative updates shared during a recent Illinois Community College Trustees Association (ICCTA) teleconference. Trustee Sullivan noted the regional ICCTA meeting to be held in Danville on March 6, 2018 and Legislative Lobby Day to be held in Springfield on April 18, 2018. Trustee Sullivan expressed his opinion that, due to considerable anticipated change to the higher education landscape, Lake Land must continually strategize to innovate and be a community college leader for academic and service offerings. Dr. Bullock was asked what the Trustees might do to foster a culture of innovative thinking to keep advancing the College's academic programs and service offerings. Dr. Bullock said the Trustees' ongoing support and encouragement for staff to implement new and innovative student services, academic offerings, teaching methods and modalities, etc. is critical to fostering a culture of innovation, along with a willingness for the Board to accept that not all new initiatives will be successful. Following significant discussion on this topic, Trustees agreed to conduct a retreat later in the spring focused on academic program innovation.

**Resource & Development.**



Trustee Reynolds, committee chair, said the committee had not met since the last regular Board meeting and she had no report at this time.

### **Finance.**

Trustee Deters, committee chair, said the committee had not met since the last regular Board meeting and she had no report at this time.

### **Buildings & Site.**

Board Chair Storm, on behalf of Trustee Owen, said the committee had not met since the last regular Board meeting and he had no report at this time.

### **Student Report.**

Student Trustee Meaker highlighted recent events hosted by the Student Ambassadors and Student Government Association. He also noted their participation to support recently held Laker Visit Days for the recruitment of potential new students.

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

Dr. Bullock said:

- As we continue the celebration of our 50th Anniversary, we have a great initiative planned for the month of March to recognize the strong business – Alumni connections we have in our communities. We are asking all businesses in the district to show their Laker Pride by identifying the Lake Land College Alumni who work in their place of businesses. Those businesses that get in touch with the College will receive small Lake Land College Alumni buttons for the Alumni to wear during the month of March. The Alumni staff and Alumni Association Board members will deliver the pins to the businesses and take a photo that we will share on social media.
- The FY 2016-2018 Strategic Plan Mid-Year Report to the Lake Land College Board of Trustees is now available for review. To date, we are meeting expected outcomes or have realized achievement for 88 percent of the 107 strategies, with 57 strategies completed and 38 strategies meeting progress targets. The remaining 12 percent have been placed on hold (three strategies), abandoned (seven strategies), or not meeting progress targets (two strategies). Additionally, we have achieved our goals for 13 of the 17 HLC-related strategies and we are meeting progress targets for the remaining four strategies.
- To date, the College has received 77.7% of the FY 2017 state credit hour reimbursement and equalization appropriation (received \$8.1 million of \$10.4

million appropriated), and 73.2% of FY 2018 appropriations (received \$6.4 million of \$8.7 million appropriated).

- The College has also received 89.5% of the FY 2017 funding for Illinois Department of Corrections and Illinois Department of Juvenile Justice programs (received \$5.4 million on \$6.1 million invoiced). All invoiced funds for FY 2018 remain outstanding.

### **Business Items.**

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

### **Faculty Focus on Advancing Student Success.**

Trustees heard a presentation from Ms. Rakhsha Nasseripour, Physics Instructor, regarding models for providing pre-engineering internships with local industry.

### **Preparations for Nov. 2018 Higher Learning Commission Comprehensive Evaluation Site Visit.**

Trustees heard an update from Ms. Kathy Black, Business Division Chair and Business Instructor, and Ms. Emily Ramage, Director of Grants and Academic Operations, regarding numerous efforts underway by the administration to prepare for the November 5-6, 2018 comprehensive evaluation site visit by HLC.

### **Spring 2018 Tenth Day Enrollment Summary.**

Dr. Tina Stovall, Vice President for Student Services, presented highlights of the Spring 2018 enrollment summary.

### **Calendar of Events.**

Trustees received a calendar of upcoming events. Dr. Bullock highlighted the Ag Banquet to be held Feb. 22, 2018, and plans for the May 11, 2018, Commencement in which former surviving trustees will be invited to participate in various events that day. Trustee Reynolds highlighted the Foundation Scholarship Reception to be held April 12, 2018.

### **Correspondence.**

Trustees reviewed one item of correspondence.

### **Action Items.**

**Approval of Proposed Revisions to Eight Board Policies Including:**

- a. **05.04.08 – Bereavement Leave.**
- b. **05.04.09 – Leave for Jury Duty or Court Attendance.**
- c. **05.04.13 – Military Leave.**
- d. **05.04.14 – General Leave of Absence without Pay.**
- e. **05.04.15 – Absence Due to Inclement Weather.**
- f. **05.04.16 – Sabbatical Leave for Administrators.**
- g. **05.04.18 - Discipline and Suspension, Demotion or Dismissal for Cause.**
- h. **05.04.21 – Vacations.**

Dr. Bullock said that proposed revisions of the above-listed eight policies were presented to the Board during the January 2018 regular Board meeting as first reading for initial consideration and that the administration has received no requests for additional changes since that time.

Trustee Reynolds moved and Student Trustee Meaker seconded to approve as presented proposed revisions to eight Board Policies in section 5 to add reference, where appropriate, to Department of Juvenile Justice contracts.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of Planned Retirement Requests.**

Trustees heard a recommendation from Dr. Bullock and Mr. Bryan Gleckler, Vice President for Business Services, for the Board to approve requests by three employees requesting participation in the College's planned retirement program. Trustees reviewed the names and job positions of the employees requesting acceptance into the College's planned retirement program.

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

<b>Faculty</b>	<b>Effective Date</b>
John Gentry	December 31, 2021

<b>Supervisory</b>	<b>Effective Date</b>
Karla Miller	December 31, 2021

<b>Paraprofessional</b>	<b>Effective Date</b>
Cathy Montgomery	May 31, 2022

There was no further discussion.

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Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of Reporting of December 2017 Financial Statements.**

Trustees reviewed the December 2017 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provide a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY 2018 projected final spending levels, and year to date spending through December 2017 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Gleckler highlighted significant variances on the spreadsheets.

[Trustee Cadwell left at 7:04 p.m. and returned at 7:10 p.m.]

Trustee Deters moved and Trustee Sullivan seconded to approve the December 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Recipient of Distinguished Service Award.**

Trustees heard a recommendation from Dr. Bullock to posthumously name Dr. Robert Luther as this year's recipient of the Distinguished Service Award. Dr. Bullock said that, with Board approval, Dr. Luther's selection for this award will be recognized during the College's upcoming Commencement ceremony.

Trustee Sullivan moved and Trustee Deters seconded to approve the posthumous naming of Dr. Robert Luther as the recipient of the 2018 Distinguished Service Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Recipient of Alumnus Achievement Award.**

Trustees reviewed a recommendation from Mr. Dave Cox, Director of Alumni Relations and Annual Giving, to name Ms. Cari Rincker as this year's recipient of the Alumnus Achievement Award. Dr. Bullock said that, with Board approval, Ms. Rincker will be honored with this award during the College's upcoming Commencement ceremony.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the naming of Ms. Cari Rincker as the 2018 Alumnus Achievement Award recipient.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Retiree Wall of Fame Inductees.**

Trustees reviewed a recommendation from Mr. Cox to name Ms. Kathleen Doehring, Mr. Thomas Kerkhoff, and Mr. Benny Ragle 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 said, with Board approval, these three individuals will be honored with this award during the College's upcoming Employee Recognition event.

Trustee Sullivan moved and Trustee Reynolds seconded to approve the induction of Ms. Kathleen Doehring, Mr. Thomas Kerkhoff, and Mr. Benny Ragle to the Retiree Wall of Fame.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Intergovernmental Agreement with Joliet Junior College Dist. No. 525 for Educational Services with IDOC.**

Trustees heard a recommendation from Dr. Bullock for the Board to approve the above-referenced Agreement. Dr. Bullock said that the Board has already approved the College's contract with the Illinois Department of Corrections (IDOC) for Lake Land to provide educational services at an IDOC correctional facility located in College District No. 525 and that approval of the Intergovernmental Agreement will formalize the prior verbal agreement between Lake Land College and College District No. 525.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented the Intergovernmental Agreement with Joliet Junior College District No. 525 for Lake Land College to provide educational services at an Illinois Department of Corrections facility located in District No. 525.

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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Bid for Catalog Printing.**

Trustees heard a recommendation from Dr. Stovall for the Board to approve a bid from Data Reproduction Corporation of Auburn Hills, Michigan, to print the 2018-2020 Lake Land College Catalog. Trustees reviewed the bid tabulation sheet.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented the bid from Data Reproduction Corporation of Auburn Hills, Michigan, in the amount of \$15,425.00 to print the 2018-2020 Lake Land College Catalog.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Declaration of Equipment as Surplus.**

Trustees heard a recommendation from Mr. Gleckler for the Board to declare three Air Clean Vent Hoods as surplus items. Trustees learned these items are no longer needed due to a renovation of the Chemistry Lab.

Trustee Sullivan moved and Trustee Cadwell seconded to declare three Air Clean Vent Hoods as presented as surplus items and authorize the administration to dispose of these items in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of CTE Improvement Grant.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to accept a Career and Technical Education Leadership Improvement Grant award from the Illinois Community College Board. Trustees learned that with this award the College will act as a sponsor for the US Department of Labor's Registered Apprenticeship programs, the College will oversee at least 30 new apprenticeships in both the Production Technician and

the Plastics Manufacturing programs, and the College will also begin recruiting students for registered apprenticeships in the field of finance.

Trustee Reynolds moved and Student Trustee Meaker seconded to accept as presented a Career and Technical Education Leadership Improvement Grant in the amount of \$42,762.55 from the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Remodel and Expansion of Child Care Lab for Administration.**

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler for proceeding with the remodel and expansion of the current Child Care Lab to accommodate the College's administrative staff and add dedicated Board of Trustees meeting space. Trustees reviewed a proposed design and layout for the facility and learned the administration has engaged the services of The CTS Group of St. Louis, Missouri, for the preliminary design and cost estimate for the project. Trustees also learned that the administration will submit a request to the Board in March 2018 for approval of an addendum to the existing contract with CTS to include a final design for the work proposed for this building, making the necessary connections to convert the heating and cooling to geothermal, and accommodating the project management work that CTS will provide on the Luther Student Center expansion and renovation, including fully converting that building to the College's geothermal system as well. Mr. Gleckler said that based on initial CTS estimates, the total turn-key preliminary budget for the Child Care Lab renovation and expansion totals \$1,764,490 and that the estimated project completion date is December 2018.

Dr. Bullock said the administration is considering a recommendation for naming the renovated facility as the "Board and Administration Center." There was no expressed disagreement to this suggestion.

Trustee Deters moved and Trustee Cadwell seconded to approve as presented the College moving forward with the remodel and expansion of the current Child Care Lab to accommodate the College's administrative staff and add dedicated Board of Trustees meeting space.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Accept Proposal for Architectural and Engineering Services for Luther Student Center Renovation and Expansion Project.**

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler for the Board to accept a Proposal for Architectural and Engineering Services from Legat Architects of Chicago for the Luther Student Center Renovation and Expansion Project. Trustees reviewed the Proposal which details the fee for services structure.

As previously discussed with the Board last October and November, Trustees were reminded that the proposed expansion of the Luther Student Center has been significantly scaled back since the College began working with Legat on the design of the addition. Trustees learned that with the changes, Legat's Proposal is now based on a total project budget of \$12 million, including renovating the Child Care Lab to move administrative staff from the Student Center. However, Legat's scope of services will be confined to projects specific to the Luther Student Center renovation or expansion. Trustees also learned that a future proposal will be brought to the Board at a later date for connecting the existing Student Center building to our geothermal system and replacing the rooftop air handling units and that this additional project request is estimated to cost less than \$2 million.

Mr. Gleckler said that utility work to launch the project is scheduled to begin this summer and that the proposed and aggressive project timeline specifies a completion date of August 2019. Trustee Deters asked the administration to consider vendor/contractor incentives for timely completion.

Trustee Sullivan moved and Trustee Deters seconded to approve as presented the Proposal from Legat Architects, Inc. of Chicago, Illinois, for the architectural and engineering services for the Luther Student Center Expansion and Renovation Project with a fee for service structure as outlined in the Proposal.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of Resolution No. 0218-008 Expressing Official Intent regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the District.**

Trustees reviewed details of the above-referenced Resolution and heard a recommendation from Dr. Bullock and Mr. Gleckler for Board approval of this Resolution so that the College may be reimbursed for any cost it incurs between now and when the College issues bonds for the renovation/construction projects and architectural fees noted in the two previous agenda items.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented Resolution No. 0218-008 - Expressing Official Intent regarding Certain Capital Expenditures to be Reimbursed



from Proceeds of an Obligation to be Issued by the District. 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, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of General Leave of Absence without Pay Request by a Career Technology Instructor at Southwestern Illinois Correctional Center.**

Trustees reviewed a request by Ms. Abigail Kerkhoff, a Career Technology Instructor at Southwestern Illinois Correctional Center, for a general unpaid leave of absence from January 26, 2018, to approximately February 25, 2018. Trustees heard a recommendation from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, to approve her request as presented.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the request for a general leave of absence without pay by Ms. Abigail Kerkhoff, a Career Technology Instructor at Southwestern Illinois Correctional Center, for the period beginning January 26, 2018 and ending on or before February 25, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of Human Resources Report.**

Trustees reviewed the proposed Human Resources Report.

Trustee Reynolds motioned and Trustee Cadwell seconded to approve the following Human Resources Report:

**The following employees are recommended for leave**

Dogwiler, Gregg	FMLA (Intermittent)	01/15/2018
Kerkhoff, Abigail	FMLA	01/23/2018-01/25/2018

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
McCombe, Joshua	Tech Team Volunteer	01/02/2018

Primary Position is College Work Study-Business

**Part-time**

Abernathy, Caleb	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/08/2018
Abernathy, Caleb	Tutor - Associate Community Education Primary Position is Tutor - Student Lrng Asst	01/08/2018
Carpenter, Nathan	Tutor-Disability Services - Student Primary Position is Chemistry Lab Student Asst	01/17/2018
Carpenter, Nathan	Tutor-Student Community Education Primary Position is Chemistry Lab Student Asst	01/17/2018
Carpenter, Nathan	Tutor - Student Learning Assistance Primary Position is Chemistry Lab Student Asst	01/17/2018
Fitzgerald, Andrew	Adjunct Faculty Technology Division Primary Position is Adult Ed Adjunct Faculty	01/08/2018
Huang, Hsin Hui	Tutor-Disability Services - Student Primary Position is Counseling - Clerical Worker	01/08/2018
Huang, Hsin Hui	Tutor-Student Community Education Primary Position is Counseling - Clerical Worker	01/08/2018
Huang, Hsin Hui	Tutor - Student Learning Assistance Primary Position is Counseling - Clerical Worker	01/08/2018
Jobe, Bryan	Tutor-Associates-Disability Services Primary Position is Tutor – Associate Lrng Asst	12/18/2017
Jobe, Bryan	Tutor - Associate Community Education Primary Position is Tutor – Associate Lrng Asst	12/18/2017
Rothrock, Brett	Bookstore Rush Worker Primary Position is College Work Study-Business	12/13/2017
Walk, Aaron	Adjunct Faculty Social Science Primary Position is Adj Faculty Social Science	01/08/2018

**Part-time - Grant Funded**

Abernathy, Caleb	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/08/2018
Carpenter, Nathan	Tutor-Student Carl Perkins Primary Position is Chemistry Lab Student Asst	01/17/2018
Huang, Hsin Hui	Tutor-Student Carl Perkins Primary Position is Counseling - Clerical Worker	01/08/2018
Jobe, Bryan	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	12/18/2017
Plummer, Teresa	Pathways Substitute Instructor Primary Position is Adult Education Instructor	01/19/2018
Shook, Ciara	Pathways Substitute Instructor Primary Position is Adj Reading Instructor	01/16/2018

**College Work Study**

Switzer, Christopher	College Work Study - Business Primary Position is Pathways Teacher Aid II	01/10/2018
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### End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
<b>Part-time</b>		
Due, Adam	Tutor	12/08/2017
Janes, Thomas	Tutor	12/08/2017
Satterfield, Ryan	Wind Turbine Tech	01/23/2018
Wolfshoefer, Emil	Wind Turbine Tech	01/23/2018

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
<b>Unpaid Volunteer</b>		
Carr, William	Tech Team Volunteer	01/02/2018
Coe, Beth	Work and Learn - Trio	01/12/2018
Hendrix, John	Assistant Softball Coach Unpaid Volunteer	01/16/2018
Miller, Ashley	Peer to Peer Assistant- Humanities	01/08/2018
Schisler, Davina	Auxiliary Services Volunteer	01/17/2018

### Full-time

Blazich, Jerri	Administrative Asst to College Advancement	02/15/2018
Dragovan, Nathaniel	Marketing Specialist	02/13/2018

### Full-time - Grant Funded

McPherson, Deborah	Correctional Ofc Assistant-Illinois River CC	01/16/2018
Spence, Latrina	Correctional Cosmetology Instructor-Vienna CC	01/02/2018

### Part-time

Abernathy, Caleb	Tutor - Student Learning Assistance	01/08/2018
Arndt, Toni	Adjunct Faculty Technology Division	01/08/2018
Compton, Daniel	CBI Non-credit Instructor	12/14/2017
Friese, Erin	Bookstore Rush Worker	12/20/2017
Helton, Danelle	Admissions and Records Data Entry Asst	01/16/2018
Howard, Ryan	Adjunct Faculty Humanities	01/08/2018
Huang, Hsin Hui	Counseling - Clerical Worker	01/23/2018
Martinez, Yesica	International Student Ambassador	02/02/2018
Padrick, Lynae	Career Services Assistant	01/05/2018
Stephens, Carolyn	Adjunct Faculty Social Science	01/08/2018

### Part-time - Grant Funded

Adams, Ashley	Adjunct DOC College Funded Instructor	01/08/2018
Calderini, Chris	Adjunct DOC College Funded Instructor	01/08/2018
Dial, John	Adult Education Instructor	01/23/2018
Metzger, Teresa	BNA Clinical Instructor Adult Education	01/08/2018
Morris, Brittany	Outreach Advisor/Mentor, TRIO Destination	11/15/2017

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Newton, Dana	Adjunct DOC College Funded Instructor	01/08/2018
Plummer, Teresa	Adult Education Instructor	01/08/2018
Wildman, Rebecca	Adjunct DOC College Funded Instructor	01/08/2018

### College Work Study's

Beck, Jillian	College Work Study – Math/Science	01/08/2018
Graham, Beth-Anne	College Work Study - Business	01/10/2018
Maxey, Macey	College Work Study - Early Childhood Edu	01/08/2018

### Terminations/Resignations

#### The following employees are terminating employment

	Position	Effective Date
<b>Unpaid Volunteer</b>		
Ashcraft, Coartnee	Work and Learn - Adult Education	01/22/2018
Clinton, Melinda	Asst Softball Coach Unpaid	01/29/2018
Clinton, Wayne	Asst Softball Coach Unpaid	01/29/2018
Morris, Cody	Peer to Peer Assistant - Ag	01/25/2018
Porter, Amory	Asst Softball Coach Unpaid	01/29/2018
Schnell, Pennie	Auxiliary Services Volunteer	12/22/2017

#### Full-time

Bradford, James	Corr Commercial Cooking Instr- IYC Harrisburg	01/16/2018
Davis, Brian	Corr Horticulture Instr- IYC Harrisburg	02/16/2018

#### Part-time

Bolin, Marletta	Allied Health BNA Clinical Instr	12/17/2017
Bucher, Michael	Adj Faculty Math/Science	01/10/2018
Cheung, Ho Hon	International Stu Ambassador	12/31/2017
Darimont, Lynn	Adj Reading Instructor	12/17/2017
Efe, Efehan	International Stu Ambassador	12/31/2017
Freeman, Shawn	Adj Doc College Funded Instr	01/03/2018
Gruner, Stephanie	Humanities Unpaid Intern	01/11/2018
Hallett, Trevor	Athletic Trainer	01/29/2018
Huang, Hsin Hui	Counseling - Clerical Worker	12/31/2017
Kwong, Kin Yuen	International Stu Ambassador	12/31/2017
Miller, Danelle	Adj Faculty Math/Science	12/17/2017
Moore, Gerald	Adj Faculty Math/Science	01/10/2018
Patel, Palak	Tutor - Student Lrng Asst	12/08/2017
Pfafman, Tessa	Adj Doc College Funded Instr	12/14/2017
Ray, Zoe	Tutor - Student Lrng Asst	12/13/2017
Rohlinger, Marion	Adj Faculty Math/Science	01/10/2018
Thompson, Bryan	Adj Faculty Math/Science	01/10/2018
Tiffin, Andrea	Allied Health LPN Sub Instructor	12/08/2018
Von Kamecke, Alexandria	Groundskeeper	01/24/2018
Walker, Amanda	Counseling - Student Worker	12/21/2017

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### **College Work Study's**

Bannick, Brittany	College Work Study-Counseling	12/21/2017
Haworth, Konnar	College Work Study-Physical Plant	01/23/2018
Lye, Terry	College Work Study-College Advancement	12/23/2017
Minard, Tristin	College Work Study-Physical Plant	01/23/2018
Mumaw, Shayla	College Work Study-Business	12/08/2017
Swartz, Jesse	College Work Study-Business	12/08/2017

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Steward. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There was no additional discussion.

### **Adjournment.**

Student Trustee Meaker moved and Trustee Cadwell seconded to adjourn the February 12, 2018, meeting of the Lake Land College Board of Trustees at 7:36 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
 Mr. Dave Storm, Board Chair

\_\_\_\_\_  
 Ms. Ann Deters, Board Secretary

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

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



# MEMO

To: Josh Bullock  
FROM: Research Review Board  
CC: Jean Anne Grunloh  
Date: February 5, 2018  
RE: Research Policy for Lake Land College

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In their 2015 Report of a Comprehensive Evaluation Visit, the Higher Learning Commission provided the following recommendation to Lake Land College: *"Evidence was presented through discussions with faculty and staff that an Institutional Review Board (IRB), while not required, would be useful to faculty at Lake Land College. Opportunities for many federal grants would be enhanced if an IRB were in place; and the concept is supported by both faculty and administration."*

To address this HLC recommendation, the Director of Institutional Research discussed the potential need for an IRB with various leadership teams and administrators across the college. Based on the feedback provided during these discussions, it was determined that since Lake Land is not a research based institution that routinely conducts research with students, a traditional IRB is not necessary. However, they wanted to see a Research Review Board (RRB) implemented at the College.

One of the charges for the RRB is to monitor the need for an IRB which would involve research using human subjects. After reviewing the Board Policy Manual, the RRB discovered policy 06.45 Faculty and Staff Research and Consulting. The RRB is proposing to modify policy 06.45 to focus solely on consulting and adding policy 11.29 to focus solely on Human Subject research. Making these changes provides proper protection for both students and staff in any future research endeavors, as well as clarify distinctions between "Human Subjects Research" and "consulting".

After reviewing other community college policies including Lane Community College, Community College of Beaver County, and Westchester Community College and the Department of Health and Human Services Human Subjects Act, the RRB is recommending the attached policy titled Human Subject Research by Internal or External Constituents be added to Lake Land College's Board Policy Manual as policy 11.29.

**11.29****Human Subject Research by Internal or External Constituents**

Any internal or external researchers requesting the collection of data involving human subjects currently or previously enrolled, employed, or otherwise associated with Lake Land College need to follow the Authorization to Conduct Research protocols and submit the appropriate documentation to the Research Review Board. This will ensure that all research requests align with the Department of Health and Human Services Protection of Human Subjects Act<sup>1</sup>. Research conducted by College staff, for purposes of conducting College business, is exempt from this Policy. The College's President or appropriate Vice President will have final approval of all research requests.

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<sup>1</sup> Protection of Human Subjects (45CFR46)

Adopted

06.45

## Faculty and Staff ~~Research and Consulting~~

~~Faculty and staff research projects to be conducted using Lake Land College students or staff in testing, questionnaires, interviews, etc. are to be coordinated through the office of the Vice President for Academic Services.~~

Faculty and staff who do consulting work for external businesses, agencies, etc. during contractual service days and who receive full salary for such days will refund to the College any remuneration or honorarium received. With permission of the College President, such remuneration or honorarium may be donated to the Lake Land College Foundation.

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Adopted November 9, 1998  
Revised October 13, 2003

Revised



### Calendar of Events

Monday, March 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Sunday, March 18, 2018	Spring Community Choir Concert 3:00 p.m. Theater
Wednesday, March 21, 2018	Employee & Retiree Recognition, Wall of Fame Induction & Shine Presentation 2:00 p.m. Laker Point 2:30 p.m. Theater
Thursday, April 5, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, April 9, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, April 12, 2018	4 – 5 p.m. Lake Land College Foundation Scholarship Reception Field House 5:30 p.m. Lake Land College Foundation Donor Recognition Reception at the Mattoon Golf & Country Club
Friday, April 13, 2018	Principals, Deans and Counselors Meeting 8:30 a.m. – 1:30 p.m. Webb 081
Wednesday, April 25, 2018	Student Recognition Banquet 6:00 p.m. Field House
Sunday, April 29, 2018	Laker Athletic Gala Field House More details to come
Wednesday, May 2, 2018	Spring Carnival 10 a.m. - 1 p.m. Field House
Friday, May 4, 2018	Johnson Music Festival Field House More details to come
Thursday, May 10, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Friday, May 11, 2018	51st Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House

Monday, May 14, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Friday, May 18, 2018	11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course
Thursday, June 7, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, June 11, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, July 12, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, July 16, 2018 (Third Monday of Month)	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, August 9, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, August 13, 2018	5 p.m. – Board Dinner – Kluthe Center 6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, September 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, October 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081

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

**Revelation 21:3-7**

*And God will wipe away every tear  
from their eyes; there shall be no more death,  
nor sorrow, nor crying. There shall be no  
more pain, for the former things  
have passed away.*

*Then He who sat on the throne said,  
"Behold, I make all things new."*

*And He said to me, "Write, for these words  
are true and faithful." And He said to me,  
"It is done! I am the Alpha and the Omega,  
the Beginning and the End. I will give of the  
fountain of the water of life freely to him  
who thirsts. He who overcomes shall inherit  
all things, and I will be his God and  
he shall be My son."*

*Dr. Bullock and Board  
of Trustees,  
Thank you for the  
leave of without pay*

In Loving Memory Of

**Louise Cantwell**

Who Was Born To This Earth  
*October 29, 1939 – Mattoon, IL*

And Departed This Life  
*June 15, 2017 – Urbana, IL*

Funeral Services Honoring Her Life  
*Kingdom Hall of Jehovah's Witnesses  
3:00 p.m. June 24, 2017*

Officiating  
*Elder Jerry Weck*

Final Resting Place  
*Zion Hill Cemetery*

*granted me in June of  
2017. and Thank you  
for the plant for my  
mother's funeral. It  
was very kind of you  
all. Love Jimmy Cantwell*

LHC Bd of Trustees, Dr. Bollock,  
Jan Ann, Sierra,

↳ thoughtful people.

Thank you so much for  
the lovely plant, card & prayers.  
I will treasure the plant to  
remember my sister & nephew.  
In this heart-breaking time, it is  
nice to know I am so blessed  
to work at Lake Land & be  
surrounded by such caring

Thank you,  
Cullen Winchester

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services *JUA*  
DATE: February 26, 2018  
RE: ICCTA Business Partnership Award Nominee

---

It is with sincere pleasure that we nominate The Equity in Effingham for the 2018 ICCTA Business Partnership Award.

Lake Land College and The Equity have enjoyed a long-standing relationship by partnering on various projects over the years:

- As one of the largest independent agricultural cooperatives in the state, The Equity has been a strong supporter of the Agriculture Division at Lake Land College, primarily in the annual hiring of over 40 students for internship positions.
- The Equity's staff members routinely visit our classes to share information about new opportunities in the agriculture industry.
- The Equity was a key contributor in the development of a Commercial Driver's License preparatory course which was designed to aid in student success with the licensure examination.
- The Equity provides awareness and opportunities for Lake Land College in the form of monetary sponsorships, internship experiences, and curricula alignment.

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 12, 2018, Board meeting.



# LAKE LAND COLLEGE

## OFFICE OF THE PRESIDENT

March 1, 2018

Illinois Community College Trustees Association  
401 E. Capitol, Suite 200  
Springfield, IL 62701-1711

Dear Selection Committee:

On behalf of the Lake Land College Board of Trustees, it is my pleasure to recommend The Equity for the 2018 ICCTA Business/Industry Partnership Award. In addition to this letter of support, please find enclosed the following documents:

A completed ICCTA nomination form;  
A letter of acknowledgement from The Equity;  
A narrative statement explaining the nominee's qualifications and for use by ICCTA for publicity materials.

The Equity has been a long-standing partner of Lake Land College's for the mutual benefit of students and residents in east-central Illinois. The Equity's extensive civic leadership is a testament to the organization's desire to seek and effect positive change for the good of the community and its service area. Through educational programs, scholarship opportunities, and economic development support, The Equity provides effective comprehensive services to its members.

Over the past several years, The Equity and Lake Land College have collaborated in various ways, including offering internships to students and serving on the advisory board for the agriculture programs. The Equity has been an invaluable industry partner, and Lake Land College looks forward to the new collaborations on the horizon.

Thank you for considering The Equity for this prestigious award. If I may answer any questions or be of further assistance, please contact me.

Sincerely,

Mr. Dave Storm, Chair  
Lake Land College Board of Trustees

**Eastern Region Center**  
224 South Sixth St.  
Marshall, Illinois 62441  
217-826-8490


**The Kluthe Center for Higher  
Education and Technology**  
1204 Network Center Blvd.  
Effingham, Illinois 62401  
217-540-3555

**Lake Land College**  
5001 Lake Land Blvd.  
Mattoon, Illinois 61938  
217-234-5253  
lakelandcollege.edu

**Western Region Center**  
600 East First St.  
Pana, Illinois 62557  
217-562-5000

**Workforce  
Development Center**  
305 Richmond Ave. East  
Mattoon, Illinois 61938  
217-235-2222

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services   
DATE: February 21, 2018  
RE: ICCTA Full-Time Outstanding Faculty Member Award

---

It is with sincere pleasure that we nominate Scott Rhine, IT Networking Administration, for the 2018 ICCTA Full-Time Outstanding Faculty Member Award.

Scott has displayed excellence in teaching during his 21 year career at Lake Land College. His number one concern is his commitment to his students. Scott is one of the most prolific curriculum developers at Lake Land College. He has developed and maintained 28 innovative courses, four programs and four labs. Scott has plans for future coursework and programs, as well as, participation in several innovative projects.

This award will be announced at the March Employee Recognition event and presented to Scott at Commencement. We respectfully request that the Board of Trustees accept this nomination at their March 12, 2018, Board meeting.



# LAKE LAND COLLEGE

OFFICE OF THE PRESIDENT

March 1, 2018

Illinois Community College Trustees Association  
401 E. Capitol, Suite 200  
Springfield, IL 62701-1711

Dear Selection Committee,

On behalf of the Lake Land College Board of Trustees, I am pleased to nominate Mr. Scott Rhine, Information Technology/Network Administration instructor at Lake Land College, for the 2018 ICCTA Outstanding Full-Time Faculty Member Award. In addition to this letter of support, please find enclosed the following documents:

- Completed ICCTA nomination form;
- Nominee's philosophy of education;
- Narrative statement for publicity materials.

Mr. Rhine has been an esteemed member of our faculty for over two decades and has an exemplary record as an innovative classroom instructor. His students regularly note his ability to simplify complex technical concepts through engaging activities, ranging from 3D-modeling and robot-building to video game development and virtual reality campus tours.

Far beyond the classroom, Mr. Rhine has been an invaluable contributor to Lake Land College's community outreach efforts. His many contributions include developing a prosthetic forearm and hand for a 3-year-old girl, organizing a "Cans for Credit" project that contributes an average of 1,200 cans of food to local food pantries each semester, and coordinating a Club IT garden on the college's campus. Mr. Rhine has served as a principal investigator and proposal reviewer for the National Science Foundation and is a frequent lecturer on a variety of technical topics across Illinois and nationwide.

But, all of this merely skims the surface of Mr. Rhine's impact on Lake Land College's students, staff, and community. Thank you for your full consideration of Mr. Scott Rhine for the 2018 ICCTA Outstanding Full-Time Faculty Member Award.

Sincerely,

Mr. Dave Storm, Chair  
Lake Land College Board of Trustees

**Eastern Region Center**  
224 South Sixth St.  
Marshall, Illinois 62441  
217-826-8490

**The Kluthe Center for Higher  
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1204 Network Center Blvd.  
Effingham, Illinois 62401  
217-540-3555

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5001 Lake Land Blvd.  
Mattoon, Illinois 61938  
217-234-5253  
lakelandcollege.edu

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600 East First St.  
Pana, Illinois 62557  
217-562-5000

**Workforce  
Development Center**  
305 Richmond Ave. East  
Mattoon, Illinois 61938  
217-235-2222

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services *JWT*  
DATE: February 26, 2018  
RE: ICCTA Part-Time Outstanding Faculty Member Award

---

It is with sincere pleasure that we nominate Ellen Trainor, agriculture instructor, for the 2018 ICCTA Part-Time Outstanding Faculty Member Award.

Ellen's background in software, coupled with her real world agriculture experience makes for an outstanding combination of skills for our agriculture students. Students stay abreast to the ever changing technologies in agriculture, because Ellen has incorporated the introduction of many new agriculture technology applications into her curriculum. Her willingness to go above and beyond in teaching has helped shape the Lake Land College Agriculture Division into one of the top programs in the nation.

We respectfully request that the Board of Trustees accept this nomination at their March 12, 2018, Board meeting.

# LAKE LAND COLLEGE

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OFFICE OF THE PRESIDENT

March 1, 2018

Illinois Community College Trustees Association  
401 E. Capitol, Suite 200  
Springfield, IL 62701-1711

Dear Selection Committee,

On behalf of the Lake Land College Board of Trustees, I am pleased to nominate Ms. Ellen Trainor, part-time agriculture instructor at Lake Land College, for the 2018 ICCTA Outstanding Part-Time Faculty Member Award. In addition to this letter of support, please find enclosed the following documents:

- Completed ICCTA nomination form;
- Nominee's philosophy of education;
- Narrative statement for publicity materials.

Ms. Trainor has been an esteemed member of our part-time faculty for several years and has an exemplary record as an innovative classroom instructor. She consistently incorporates emerging agricultural technologies into her instructional plans, thus preparing her students for the rapidly changing pace of industry demands.

Thank you for your full consideration of Ms. Ellen Trainor for the 2018 ICCTA Outstanding Part-Time Faculty Member Award.

Sincerely,

Mr. Dave Storm, Chair  
Lake Land College Board of Trustees

**Eastern Region Center**  
224 South Sixth St.  
Marshall, Illinois 62441  
217-826-8490


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305 Richmond Ave. East  
Mattoon, Illinois 61938  
217-235-2222

# MEMO

**TO:** Josh Bullock, President 

**FROM:** Bryan Gleckler, Vice President for Business Services

**DATE:** February 26, 2018

**RE:** Proposed Summer and Fall 2018 Tuition and Fee Rates

---

As you know, the Cabinet has been engaged in planning and discussion of developing a framework for the Fiscal Year 2019 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. Lake Land College has been able to maintain its tuition levels for the past two years, not increasing tuition rates since Summer/Fall 2016. However, given inflationary factors, we are recommending a \$3.00 increase in the tuition rate per credit for Summer and Fall 2018. Despite this recommended increase, Lake Land College will still maintain itself as one of the most affordable educational options in the State of Illinois.

	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
Spring 2018	102.50	229.96	423.36
Summer/Fall 2018	105.50	232.96	426.36

**Service Fee:**

If you recall, last year we increased the Service fee by \$6.70/credit hour; however, this was a revenue neutral initiative as it was also tied to the elimination of the online course fee. We are recommending an increase of \$1.00/credit hour for the



service fee given inflationary factors and cost increases associated with protecting our technology infrastructure.

	<u>Service Fee</u>		<u>Service Fee Proposed</u>
Spring 2018	28.00	Summer/Fall 2018	29.00

### **Dual Credit Fees:**

We are proposing that the Dual Credit fee be increased by \$1.68/credit hour to \$18.42/ credit hour. This rate increase is estimated to generate an additional \$21,559 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 \$55.26, from \$50.22. This cost includes all course materials that are provided by Lake Land College.


Additionally, fee for high schools seeking Lake Land College to teach a course, we are proposing a dual enrollment model with a flat rate per credit hour for the course. Under this model, courses are taught by a qualified Lake Land College instructor, are offered in the convenience of the high school classroom, or at a location of the high school's choosing, for up to 25 students per course and no minimum amount of students. Courses could be online, hybrid, or face-to-face. This option includes any Lake Land College course and is based upon demand by the high school(s). The cost would be as follows:

\$1,000 per credit hour/\$500 per .5 credit hour

This cost would be for the entire course, regardless of class size (up to 25 students). This cost covers instructional costs, lab fees, textbooks, and any other course materials (other than consumables).

The above represents the College's recommendation for tuition, service fees, and Dual Credit options/rate structure for Summer and Fall 2018. 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: Dr. Josh Bullock, President  
FROM: Mr. Bryan Gleckler, Vice President for Business Services   
DATE: February 20, 2018  
RE: January 2018 Financial Statement Summary

---

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

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

- Tuition revenue – The unfavorable variance in tuition continues during the month of January. The January unfavorable variance was \$124,683 bringing the year to date unfavorable variance to \$1,371,589. In FY2017, at this point in time we had recorded more than 100% of the tuition received for all of FY2017. Through the same timeframe in FY2018, we have recorded 87.9% of tuition budgeted for FY2018.
- Fees – The unfavorable variance in fees also continues during the month of January. The January variance was unfavorable by \$141,389 increasing the total year to date unfavorable variance to \$422,626. In FY2017, at this point in time we had recorded 93.1% of the fees received for all of FY2017. Through the same timeframe in FY2018, we have recorded 82.9% of fee revenue budgeted for FY2018.

Given that these variances have continued for several months and now total approximately \$1.8 million, it is important to evaluate the expenditure side in order to offset what appears to be lower than anticipated revenue for these areas. In evaluating expenditures year to date, if this unfavorable variance in revenue continues, I am projecting it to be made up by the following favorable variances in expenditures for this year:

- Salaries/Wages and benefits – Projected year end favorable variance of \$395,000
- General Materials and Supplies - Projected year end favorable variance of \$725,000
- Contractual Services - Projected year end favorable variance of \$350,000
- Travel & Meeting Expenses – Projected year end favorable variance of \$100,000
- Other – Projected year end favorable variance of \$100,000

- **Fixed Charges** – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

**Total projected favorable expenditure variances - \$1,770,000**

**Overall Variances:**

- *Revenue* – Total January revenue was \$1,454,952 resulting in an overall unfavorable variance of \$286,020 compared to the budgeted level. This unfavorable variance is primarily driven by not receiving a credit hour reimbursement payment during the month of January, and tuition and fees coming in lower than budgeted. Year to date, revenue has a favorable variance of \$165,259.
- *Expenditures* – Total January expenditures were \$2,163,441 resulting in an overall favorable variance of \$494,264. Year to date, spending has a favorable variance of \$2,330,795.

**Revenue Variances:**

- *Local Sources* – Through January, this line is unfavorable by \$226,837 but this is related to timing and should finish in line with budgeted revenues. Additionally, we received additional Effingham County tax revenue in February which will bring this more in line with the annual projection.
- *ICCB Credit Hour Grant* – Unfavorable variance for the month of January by \$430,713 due to not receiving any state payments for credit hour reimbursement during the month. Due to the receipt of multiple payments in prior months, year to date this line has a favorable variance of \$1,754,536 but this is solely due to the timing of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.
- *ICCB Equalization Grant* – Favorable variance for the month of January by \$453,968 due to the receipt of multiple equalization payments during the month of January. Year to date this line has a favorable variance of \$453,968 but will be in line with the budgeted assumptions by the conclusion of the fiscal year.
- *Tuition & Fees* – Already discussed at length above. January unfavorable variance for tuition of \$124,683 and \$141,389 for fees. Year to date, tuition has an unfavorable variance of \$1,371,589 and fees are unfavorable by \$422,626.
- *Other State Sources* – Unfavorable variance for January in the amount of \$82,123 and year to date in the amount of \$283,480. This is primarily due to not yet receiving the Career and Technical Education payment for Fiscal Year 2018. Once that is received from the State of Illinois we should be more in line with the budgeted projections.

- *Other Revenue* – January had a favorable variance of \$38,829. Year to date this line now has a favorable variance totaling \$73,314.

***Expenditure Variances:***

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in January of \$112,495. Year to date these lines are favorable by \$551,808 and we are projecting a year end favorable variance of \$326,648 at this point in time.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in January in the amount of \$10,939. Year to date these lines are unfavorable by \$73,288; however, we are projecting that by the end of the year that these lines are within budget.
- *Instructional* – Had a favorable variance in January of \$124,750 which was primarily due to a favorable variance in salaries of \$77,101 (timing). Additionally, contractual services were favorable by \$35,625 due to less IDOT spending for instructional service contracts. Overall, this area is favorable by \$600,913 year to date.
- *Academic Support* – Had an unfavorable variance in January of \$11,470 which is primarily due to unfavorable variances in materials and supplies of \$7,285 and salary and wages of \$3,470. Year to date, this area has an overall favorable variance of \$34,813.
- *Student Services* – Had a favorable variance in January of \$15,999. This was primarily due to a favorable variance in salaries of \$12,029. Year to date, this area has an overall favorable variance of \$81,125.
- *Public Service/ Continuing Education* – This area had an unfavorable January variance of \$18,647. Year to date this area is favorable by \$9,381 with the bulk of this favorable variance in salaries and materials and supplies.
- *Operations & Maintenance* – This area had an unfavorable January variance of \$29,081. Year to date the favorable variance is \$382,257 with \$115,000 being in Capital Outlay due to not expending \$15,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers for the Luther Student Center.
- *Institutional Support* – Had a favorable January variance of \$331,881. Year to date this area has a favorable variance totaling \$1,170,816. The bulk of this favorable variance is from the following lines: \$312,759 is due to adding in the Strategic Initiatives that were outlined in the August 10<sup>th</sup> memo from Dr. Bullock to the Board of Trustees, \$132,012 is in general materials and supplies, and \$135,659 is in contractual services.
- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$80,833 for the month of January. Year to date this line is unfavorable by \$51,490.



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

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Variance	% Current YTD Budget Variance	Previous YTD	FY17 Audited Numbers	FY18 Annual Budget
<b>Revenues:</b>										
91	-	91	Local Sources	8,223,163	8,450,000	(226,837)	-2.68%	7,819,083	7,910,562	8,922,204
89,478	520,182	(430,713)	ICCB Credit Hour Grant	3,212,045	1,457,510	1,754,535	120.38%	1,887,282	5,262,447	4,058,469
843,911	389,943	453,968	ICCB Equalization Grant	3,183,571	2,729,603	453,968	16.63%	2,843,905	5,113,746	4,679,320
45,693	127,816	(82,123)	Other State Sources	188,009	471,489	(283,480)	-60.12%	835,382	2,039,866	1,050,557
134,840	259,523	(124,683)	Tuition	9,693,158	11,064,745	(1,371,589)	-12.40%	11,370,428	11,305,696	11,027,972
195,914	337,304	(141,389)	Fees	3,758,652	4,181,278	(422,626)	-10.11%	3,804,812	4,085,240	4,534,505
145,022	106,194	38,829	Other Revenue	774,919	701,605	73,314	10.45%	1,954,860	2,409,866	1,119,843
-	-	-	Gift in Kind	187,973	-	187,973	-	-	115,578	-
1,454,952	1,740,972	(286,020)	<b>Total Revenues</b>	29,221,488	29,056,229	165,259	1	30,515,552	38,243,002	35,392,870
<b>Expenditures:</b>										
<b>Instructional</b>										
775,701	852,802	77,101	Salary and Wages	6,909,909	7,129,504	219,595	3.08%	6,854,591	10,352,825	10,593,886
175,222	169,640	5,583	Employee Benefits	1,232,797	1,225,765	(7,032)	-0.57%	1,230,367	1,948,994	1,973,963
33,875	69,500	35,625	Contractual Services	49,314	239,230	189,916	79.39%	129,288	472,541	556,690
46,395	61,346	14,950	General Materials and Supplies	258,296	507,427	249,131	49.10%	292,610	456,549	732,461
2,098	6,483	4,385	Travel and Meeting Expenses	13,431	79,013	65,582	83.00%	12,095	35,246	146,460
9,453	7,275	(2,178)	Fixed Charges	9,463	17,550	8,097	0.00%	17,278	48,278	72,225
-	450	450	Capital Outlay	-	33,500	33,500	100.00%	7,375	7,375	38,554
-	-	-	Other Expenditures	-	-	-	0.00%	-	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	0.00%	-	-	-
1,042,745	1,167,495	124,750	<b>Total Instructional</b>	8,631,076	9,231,989	600,913	6.51%	8,543,604	13,322,729	14,112,239
<b>Academic Support</b>										
30,537	27,067	(3,470)	Salary and Wages	221,978	223,791	(1,813)	-0.82%	304,270	433,397	351,255
8,525	7,152	(1,373)	Employee Benefits	58,918	47,644	(11,274)	-23.66%	78,849	114,371	83,404
-	-	-	Contractual Services	271	1,700	1,429	0.00%	969	1,682	3,000
17,138	9,853	(7,285)	General Materials and Supplies	136,309	176,893	40,584	22.94%	136,591	173,870	205,214
56	850	794	Travel and Meeting Expenses	4,566	5,385	819	15.21%	4,339	7,678	9,310
137	-	(137)	Fixed Charges	4,734	8,175	3,441	42.09%	4,288	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
56,392	44,922	(11,470)	<b>Total Academic Support</b>	476,775	461,588	34,813	7.54%	529,306	735,316	659,683
<b>Student Services</b>										
110,554	122,583	12,029	Salary and Wages	908,925	961,780	52,855	5.50%	872,758	1,377,954	1,550,363
34,644	36,271	1,627	Employee Benefits	251,768	239,988	(11,780)	-4.91%	248,630	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	11,209	9,322
4,661	5,943	1,282	General Materials and Supplies	46,183	70,904	24,722	34.87%	41,514	67,705	95,914
509	1,570	1,061	Travel and Meeting Expenses	7,754	23,083	15,329	66.41%	6,252	10,759	38,038
-	-	-	Other Expenditures	3,750	3,750	-	0.00%	3,750	7,000	7,500
150,367	166,366	15,999	<b>Total Student Services</b>	1,227,702	1,308,827	81,125	6.20%	1,182,226	1,872,731	2,122,477
<b>Public Service/Cont Ed</b>										
27,276	27,405	129	Salary and Wages	208,757	228,399	19,642	8.60%	191,633	356,447	372,432
7,039	5,932	(1,107)	Employee Benefits	38,156	32,193	(5,963)	-18.52%	38,359	59,098	53,853
8,479	2,050	(6,429)	Contractual Services	25,742	23,420	(2,322)	-9.91%	22,950	42,315	34,620
20,088	8,522	(11,566)	General Materials and Supplies	72,960	82,401	9,441	11.46%	43,759	107,233	127,528
288	305	17	Travel and Meeting Expenses	2,107	2,258	151	6.69%	2,160	4,126	3,807
12,521	12,828	307	Fixed Charges	88,386	88,668	282	0.32%	88,705	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,850	-	(11,850)	0.00%	-	-	-
75,689	57,042	(18,647)	<b>Total Public Service/ Cont Ed</b>	447,958	457,339	9,381	2.05%	387,566	721,417	744,950
<b>Operations &amp; Maintenance</b>										
75,698	94,263	18,565	Salary and Wages	572,382	699,037	126,655	18.12%	595,303	1,026,001	1,174,469
26,326	25,677	(649)	Employee Benefits	186,352	171,051	(15,301)	-8.95%	199,892	318,114	301,434
54,184	20,194	(33,990)	Contractual Services	127,314	160,450	33,136	20.65%	194,416	344,505	215,435
24,236	27,885	3,649	General Materials and Supplies	83,985	169,888	85,903	50.56%	64,547	125,184	271,195
-	25	25	Travel and Meeting Expenses	-	100	100	100.00%	-	-	150
19,860	11,180	(8,680)	Fixed Charges	118,482	78,260	(40,222)	-31.39%	108,895	227,294	134,160
103,154	95,153	(8,001)	Utilities	611,001	687,986	76,985	11.19%	588,807	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	-	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
303,458	274,377	(29,081)	<b>Total Operation and Maint</b>	1,699,515	2,081,772	382,257	18.36%	1,752,862	3,207,652	3,436,489
<b>Institutional Support</b>										
242,021	250,162	8,141	Salary and Wages	1,792,997	1,926,246	133,249	6.92%	1,778,575	3,028,892	3,089,526
67,724	63,869	(3,855)	Employee Benefits	431,012	409,073	(21,939)	5.36%	506,091	750,399	930,711
30,821	78,062	47,240	Contractual Services	184,583	320,243	135,659	42.36%	298,708	610,853	616,253
96,501	353,816	257,315	General Materials and Supplies	449,678	581,690	132,012	22.69%	423,340	611,916	1,388,391
2,223	9,125	6,902	Travel and Meeting Expenses	23,803	68,925	45,121	65.47%	20,738	51,843	121,330
4,707	2,475	(2,232)	Fixed Charges	210,920	220,100	9,180	4.17%	239,248	242,519	228,300
-	7,339	7,339	Capital Outlay	-	30,940	30,940	0.00%	-	9,089	43,634
11,698	89,733	78,035	Contingency Funds	27,711	314,793	287,082	0.00%	-	26,960	487,221
-	-	-	Other	-	125,000	125,000	0.00%	407,872	987,604	4,417,729
67,005	-	(67,005)	Strategic Initiatives	132,241	445,000	312,759	0.00%	-	-	445,000
-	-	-	Gifts In Kind	18,248	-	(18,248)	0.00%	-	-	-
522,699	854,580	331,881	<b>Total Institutional Support</b>	3,271,194	4,442,010	1,170,816	1	3,674,571	6,320,074	11,768,095
12,090	92,923	80,833	Scholarships, grants, waivers	699,948	751,438	51,490	6.85%	2,414,247	2,506,810	1,170,066
2,163,441	2,657,705	494,264	<b>Total Expenditures</b>	16,404,168	18,734,963	2,330,795	12.44%	18,448,382	28,686,729	34,013,999
28,891	116,905	88,014	<b>Transfers Out:</b>	537,225	794,346	257,121	32.37%	596,867	1,271,915	1,378,871
(737,381)	(1,033,638)	296,257	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	12,280,095	9,526,921	2,753,175	28.90%	11,434,303	8,284,358	-

	<b>Current Month</b>				<b>Current YTD</b>	<b>Current YTD</b>	<b>Current YTD</b>
<b>Current Month</b>	<b>Budget</b>	<b>Variance</b>		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	
1,261,786.32	1,374,281.94	112,495.62	Salary and Wages	10,614,948.06	11,166,756.68	551,808.62	
319,478.68	308,539.62	(10,939.06)	Employee Benefits	2,199,002.31	2,125,714.20	(73,288.11)	
127,359.64	169,806.10	42,446.46	Contractual Services	396,546.19	754,364.76	357,818.57	
209,018.98	467,364.35	258,345.37	General Materials and Supplies	1,047,411.20	1,589,203.00	541,791.80	
5,172.78	18,358.37	13,185.59	Travel and Meeting Expenses	51,661.02	178,763.50	127,102.48	
46,677.98	33,757.51	(12,920.47)	Fixed Charges	431,974.47	412,753.00	(19,221.47)	
103,154.31	95,152.98	(8,001.33)	Utilities	611,000.74	687,986.00	76,985.26	
-	7,788.74	7,788.74	Capital Outlay	-	179,440.40	179,440.40	
11,697.78	89,732.62	78,034.84	Contingency Funds	27,711.18	314,793.18	287,082.00	
-	-	-	Other Expenditures	3,750.00	128,750.00	125,000.00	
2,084,346.47	2,564,782.23	480,435.76	<b>Total</b>	15,384,005.17	17,538,524.72	2,154,519.55	

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

	Year to Date			FY2018 Budgeted	FY18 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
<b>Salary &amp; Wages</b>							
Salary and Wages - Instructional	\$6,909,909	\$7,129,504	\$219,595	\$10,593,886	\$10,542,433	\$10,593,886	\$51,453
Salary and Wages - Acad. Support	\$221,978	\$221,791	(\$187)	\$351,255	\$382,279	\$351,255	(\$31,024)
Salary and Wages - Stud. Svcs	\$908,925	\$961,780	\$52,855	\$1,550,363	\$1,430,890	\$1,550,363	\$119,473
Salary and Wages - Public Svc.	\$208,757	\$228,399	\$19,642	\$372,432	\$359,297	\$372,432	\$13,135
Salary and Wages - Maintenance	\$572,382	\$699,037	\$126,655	\$1,174,469	\$1,004,177	\$1,174,469	\$170,292
Salary and Wages - Inst. Support	\$1,792,997	\$1,926,246	\$133,249	\$3,089,526	\$3,086,207	\$3,089,526	\$3,319
<b>Total Salary and Wages</b>	<b>\$10,614,948</b>	<b>\$11,166,757</b>	<b>\$551,809</b>	<b>\$17,131,931</b>	<b>\$16,805,283</b>	<b>\$17,131,931</b>	<b>\$326,648</b>

	Year to Date			FY2018 Budgeted	FY18 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
<b>Employee Benefits</b>							
Employee Benefits - Instructional	\$1,232,797	\$1,225,765	(\$7,032)	\$1,973,963	\$2,008,446	\$1,973,963	(\$34,483)
Employee Benefits - Acad. Support	\$58,918	\$47,644	(\$11,274)	\$83,404	\$101,168	\$83,404	(\$17,764)
Employee Benefits - Stud. Svcs	\$251,768	\$239,988	(\$11,780)	\$421,340	\$423,122	\$421,340	(\$1,782)
Employee Benefits - Public Svc.	\$38,156	\$32,193	(\$5,963)	\$53,853	\$66,736	\$53,853	(\$12,883)
Employee Benefits - Maintenance	\$186,352	\$171,051	(\$15,301)	\$301,434	\$323,991	\$301,434	(\$22,557)
Employee Benefits - Inst. Support	\$431,012	\$409,073	(\$21,939)	\$930,711	\$770,489	\$930,711	\$160,222
<b>Total Employee Benefits</b>	<b>\$2,199,002</b>	<b>\$2,125,714</b>	<b>(\$73,288)</b>	<b>\$3,764,705</b>	<b>\$3,693,952</b>	<b>\$3,764,705</b>	<b>\$70,753</b>

# MEMO

TO: Dr. Josh Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services

DATE: March 5, 2018

RE: Recommendation of Award for Digital Marquee Sign

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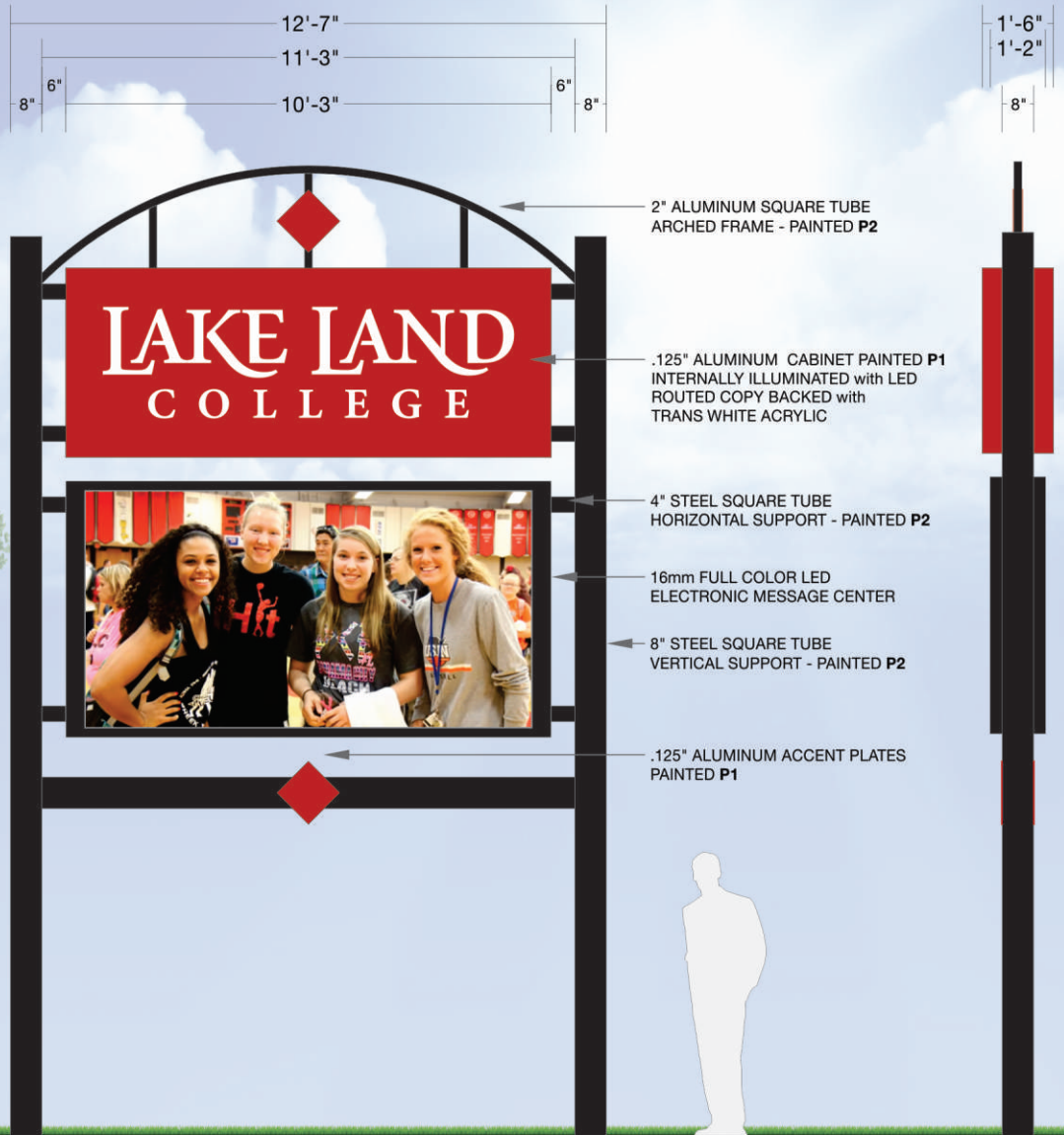
The College recently solicited bids for the design and purchase of a digital marquee sign to be displayed near the main campus entrance. Bidding vendors were required to submit a rendering of their proposed sign along with pricing. As part of this process, the College received the following bids:

<u>Bidder</u>	<u>Bid Amount</u>
Double D Signs, Inc. – Proposal #1	\$63,975.00
Double D Signs, Inc. – Proposal #2	\$65,984.00
Double D Signs, Inc. – Proposal #3	\$56,981.00
Prairie Signs, Inc.	\$48,830.00
Central Illinois Sign Company – Proposal #1	\$71,462.00
Central Illinois Sign Company – Proposal #2	\$62,350.00
Central Illinois Sign Company – Proposal #3	\$60,600.00
T. Ham Sign, Inc.	\$48,709.61
Midwest Light & Sign, Inc. – Proposal #1	\$47,049.00
Midwest Light & Sign, Inc. – Proposal #2	\$49,349.00

While the College received several very good proposals for the marquee sign, the design (see attached) and pricing received from T. Ham Sign, Inc. stood out in our evaluation process. We believe this proposal presents the design that best fits our campus and the best price point.

Based on the proposals received, I recommend that the Board of Trustees approve the proposed sign from T. Ham Sign, Inc. in the amount of \$48,709.61.





● ONE (1) DOUBLE-SIDED PYLON SIGN / INTERNALLY ILLUMINATED / ROUTED COPY BACKED with TRANS WHITE ACRYLIC / with TWO (2) 16mm FULL COLOR ELECTRONIC MESSAGE CENTERS

**MATERIAL COLOR PALLETE**

- P1** M22348 CLAY RED METALLIC (GLOSS FINISH)
- P2** MP19925 CESSNA BLACK METALLIC (GLOSS FINISH)

Specifications	16mm
Pixel Pitch	16.93mm True Pixel, 1R, 1G, 1B
Ideal Viewing Range	50' or greater
Character Height	4" or larger
Live Video Capability	Available on XVS models
Whole-Sign Color Calibration	Standard on XVS models
On-Demand Diagnostics	Included
Module Dimensions	12' x 12'
Video Frame Rate (XVS model)	30 frames/second standard, 60 frames/second available
Video Frame Rate (W model)	20 frames/second

Watchfire LED sign products are UL 48 & CUL 48 Listed, FCC compliant and UL Energy Efficiency Certified.

JOB DETAILS | LAKE LAND COLLEGE | MAIN I.D. SIGN | VERSION 2 | DESIGNED BY MIKE SLANSKY

THAMSIGN.COM | 1-800-355-3814 | | 02-27-2018

CLIENT APPROVAL SIGNATURE: \_\_\_\_\_

50% DEPOSIT REQUIRED ON ALL WORK. BALANCE DUE ON COMPLETION. This design is the property of T. Ham Sign Co., and may not be reproduced in any manner without permission. The prices, specifications, and conditions as described are satisfactory and are hereby accepted. You are authorized to do the work as specified.





**P.O. Box 155**  
**Mt. Vernon, IL 62864**  
**Mt. Vernon: 618.242.2010**  
**Carbondale: 618.529.2000**

**T. Ham Sign Inc.**

P.O. Box 155  
 Mt. Vernon, IL 62864  
 United States  
 Website: www.thamsign.com

**Quotation & Purchase Contract**

Sales Rep	Job #	Date
Todd Ham	8947	2018-02-28

Bill To:	Job Location:
Lake Land College 5001 Lake Land Blvd. Mattoon, IL 61938 United States	

**Job Details:**

Quantity	Description	Unit Cost	Cost
1	<p>Signage:            Two (2) 4'-0" x 10'-3" single sided illuminated sign displays. Sign cabinet to be extruded aluminum primered and painted to customer specs with polyurethane enamel in a controlled environment paint booth. Sign to be illuminated with led lighting and power supplies. Faces to be aluminum with .125" thickness. Copy: LAKE LAND COLLEGE to be CNC routed with white plex backer. Faces painted red to match customer specs.</p> <p>One (1) 5'-5" x 10'-3" double sided Watchfire electronic message center. Time/temp sensor included. Ignite 12 software with over 1500 still graphics and over 1500 - 5 second animations included. Free monthly graphic updates available on line every month. Communication to be broadband wireless with lifetime data included.            We will load software in your PC and train your personnel on the software.            5 year warranty on all sign components and labor.</p> <p>Pole structure:            Two (2) 8" x 8" steel sign supports mounted in concrete foundations engineered for over 100 mph wind speeds. Engineered steel supports to allow an additional sign in the future if needed. Supports to have four (4) 4" x 4" steel tubes mounted horizontally to mount signs directly to structure.            One (1) 8" x 8" horizontal steel beam mounted between steel support below EMC sign with diamond accent mounted to face. Accents mounted on top of structure with custom radius to fabricated with 2" x 2" aluminum tubing painted to customer specs. Custom aluminum accent plate cut in shape of diamond included.</p> <p>Thank You!</p>	\$47,928.61	\$47,928.61

THIS AGREEMENT IS ACCEPTED AND APPROVED BY:

**Lake Land College**

**T. Ham Sign Inc.**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Contract Totals:</b>	
Sub Total	\$47,928.61
Sign Permits	\$0.00
Permit Acquisition	\$0.00
Surveys	\$0.00
Shipping	\$781.00
Total Tax	\$0.00
Total Contract	\$48,709.61
Deposit Balance	\$36,532.21
Final Balance	\$12,177.40

Please make all checks payable to: T. Ham Sign Inc..

This proposal may be withdrawn if not accepted within 30 days. By signing, Customer accepts Company's



proposal for the Job and agrees to all of the terms of the purchase contract.

# LAKE LAND COLLEGE

# Memo

To: Dr. Josh Bullock, President

From: Josh Fulk, Civil Engineering Technology Program Coordinator

Date: March 12, 2018

Re: Memo for March BOT Meeting Supporting Bid for Seiler GPS Equipment Bid

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The Civil Engineering Technology Program prepares students with skills necessary for employment as a civil engineering technician with consulting engineering firms, testing laboratories, utilities and local, state and federal government agencies. In support of this program, the college recently entertained bids for GPS equipment capable of collecting high quality data. This equipment will allow students to complete survey field projects with similar equipment to what they will use in the field. The current equipment is roughly 15 years old and out of date with what is being used locally. The equipment includes:

Quantity: 1 Trimble TSC3 controller W/Trimble Access

Quantity: 1 Trimble R10 Receiver, with internal radio

Quantity: 1 Carbon Fiber Telescopic Range Pole w/Bipod

Seiler Instrument from St. Louis, Mo. was the only bidder for the equipment with a bid of \$27,666.59. Given the equipment specifications and its funding via Perkins, I respectfully request that the Board of Trustees approve this bid and subsequent equipment purchase.

Sincerely,

*Joshua Fulk*

Joshua Fulk  
Civil Engineering Technology Program Coordinator

**LAKE LAND**  
**COLLEGE**  
**BID TABULATION**

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

GPS Rover  
Project No. 2018-004  
BID DATE: February 27, 2018 - 2:00 PM

CONTRACTOR	Base Bid								
Seiler Instrument Company St. Louis, MO	\$27,666.59								

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Bryan Gleckler, Vice President for Business Services  
DATE: March 1, 2018  
RE: Recommendation of Award for Purchase of Wide Path Mower

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The College recently solicited bids for the purchase of a wide path mower to be used to mow the nearly 100 acres of campus grounds that require mowing. As part of this process, the College received the following bids:

<u>Bidder</u>	<u>Model</u>	<u>Bid Amount</u>
MTI Distributing	Toro Groundsmaster 4000-D	\$52,422.65
Alliance Tractor LLC	John Deere 1600 Series II	\$58,372.95

The purchase of the wide path mower for our Grounds staff will significantly improve the length of time it takes staff to mow the campus grounds; therefore, freeing up time to dedicate to upkeep of other grounds areas (weed eating, weed control, mulch, plants, etc.). Additionally, the acquisition of this mower will help reduce use of the other mowers that the College currently maintains and are in frequent need of repair.

Based on the bids received, I recommend that the Board of Trustees approve the purchase of the Toro Groundsmaster wide path mower from MTI Distributing in the amount of \$52,422.65.

**LAKE LAND**  
**COLLEGE**  
**BID TABULATION**

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Wide Path Mower  
Project No. 2018-003  
BID DATE: March 1, 2018 - 2:00 PM

CONTRACTOR	Base Bid								
MTI Distributing, Inc. Berkeley, MO	\$52,422.65								
Alliance Tractor LLC Mattoon, IL	\$58,372.95								

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
March 12, 2018**

**The following employee is recommended for leave**

Baxter, William	FMLA	2/22/18-3/17/18
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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>		
Bush, Kodey	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/17/2018
Bush, Kodey	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/17/2018
Huang, Hsin Hui	Tutor-Student Community Education Primary Position is Counseling - Clerical Worker	12/21/2017
Huang, Hsin Hui	Tutor - Student Learning Assistance Primary Position is Counseling - Clerical Worker	12/21/2017
Oliver, Steven	Tutor-Disability Services - Student Primary Position is Tutor-Disability Services	02/09/2018
Oliver, Steven	Tutor-Student Community Education Primary Position is Tutor-Disability Services	02/09/2018
Oliver, Steven	Tutor - Student Learning Assistance Primary Position is Tutor-Disability Services	02/09/2018
Padrick, Lynae	Human Resources Assistant Primary Position is Career Services Assistant	03/16/2018
Paruleski, Laura	Allied Health Adjunct Faculty ADN Sub Primary Position is Nursing Instructor	02/09/2018
<b>Part-time - Grant Funded</b>		
Bush, Kodey	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/17/2018
Huang, Hsin Hui	Tutor-Student Carl Perkins Primary Position is Counseling - Clerical Worker	12/21/2017
Oliver, Steven	Tutor-Student Carl Perkins Primary Position is Tutor-Disability Services	02/09/2018

**End Additional Appointments**

The following employees are ending their additional appointment

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Oliver, Steven	Work N Learn - Technology	09/10/2017
Reynolds, Gregory	Adult Education Instructor	02/05/2018
Satterfield, Ryan	Wind Turbine Technician	12/17/2017
Strohl, Cassidy	Bookstore Rushworker	02/05/2018

**Position Recommendation**

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

Outreach Advisor and Office Coordinator for TRIO Destination College Support staff (Level 13). 3/12/18

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Clatfelter, Aleah	Dual Credit Instructor	02/27/2018
Hank, Gage	Ag Volunteer	02/01/2018
Pryor, Justin	ISS Unpaid Intern	02/26/2018
Schumaker, Zackery	Ag Volunteer	02/01/2018
Seward, Larissa	ECIDC Executive Director	02/01/2018
Wilson, Chisum	Tech Team Volunteer	02/23/2018

**Full-time - Grant Funded**

Boylen, Alana	Correctional Commercial Cooking Instructor Western IL CC	01/29/2018
McGee, Patrick	Correctional Career Technology Instructor Hill CC	03/02/2018
Patera, Richard	Associate Dean of Correctional Programs Shawnee CC	04/09/2018

**Part-time**

Boulu, Bernie	International Student Ambassador	02/02/2018
Bush, Kodey	Tutor - Student Learning Assistance	01/17/2018
Crossen, Kaitlyn	Fitness Center Specialist	01/30/2018
Gabel, Kennedy	Financial Aid Outreach Coordinator	02/26/2018
Gossett, Larry	Adjunct Faculty Technology	02/16/2018
Starwalt, William	Newspaper Editor - Student Newspaper	01/08/2018
Wediko, Emmanuel	International Student Ambassador	02/02/2018
Westfall, Emily	Counseling - Clerical Worker	01/23/2018

**College Work Study**

Black, Zachary	College Work Study – Social Science	02/09/2018
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**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Koester, Jay	Dual Credit Instructor (deceased)	03/01/2018

**Full-time Grant Funded**

Kesler, Lynndi	Corr Career Technology Instr-Big Muddy CC	03/02/2018
Lawrence, Ron	Corr Commercial Custodian-Graham CC	03/12/2018
Runde, Erica	Employment Specialist	03/12/2018

**Part-time**

Austin, Hollie	Web Programmer	02/16/2018
Black, Thomas	Pathways Classroom Assistant	01/11/2018
Elam, Kasey	Bookstore Rush Worker	02/05/2018
Gatons, Grace	Bookstore Rush Worker	02/05/2018
Grant, Nancy	Lab Supervisor	03/12/2018
Hall, Cassandra	Custodian	02/23/2018
Hostetter, Robin	Print Shop Technician Assist	08/17/2017
Jones, Kayla	Human Resources Assistant	02/16/2018
Mahlmeister, Katherine	Bookstore Rush Worker	02/05/2018
Miller, Pamela	Adjunct Faculty Social Science	07/22/2016
Nino Pardo, Wilson	International Stu Ambassador	12/31/2017
Patton, Anna	CTPD Staff Dev Presenter	02/14/2018
Vergara, Mandy	Cosmetology Clinical Instructor	02/01/2018
White, Barbara	Bookstore Rush Worker	02/05/2018
Willenborg, Meghan	Bookstore Rush Worker	02/05/2018

**Transfers/Promotions**

**The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Blazich, Jerri	Administrative Asst to College Advancement Transferring From TRIO Office Coordinator (pt)	02/15/2018

**Full-time - Grant Funded**

Harrington, Elizabeth	Assistant to Dean of Corrections Transferring From Adm Asst to Dean of Corrections	03/19/2018
Laumbattus, Doug	Associate Dean Murphysboro Re-entry Transferring From Associate Dean Pinckneyville CC	04/02/2018



Owens, Serenna	Associate Dean Pinckneyville CC Transferring From Corr Horticulture Instr Southwestern IL CC	04/03/2018
Patera, Richard	Associate Dean Shawnee CC Transferring From Corr Career Tech Instr Vienna CC	04/09/2018