

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

March 11, 2019

Regular Meeting No. 627

Table of Contents

	Page
Agenda for March 11, 2019, Regular Meeting	3
Minutes for February 11, 2019, Regular Meeting	6
Supplemental Information for March 11, 2019, Regular Meeting	19

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



Regular Meeting No. 627
Monday, March 11, 2019, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of February 11, 2019, Regular Meeting.
2. Approval of Minutes of February 11, 2019, Closed Session.
- 3.
4. Approval of Agenda of March 11, 2019, Board of Trustees Meeting.
5. 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

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. Foundation	Ms. Doris Reynolds
F. Student Report	Ms. Tessa Philpot
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Presentation of Lifelong Learner Award.	
2. Presentation of Pacesetter Award.	
3. Faculty Focus on Advancing Student Success - Community Partnerships and Student Learning Enhancement.	
4. Proposed Adoption of Board Policy 05.38 – <i>403B/457 Plan Matching Incentive</i> .	19-20
5. Calendar of Events.	21-23
6. Correspondence.	24-25

B. Action Items.

	Board Book Page Number(s)
1. Approval of Recipient of Business/Industry Partnership Award.	26
2. Approval of Recipient of Full-Time Faculty Award.	27
3. Approval of Tuition and Fees Rates effective Summer and Fall 2019.	28-29
4. Acceptance of Reporting of January 2019 Financial Statements.	30-35
5. Approval of Proposed Revisions to Board Policy 11.11 – <i>Firearms and Weapons</i> .	36-38

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|-----|---|-------|
| 6. | Approval of Amendment to Performance Contract with CTS for Additional Geothermal Well Field and Construction of Storage Space. | 39-51 |
| 7. | Approval of Faculty Tenure Recommendations. | |
| 8. | Approval of Reemployment of Tenured and Non-Tendered Faculty Members. | 52-57 |
| 9. | Approval of Change in Compensation Structure for Seven Academic Division Chairs. | 58 |
| 10. | Approval of Appointment of Division Chairs. | 59 |
| 11. | <p>Closed Session.</p> <p>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.</p> <p>[Return to Open Session - Roll Call]</p> | |
| 12. | Approval of General Leave of Absence Without Pay Request by a Correctional Office Assistant at Jacksonville Correctional Center as Discussed in Closed Session. | |
| 13. | Approval of Human Resources Report as Discussed in Closed Session. | 60-63 |

V. Other Business.

VI. Adjournment.

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



Regular Board Meeting No. 626
Board and Administration Center, Room 011 Mattoon, IL
February 11, 2019

Minutes

Call to Order.

Chair Storm called the February 11, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011, Board and Administration Center, Mattoon.

Chair Storm appointed Trustee Sullivan to serve as Secretary Pro Tem in the absence of Trustee Deters, Board Secretary.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Ms. Ann Deters, Secretary; 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; Ms. Beth Gerl, Vice President for Student Services; Dr. Tina Stovall, Vice President for Student Services (retiring Feb. 15, 2019); and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of January 14, 2019, Regular Meeting.
2. Approval of Agenda of February 11, 2019, 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	\$	495,018.44
Building Fund	\$	53,079.47
Site & Construction Fund	\$	605,170.64
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	93,912.71
Restricted Purposes Fund	\$	217,248.60
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	23,881.56
Student Accts Receivables	\$	829,832.61
Total	\$	2,318,144.03

For details of bills refer to:

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

4. Destruction of Tape Recording of August 14, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted federal legislative priorities which the Association of Community College Trustees has been advocating for on behalf of community college students.

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.

Chair Storm, on behalf of Trustee Deters, said the committee met recently to review items that will appear later in the agenda. He will comment on those items as they are discussed per order of the agenda.

Buildings & Site.

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 Philpot highlighted recent events hosted by the Student Ambassadors and Student Government Association (SGA). She also noted their participation to support recently held Laker Visit Days for the recruitment of potential new students. She said SGA has plans underway for upcoming student elections, participation in the Polar Plunge, and for the spring student recognition banquet. She congratulated the Livestock Judging Team for their accomplishment as Reserve Champion at the National Western in Denver. She said the team tied for the highest finish ever by a Lake Land team at that contest, Micah Smock from Ohio was High Individual Overall and Jenna Girman from Florida was 10th.

President's Report.

Dr. Bullock said:

- Last week, the Journal Gazette & Times Courier shared a fitting tribute to Dr. Tina Stovall's impactful career at Lake Land College. Thank you, Tina, for making a difference in the lives of so many students and colleagues over your tenure at Lake Land.
- The College has received no payments for the FY 2019 Illinois Department of Corrections or the Illinois Department of Juvenile Justice contracts. The College has not submitted January invoices to IDJJ or IDOC, thus outstanding balances remain at \$2,787,422 for the IDOC and \$221,577 for the IDJJ.
- We have received no additional FY 2019 credit hour or equalization payments from the state since the January Board meeting. A total of \$621,266 in equalization and \$2,957,305 in credit hour reimbursement remain outstanding for the year.

Business Items.

Non-action Items.

Presentation of Clem Phipps Exemplary Trustee Award.

Chair Storm said that in January 2019 the Board approved the naming of Mr. Thomas Nolan as a posthumous recipient of the Clem G. Phipps Trustee Award for his exemplary leadership and outstanding dedication to the College and Board. His surviving spouse Marjorie and four of their daughters, Mary Anne Hanner, Catherine Miller, Martha Rardin, and Kathleen Anderson, accepted the award on behalf of Mr. Nolan.

Faculty Focus on Advancing Student Success.

Trustees heard a presentation from Ms. Krista Burrell, Academic Counselor, and members of Phi Theta Kappa (PTK). Trustees learned that for the first time in Lake Land College's History PTK at Lake Land College has been recognized as a Five Star Chapter. PTK Honor Society is a national organization that ranks its chapters on a five star system. The PTK students reported on how their more than 100 hours of scholarly research, writing and community service enabled them to achieve the five star status and how their efforts were focused on food insecurity and PTK's support of the Laker Food Pantry. Trustees also learned that the Lake Land College PTK chapter has been nominated for three awards at the national level, including Honors in Action Project Award, College Project Award and the Paragon Award for outstanding advisor.

Spring 2019 Tenth Day Enrollment Summary.

Ms. Beth Gerl, Vice President for Student Services, presented highlights of the Spring 2019 enrollment summary.

Proposed Revisions to Board Policy 11.11 – *Firearms and Weapons.*

Trustees reviewed proposed revisions to the above-referenced Policy. Ms. Jean Anne Grunloh, Senior Executive to the President, presented highlights of the proposed revisions and said changes seek to more clearly state the College's position on who is authorized to carry a firearm on campus and when it is allowed. She said proposed changes align with all applicable laws including the Illinois Firearm Concealed Carry Act and Unlawful Use of Weapons Act and follow consultation with Campus Police Chief Branson and the College's legal counsel.

Ms. Grunloh said proposed revisions were submitted as first reading and will be brought to the Board for action at the March 2019 regular Board meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Planned Retirement Requests.

Trustees heard a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, for the Board to approve requests by six 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 Reynolds moved and Student Trustee Philpot seconded to approve participation in the College's planned retirement program for six employees as follows:

Faculty (by seniority)	Effective Date
Kay Foreman	August 1, 2023
David Seiler	September 1, 2023
Cheryl Beam	August 5, 2023
Kathleen Daugherty	December 31, 2023
Paraprofessional (by seniority)	Effective Date
Jane Plummer	March 31, 2023
Richelle Zuhone	December 30, 2022

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Acceptance of Reporting of December 2018 Financial Statements.

Trustees reviewed the December 2018 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 2019 projected final spending levels, and year to date spending through December 2018 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Gleckler highlighted significant variances on the spreadsheets.

Trustee Sullivan said the Finance Committee met recently for an in-depth review of the financial statements and the Committee's consensus was to recommend to the Board approval of the statements as presented.

Lake Land College Board of Trustees
Minutes – February 11, 2019
Page 6 of 13

Trustee Sullivan moved and Trustee Cadwell seconded to approve the December 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Distinguished Service Award.

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

Trustee Storm moved and Trustee Reynolds seconded to approve the naming of Ms. Kathleen Doehring as the recipient of the 2019 Distinguished Service Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot 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 Mr. Greg Sapp as this year's recipient of the Alumnus Achievement Award. Dr. Bullock said that, with Board approval, Mr. Sapp will be honored with this award during the College's upcoming Commencement ceremony.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve the naming of Mr. Greg Sapp as the 2019 Alumnus Achievement Award recipient.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Retiree Wall of Fame Inductees.

Trustees reviewed a recommendation from Mr. Cox to name Mr. Richard Gresens and Dr. Larry Larvick 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

two individuals will be honored with this award during the College's upcoming Employee Recognition event.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve the induction of Mr. Richard Gresens and Dr. Larry Larvick to the Retiree Wall of Fame.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Lifelong Learning Award.

Trustees reviewed a recommendation from Ms. Grunloh to institute a Lifelong Learner Award and approve the naming of Ms. Annette Lynch as the recipient of the 2019 award. Trustees reviewed guidelines for this award and also the nomination form for submission to ICCTA in consideration of the statewide award. Ms. Grunloh highlighted Ms. Lynch's qualifications for the award.

Trustee Reynolds moved and Trustee Sullivan seconded to institute a Lake Land College Lifelong Learner Award and approve the naming of Ms. Annette Lynch as the recipient of the 2019 Lake Land College Lifelong Learner Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Pacesetter Award.

Trustees reviewed a recommendation from Mr. Cox to institute a Pacesetter Award to recognize the accomplishments of Illinois' more recent community college graduates and approve the naming of Ms. Amanda Tucker as the recipient of the 2019 award. Trustees reviewed the nomination form for submission to ICCTA in consideration of the statewide award. Dr. Bullock highlighted Ms. Tucker's qualifications for the award.

Trustee Sullivan moved and Trustee Cadwell seconded to institute a Lake Land College Pacesetter Award and approve the naming of Ms. Amanda Tucker as the recipient of the 2019 Lake Land College Pacesetter Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of New Caterer.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve Pauly's BBQ of Arthur as an additional caterer for the College. Trustees also reviewed a memorandum from Ms. Chris Kramer, Director of Auxiliary Services, referencing the recommendation and stating that this caterer has submitted their catering agreement and has also met the insurance requirement.

Trustee Storm moved and Trustee Reynolds seconded to approve Pauly's BBQ of Arthur as an additional caterer for the College.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Painting Campus Light Poles.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve a bid from CCIMW, LLC of St. Charles, MO, in the amount of \$49,585.00 for the painting of light poles at the College's main campus. Trustees reviewed details of the bid tabulation sheet.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the bid from CCIMW, LLC of St. Charles, MO, in the amount of \$49,585.00 for the painting of light poles at the College's main campus.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Carpet Replacement Project.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve a bid from Carpet Weaver's Commercial of Champaign, IL, in the amount of \$41,850.00 for carpeting to be replaced in the commons areas as well as several offices and three classrooms in the West Building. Trustees reviewed details of the bid tabulation sheet.

Student Trustee Philpot moved and Trustee Reynolds seconded to approve as presented the bid from Carpet Weaver's Commercial of Champaign, IL, in the amount of \$41,850.00 for the carpet replacement project No. 2019-002.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Closed Session.

6:59 p.m. – Trustee Storm moved and Trustee Cadwell seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) [Illinois General Assembly 2017 et. Seq.], to discuss the employment, compensation or performance of specific employees and to consider collective negotiating matters.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Return to Open Session – Roll Call.

7:16 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Doris Reynolds, Vice-Chair; Mr. Dave Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Ms. Ann Deters, Secretary; Mr. Bruce Owen; and Ms. Meg Steward.

Approval of General Leave of Absence without Pay Request by a Commercial Custodial Instructor at Joliet Treatment Center as Discussed in Closed Session.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve the request for a general leave of absence without pay by Ms. Kimberly Teague, a Commercial Custodial Instructor at Joliet Treatment Center, for the period January 19, 2019, through January 28, 2019. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report.

Trustee Reynolds motioned and Student Trustee Philpot seconded to approve the following Human Resources Report.

The following employees are recommended for leave

Tomasello, Ben	FMLA	02/15/2019-05/10/2019
Smithenry, Kim	FMLA	04/16/2019-05/17/2019

The following employee is recommended for Non-FMLA

Teague, Kim	Non FMLA	01/19/2019-01/28/2019
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Chambers, David	Adjunct Faculty Sub for SSE Primary Position is Adjunct Faculty SSE	01/07/2019
Lacy, Bryson	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Lacy, Bryson	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Ramage, Emily	Adjunct Faculty Humanities Division Primary Position is Director of Grants & Acad Operations	01/07/2019
Zulueta, Fallon	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019
Zulueta, Fallon	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019

Part-time - Grant Funded

Ingmire, Randall	Adjunct DOC College Funded Instructor Primary Position is Associate Dean-Lincoln CC	01/07/2019
Lacy, Bryson	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Satterfield, Ryan	Adult Education Welding Instructor Primary Position is Adjunct Faculty Technology	01/02/2019
Zulueta, Fallon	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borah, Jena	Tutor	11/27/2018
Shook, Ciara	Adjunct Faculty Humanities	12/14/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Hall, Natalie	Work and Learn - Human Services	01/07/2019
Hoelscher, Alex	Assistant Baseball Coach Volunteer	01/09/2019
Scott, Nicole	Work and Learn - Career Services	01/04/2019
Williams, Chad	Peer to Peer Assistant- Humanities	01/17/2019
Full-time - Grant Funded		
Carns, Gennifer	Correctional Office Assistant-East Moline CC	01/15/2019
Hinton, Lori	Correctional Career Technology Instructor-Decatur CC	02/22/2019
Kohnen, Alexis	Correctional Remedial Bridge Instructor- Southwestern IL CC	02/11/2019
Richards, Jacqueline	Correctional Commercial Custodian Instr- Graham CC	02/19/2019
Sloan, Kensey	Correctional Office Assistant- Pinckneyville CC	02/19/2019
Vanseghi, Cassandra	Administrative Assistant to TRIO	02/13/2019
Part-time		
Davis, Breanna	Marketing Communications Specialist	01/28/2019
Delks, Madison	Admissions Services Specialist	01/22/2019
Haukland, James	IDOC CPR Instructor	01/23/2019
Hayes, Donald	IDOC CPR Instructor	01/25/2019
Heuerman, Dustin	Adjunct Faculty Social Science	01/07/2019
Hill, Domonique	Marketing and Public Relations Intern	01/14/2019
Jarrett, James	Adjunct Faculty Social Science	01/07/2019
Keplar, Vera	Non-Credit Instructor	02/13/2019
Lacy, Bryson	Tutor - Student Learning Assistance Ctr	01/07/2019
Maulding, Lacy	Allied Health Dental Clinical Instructor	01/07/2019
Moore, Brittni	Allied Health Dental Clinical Instructor	01/07/2019
Philpot, Tessa	Special Needs Note Taker	01/08/2019
Storm, Emmalee	Special Needs Note Taker	01/07/2019
Zulueta, Fallon	Tutor - Student Learning Assistance Ctr	01/09/2019
Part-time - Grant Funded		
Blake, Alisha	Adjunct DOC College Funded Instructor	01/07/2019
Cole, Tracy	Adult Education Instructor	01/08/2019
George, Penny	Adjunct DOC College Funded Instructor	01/25/2019
Wheeler, Adele	Adjunct DOC College Funded Instructor	01/07/2019
White, Brandy	Adjunct DOC College Funded Instructor	01/07/2019
College Work Study's		
Davis, Michael	College Work Study - Business	01/08/2019

Lake Land College Board of Trustees
 Minutes – February 11, 2019
 Page 12 of 13

Hernandez, Daniel College Work Study - Business 01/15/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Chamberlain, Lisa	Custodian	02/12/2019
Wilson, Dicie	Corr Career Tech Instr-Taylorville CC	01/25/2019
Part-time		
Bennett, John	Adj Faculty Humanities	12/14/2018
Durbin, Abigail	IEL Instructor	12/13/2018
Lynch, Ross	Laker Mallard Mascot Talent	01/23/2019
Macdonald, Alissa	Allied Health LPN Clinical Instr	12/07/2018
Reeder, Michele	Tutor - Student Lrng Asst Ctr	12/07/2018
Schmitz, Casey	Adult Education Instructor	01/28/2019
Strohl, Cassidy	Admissions Services Specialist	12/20/2018
College Work Study		
Leonard, Kaitlyn	College Work Study Mailroom	12/07/2018

Transfers/Promotions

The following employees are recommended for a change in position

Full-time

Blazich, Jerri	Bookstore Assistant	02/11/2019
	Transferring from Adm Asst to College Advancement	
Cox, Jane	Administrative Assistant to Career Services	02/12/2019
	Transferring From Adm Asst to Career Services (PT)	
Huffmaster, Audrey	Marketing Production Specialist	01/23/2019
	Transferring From Bookstore Assistant	
Westendorf, James	Network Administrator	02/12/2019
	Transferring from Server Administrator	

Full-time - Grant Funded

	Position	Effective Date
Weber, Jeffrey	Correctional Career Technology Instr-Hill CC	02/04/2019
	Transferring From Corr Career Tech Instr-Dixon CC	

There was no further discussion.

Roll Call Vote:

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

Lake Land College Board of Trustees
Minutes – February 11, 2019
Page 13 of 13

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.
Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Student Trustee Philpot moved and Trustee Reynolds seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:19 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/

MEMO

TO: Dr. Josh Bullock, President
FROM: Bryan Gleckler, Vice President for Business Services
DATE: February 26, 2019
RE: Initiation of 403B/457 Plan Matching Incentive

Lake Land College is interested in assisting its employees in planning for their retirement after their work careers at Lake Land College. Over time, financial planning for retirement has become more challenging through changes to pension benefits, lower caps on annual increases, and continued uncertainty surrounding pension liability. Additionally, for full time employees hired at Lake Land College after July 1, 2017, the Planned Retirement program is no longer available to them.

Lake Land College is recommending that effective July 1, 2019 we implement a new employee incentive for full time staff (eligibility detailed in proposed policy) that involves an employer match of up to 3.0% of an eligible employee's base salary earnings into a 403B or 457 investment plan. The employer match would be based on the employee's own contribution level, with a maximum match of 3.0%. Additionally, for current employees that are eligible to participate in the Planned Retirement program, if they should elect to participate in the 403B/457 Plan Matching Incentive, they would forego their eligibility from Planned Retirement.

Currently, only 22 employees participate in the college sponsored 457 plan while 28 employees participate in the 403B plan. Given that a majority of these participants are eligible for the Planned Retirement program, it is unlikely many will elect to forego that eligibility to take advantage of this proposed 403B/457 Plan Matching Incentive. Additionally, we have 15 employees that were hired after July 1, 2017 and are not eligible for the Planned Retirement program.

I respectfully recommend that the Board of Trustees consider proposed Board Policy 05.38 which will create the 403B/457 Plan Matching Incentive for eligible full time employees at Lake Land College. If amenable, this proposed policy will be back to the Board of Trustees in April for consideration of adoption.

05.38

403B/457 Plan Matching Incentive

Full-time Lake Land College employees contributing to a college sponsored 403B or 457 investment plan may elect to have up to 3.0% of their annual base salary earnings matched by the College based on the employee's contribution level.

By electing to participate in the 403B/457 Plan Matching Incentive, the employee will relinquish his/her eligibility to participate in the Planned Retirement Program, if hired or re-hired prior to July 1, 2017.

To be eligible to participate in the 403B/457 Plan Matching Incentive, the employee must have been employed full-time at Lake Land College for at least two (2) consecutive years.

Employees who have fifty (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in the 403B/457 Plan Matching Incentive.

All contributions and matching incentive shall comply with the contribution limits allowed by the IRS for a 403B or 457 investment plan.

This policy shall be effective July 1, 2019.

Calendar of Events

Monday, March 11, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Wednesday, March 20, 2019	11 a.m. – Spring Employee Recognition Event Field House
Wednesday, March 27, 2019	11 a.m. – Student Club Luncheon Field House
Thursday, April 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, April 8, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 11, 2019	Foundation Scholarship Reception 4-5 p.m. – Field House Donor Recognition Reception 5:30 – 7:30 p.m. – Mattoon Golf & Country Club
Wednesday, April 24, 2019	Student Recognition Banquet 6 p.m. – Field House
Monday, April 29, 2019	6 p.m. – Special Board Meeting - Board & Admin. Center 011 (Annual Organizational Board Meeting)
Wednesday, May 1, 2019	Student Activity Board Spring Carnival 10 a.m. – 1 p.m. Field House
Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Friday, May 10, 2019	52 nd Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in Field House
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Fridays, May 17 - August 9, 2019	Energy Savings Summer Hours. College is Closed on Fridays.
Friday, May 24, 2019	Foundation Golf Classic Mattoon Golf & Country Club

Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	3:30 p.m. – Board Retreat – Webb Hall 081 5 p.m. – Board Dinner – Webb Hall 081 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 8, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, August 12, 2019	5:15 p.m. - Board Dinner – Kluthe Center, Room 219 6 p.m. - Board Meeting – Kluthe Center, Room 220
Friday, August 16, 2019	Fall Opening Day Field House 8 – 10 a.m.
Thursday, September 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, September 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 28, 2019	Lake Land College Homecoming Weekend
Thursday, October 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting

	2 p.m. – Board & Administration Center 011
Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break

Our family thanks you for your
kind expression of sympathy. Your
support at this difficult time
was very much appreciated

John, Kristin, Mason
Weston Maguire

LLC Board of Trustees and President Bullock:

Sharon and I want to thank you for
the planter in honor of my Father's
passing. As you know Dad was a strong
supporter of educational opportunities
for kids. We appreciate your thoughts
and prayers.

A handwritten signature in cursive script, appearing to be 'M. M.', located at the bottom right of the page.

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services *JAA*
DATE: February 26, 2019
RE: ICCTA Business Partnership Award Nominee

It is with sincere pleasure that Academic Services and the Allied Health Division nominate Heartland Dental 2019 ICCTA Business Partnership Award.

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

- As the nation's largest dental support organization, Heartland Dental has been a strong supporter of the Allied Health and Business Division at Lake Land College.
- Heartland Dental offers continuing education opportunities free of charge. Alumni have the opportunity to learn about advancements in dental practice.
- Heartland Dental 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. I respectfully request that the Board of Trustees accept this nomination at their March 11, 2019, Board meeting.

MEMO

TO: Dr. Jonathan Bullock, President

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

DATE: February 21, 2019

RE: ICCTA Full-Time Outstanding Faculty Member Award


It is with sincere pleasure that we nominate Mark Niemerg, Agronomist/Farm Manager, for the 2019 ICCTA Full-Time Outstanding Faculty Member Award.

Mark has served Lake Land College for over 20 years and has engaged in many innovative practices in both the classroom and the College's Land Laboratory.

This award will be announced at the March Employee Recognition event and presented to Mark at Commencement. We respectfully request that the Board of Trustees accept this nomination at their March 11, 2019, Board meeting.

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: March 1, 2019

Re: Proposed Academic Year 2019-2020 Tuition & Fee Rates

Lake Land College continues to serve a diverse student body of all ages and backgrounds with a multitude of educational and career goals. Whether you are a transfer student with a goal to transfer to a four year program without a significant financial burden, a student with a goal to receive a certificate in a vocational program, or are in the middle of your career and are seeking the needed skill for a promotion or a career change, Lake Land College has programs that meet all of these goals at a highly affordable rate for the communities we serve.

Not only does Lake Land College remain committed to delivering a high quality education to our students, but we also remain dedicated to being one of the most affordable educational options in the State of Illinois. Lake Land College remains well below the state average for community colleges for both in-district and out-of-district per credit hour cost totals.

Tuition:

We are making the recommendation that Lake Land College maintains the same tuition rates for the upcoming 2019-2020 Academic Year. The following table shows the current and proposed per credit hour tuition and fee structure:

<u>Year</u>	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
AY2018-2019	105.50	232.96	426.36
AY2019-2020	105.50	232.96	426.36

Activity Fee:

We are recommending that Lake Land College maintain the same \$2.50 per credit hour activity fee rate for the upcoming 2019-2020 Academic Year.

Service Fees:

Earlier this academic year, we formed a Textbook Rental Task Force to review our current textbook rental program and make recommendations for ways to improve. One of the outcomes of this review was identifying a way to make the purchase of “access codes” for certain classes more affordable to our students.

In order to be able to accomplish this goal from an economic standpoint, we are recommending an increase to the textbook rental fee by \$0.67/credit hour to \$12.00/credit hour. This modest increase will allow the Bookstore to apply the rental fee a student pays for a particular course against the cost of a required “access code”. For example, a 3-credit hour course requiring an “access code” to be purchased that would normally sell for \$72.00 would be sold for \$36.00 (applying \$36.00 discount based on rental fee payments) to the student under this recommendation. The rental fee increase of \$0.67/credit hour would equate to \$10.05 for a student enrolled in 15 credit hours in a semester. However, the corresponding offset in required “access code” purchases will save those students far greater than the increased rental fee cost. Additionally, the rental fee has gone unchanged for 7 years.

Overall, the service fee includes fees associated with textbook rental, student furniture, technology, library resources, student ID’s, recreation, health and wellness, and application/transcript processing. The only adjustment we are recommending to the overall service fee structure is the proposed increase to the textbook rental fee that will allow us to decrease the cost of access codes to our students. The following table shows the current and proposed per credit hour service fee structure:

	<u>Service Fee</u>		<u>Service Fee Proposed</u>
AY2018-2019	29.00	AY2019-2020	29.67

Dual Credit Fee:


We are recommending that we maintain the dual credit fee at the same \$18.42/credit hour rate for Academic Year 2019-2020. This allows for Lake Land College district high school students to take dual credit courses at the same rates next year as the current year.

Summary:

The above represents the College’s recommendation to the Board of Trustee’s for tuition, activity fees, service fees, and Dual Credit fees for Academic Year 2019-2020. 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 25, 2019

RE: January 2019 Financial Statement Summary

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

Area(s) of Concern:

- **Local Source revenue** – we have discovered in the FY2018 audit that the figures used for EAV were total EAV rather than the rate setting EAV figures. Given that we use this as the basis for setting the local source budget amount for the year means that the budget estimate for FY2019 is overstated. Adjusting for the “rate setting EAV” amount, we now estimate we will bring in a total of approximately \$8,996,956 in local source revenue for FY2019 which is \$345,766 less than the budgeted amount.
- **Utilities** – Through the first 7 months of the fiscal year, the unfavorable variance in this line is \$10,579 (down from \$18,083 in December). We will continue to monitor closely but this area is trending in the right direction after starting out the year higher than expected.

Overall Variances:

- **Revenue** – Total January revenue was \$996,223 resulting in an unfavorable variance of \$922,179 compared to the budgeted level. This unfavorable variance is primarily attributable to not receiving any state funding payments for credit hour, equalization, or CTE during the month of January. Year to date, revenues are unfavorable by \$1,080,686 of which \$895,409 is related to the timing of when state funding is received and the remainder is attributable to the local source issue outlined above.
- **Expenditures** – Total January expenditures were \$2,265,866 resulting in an overall favorable variance of \$1,069,500. The favorable January variance is primarily attributed to timing of applying scholarships and waivers in December instead of January (when budgeted) and lower spending in salaries, benefits, and general materials and supplies. Year to date the favorable variance is up to \$2,816,539.

Revenue Variances:

- *Local Sources* – Favorable variance during the month of January in the amount of \$10,686. As mentioned above, the year to date unfavorable variance is \$530,028 and I anticipate this line to be unfavorable by approximately \$345,000 for the year.
- *ICCB Credit Hour Grant* – We did receive a credit hour reimbursement payment during the month of January but it was \$145,799 less than budgeted. Year to date this line is unfavorable by \$158,496 which is due to timing.
- *ICCB Equalization Grant* – We did not receive an equalization payment during the month of January so there is an unfavorable variance of \$492,885 for the month. Year to date this line is now unfavorable by that same amount which is due to timing.
- *Tuition & Fees* – January had a favorable variance for tuition of \$91,746 but an unfavorable variance of \$90,980 for fees. Year to date, tuition is favorable by \$71,767 while fees are favorable by \$32,335.
- *Other State Sources* – This area was unfavorable during the month of January by \$286,529 due to not receiving any CTE payments from the State of Illinois. Year to date this area is now unfavorable by \$252,902 which should correct itself once the CTE payments are received.
- *Other Revenue* – January had an unfavorable variance of \$8,420; however, year to date this area is favorable by \$123,885.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in January of \$146,791 and is favorable \$382,820 year to date. Preliminarily, we are estimating a \$382,913 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in January in the amount of \$77,482. Year to date this line is favorable by \$70,560. Preliminarily, we are estimating a favorable variance in the amount of \$65,646 for the year.
- *Instructional* – Had a favorable variance in January of \$162,339. The bulk of this favorable variance is in salaries (\$100,000) and contractual services (\$38,743). Year to date this area is favorable by \$548,561.
- *Academic Support* – Had an unfavorable variance in January of \$5,007; however, year to date this area has a favorable variance of \$32,438.

- *Student Services* – Had a favorable variance in January of \$18,458 that is primarily due to a favorable variance in salaries (\$18,065). Year to date this area is favorable by \$191,170.
- *Public Service/Continuing Education* – This area had an unfavorable January variance of \$13,546. This area had modest unfavorable variances in salaries, benefits, contractual services, and materials & supplies. Year to date this area has a favorable variance in the amount of \$4,250.
- *Operations & Maintenance* – This area had a favorable January variance of \$74,555 which was primarily driven by a \$29,334 favorable variance in salaries and \$38,636 favorable variance in fixed charges. Year to date, this area remains favorable by \$257,577.
- *Institutional Support* – Had a favorable overall January variance of \$278,250. This is primarily due to sizable favorable variances in benefits (\$62,325), contractual services (\$67,683), and general materials and supplies (\$200,144). The general materials and supplies variance is due to not yet purchasing the data analytics software we have planned. Year to date this area has a favorable variance of \$1,333,620.
- *Scholarships, Grants, Waivers* – this shows a favorable variance for the month of January of \$554,451. The favorable January variance is primarily attributed to timing of applying scholarships and waivers in December instead of January (when budgeted). Year to date, this line is favorable by \$448,921.

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 YTD	Current YTD	
Current Month	Budget	Variance		Current YTD Actual	Budget	Budget Variance
1,313,878.44	1,460,669.42	146,790.98	Salary and Wages	10,938,650.50	11,321,470.48	382,819.98
330,683.95	408,165.97	77,482.02	Employee Benefits	2,339,121.74	2,409,682.10	70,560.36
107,708.33	215,131.37	107,423.04	Contractual Services	585,119.11	804,814.07	219,694.96
259,317.37	452,140.88	192,823.51	General Materials and Supplies	1,362,172.77	2,660,284.78	1,298,112.01
17,282.13	19,519.37	2,237.24	Travel and Meeting Expenses	89,656.96	193,778.13	104,121.17
26,831.13	64,248.18	37,417.05	Fixed Charges	405,847.61	488,328.74	82,481.13
92,121.28	99,624.33	7,503.05	Utilities	707,949.56	697,370.33	(10,579.23)
21,825.00	8,650.00	(13,175.00)	Capital Outlay	34,310.46	75,575.00	41,264.54
17,901.32	32,150.00	14,248.68	Contingency Funds	24,797.47	213,933.89	189,136.42
-	-	-	Other Expenditures	12,610.00	3,750.00	(8,860.00)
2,187,548.95	2,760,299.52	572,750.57	Total	16,500,236.18	18,868,987.52	2,368,751.34

Lake Land College
FY2019 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$7,044,169	\$7,139,064	\$94,895	\$10,971,545	\$10,980,267	\$10,971,545	(\$8,722)
Salary and Wages - Acad. Support	\$215,365	\$233,208	\$17,843	\$372,603	\$366,065	\$372,603	\$6,538
Salary and Wages - Stud. Svcs	\$892,755	\$987,045	\$94,289	\$1,588,486	\$1,482,725	\$1,588,486	\$105,761
Salary and Wages - Public Svc.	\$238,771	\$241,457	\$2,686	\$349,192	\$406,851	\$349,192	(\$57,659)
Salary and Wages - Maintenance	\$579,553	\$749,385	\$169,832	\$1,298,144	\$1,043,968	\$1,298,144	\$254,176
Salary and Wages - Inst. Support	\$1,968,038	\$1,971,312	\$3,274	\$3,410,486	\$3,327,667	\$3,410,486	\$82,819
Total Salary and Wages	\$10,938,651	\$11,321,470	\$382,820	\$17,990,456	\$17,607,543	\$17,990,456	\$382,913

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,301,917	\$1,320,747	\$18,830	\$2,457,938	\$2,221,916	\$2,457,938	\$236,022
Employee Benefits - Acad. Support	\$46,673	\$45,470	(\$1,203)	\$74,498	\$84,134	\$74,498	(\$9,636)
Employee Benefits - Stud. Svcs	\$237,569	\$245,769	\$8,200	\$402,438	\$408,552	\$402,438	(\$6,114)
Employee Benefits - Public Svc.	\$41,344	\$33,116	(\$8,228)	\$54,276	\$73,443	\$54,276	(\$19,167)
Employee Benefits - Maintenance	\$186,187	\$202,383	\$16,196	\$330,424	\$325,821	\$330,424	\$4,603
Employee Benefits - Inst. Support	\$525,432	\$562,197	\$36,765	\$762,845	\$902,907	\$762,845	(\$140,062)
Total Employee Benefits	\$2,339,122	\$2,409,682	\$70,560	\$4,082,419	\$4,016,773	\$4,082,419	\$65,646

MEMO

TO: Dr. Josh Bullock, President
Members, Board of Trustees

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: March 1, 2019

RE: Proposed Revisions to Board Policy 11.11 – Firearms and Weapons

Following a review of Board Policy 11.11 – *Firearms and Weapons* with the College's Chief of Police and legal counsel, the leadership team is recommending proposed changes to this Policy to more clearly state the College's position on who is authorized to carry a firearm on campus and when it is allowed. Please find attached details of these proposed revisions which align with all applicable laws including the Illinois Firearm Concealed Carry Act and Unlawful Use of Weapons Act.

Proposed revisions were submitted as first reading at the Feb. 11, 2019, meeting of the College Board of Trustees. Since that time we have received no comments or requests for additional changes. It is respectfully requested the Board approved revisions as presented at the March 11, 2019 regular meeting. I am happy to address any questions or concerns.

Thank you.

Attachment

11.11

Firearms and Weapons

Lake Land College is committed to maintaining a safe environment, free of violence, threats, or intimidation of any kind, for its students, faculty, staff and all visitors, including those with whom the College does business.

Possession of Firearms on Campus

To ensure a safe environment for its employees, students and visitors, Lake Land College prohibits illegal or unauthorized possession of firearms/weapons¹ on any property owned, leased or otherwise under the control of the College, or at College sponsored activities or events, except as otherwise provided under the Illinois Firearm Concealed and Carry Act². To the extent allowed under all applicable laws, the College prohibits any persons from carrying firearms or weapons on its facilities or property or at College sponsored activities, except as provided under the Illinois Firearm Concealed Carry Act or the exceptions as detailed below.

The College prohibits use of such items, even if legally possessed or authorized, in a manner that harms, threatens, or causes fear to others. ~~Carrying a firearm/weapon within a vehicle owned, leased, or controlled by the College is prohibited.~~

Exceptions

~~Sworn law enforcement officers and others authorized by law to carry and/or discharge a firearm shall be exempt from this policy.~~

Special Regulations for Firearm Concealed Carry Licensees

A state-issued permit to carry a concealed firearm is not valid on any property owned, leased or otherwise under the control of the College, or at College sponsored activities.

Immediately upon entering College property, a licensee must store his or her firearm concealed in a case within a locked vehicle or locked container

within a vehicle, out of plain view. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle for the limited purpose of storing or retrieving the firearm within the vehicle's trunk, provided the concealed firearm is unloaded prior to exiting the vehicle.

Exceptions

The following persons and weapons are exempt from the College's Policy prohibiting the possession of firearms and weapons on its campus, property, and at College sponsored activities:

- Any on-duty member of the College's Campus Police possessing a firearm or weapon as authorized pursuant to his or her duties as a member of the Campus Police.
- Sworn on-duty law enforcement officers and others authorized by law³ to carry and/or discharge a firearm as a condition of his or her employment.
- Weapons or firearms carried by an enforcement officer from an external agency conducting official business at the College or for any other exception deemed necessary as determined by the College's Chief of Police. An exception request form, obtained from the Chief of Police, should be completed that explicitly outlines how the weapon will be used to identify the appropriate exception. Express written approval must be granted by the Chief of Police.
- Weapons or firearms used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.
- A student possessing a weapon or firearm in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments, or events on campus when the activity requires the use of such weapons or firearms.

¹ Unlawful Use of Weapons Act, 720 ILCS 5/24-1

² Illinois Firearm Concealed Carry Act, 430 ILCS 66/65

³ Unlawful Use of Weapons Act, 720 ILCS 5/24-2

MEMO

TO: Dr. Josh Bullock, President
FROM: Bryan Gleckler, Vice President for Business Services
DATE: March 5, 2019
RE: Addendum #2 to CTS Performance Contract

As previously discussed with the Finance Committee, we are proposing to amend CTS' performance contract with Lake Land College for the addition of a geothermal well field and a maintenance and storage facility. The total cost for these two projects is \$1,795,181.

The new geothermal well field will consist of 143 vertical wells to be located in the southeast grassy area near Neal Hall. In the spirit of enhancing our sustainability efforts here at Lake Land College, this additional well field will expand the capacity of the geothermal diversification loop by approximately 250 tons. This additional well field will accommodate current and future building projects and renovations to be added to the geothermal loop.

The maintenance storage facility will be a 5,500 square foot structure located by the current Physical Plant building on the southwest end of campus. This facility will be able to accommodate the storage of files currently located at the Workforce Development Center and other campus files that must be maintained in a climate controlled, secured environment. Additionally, this space will allow our Building Construction Trades program to have a dedicated space for their classes which will enhance those students' learning experience.

Given this, we are recommending that the Board of Trustees approve addendum #2 to the CTS performance contract to add an additional geothermal well field and construct a maintenance and storage facility in the amount of \$1,795,181.

**CALENDAR YEAR 2019 PROJECTS:
CAMPUS WELL FIELD #5 & MAINTENANCE/TRAINING FACILITY
ADDENDUM #2**

CUSTOMER NAME:
DATE OF SUBMISSION:

**Lake Land College
March 11, 2019**

SCOPE OF WORK

Initial project focus will be on the main campus in Mattoon for the planned HVAC and geothermal renovations. This phase of the project will involve the installation of the fifth well field for geothermal diversification campus loop. Campus renovations and relocation of auxiliary services requires the expansion of maintenance and storage facilities. The renovations have been identified below and will be presented to College's Buildings and Site Committee and proposed to the Board of Trustees at the March 2019 meeting. Implementation of these projects will commence in the spring of 2019 and carry over through the summer.

General Requirements

CTS will meet the CUSTOMER's intention to have a complete turnkey installation. The Scope of Work will be installed in a neat and workmanlike manner following all applicable building and seismic codes. CTS will provide owner training on systems installed through CTS. CTS will handle any necessary local permits and work with the CUSTOMER on any required ICCB documentation.

Construction Drawings & Submittals

The following applies to the planned construction of the Maintenance / Training Facilities and expansion of the campus diversification loop by adding a fourth well field:

- A. For all equipment, systems and materials, CTS shall furnish submittals to LLC personnel. Before submitting, CTS shall check same against project conditions which may vary from dimensions on the drawings. Submittals shall bear evidence of having been checked by CTS prior to submission.
- B. Architectural equipment, systems and materials can be transmitted in *pdf* format to the Director of Facilities or Vice President for Business Services.
- C. LLC personnel will review shop drawings and submittals to see that they conform to the original drawings and specifications, but it shall be the responsibility of CTS to see that work complies with the Contract Documents and fits to project conditions and to material installed later. CTS shall be responsible for dimensions and quantities.
- D. Fabrication or installation of equipment, systems or materials shall not proceed until each respective submittal bears evidence of review by LLC personnel.

As-Built Drawings.

CTS shall, during progress of the work, record all changes or deviations from the original drawings and layout of the work and record critical dimensions of buried or concealed work. At the completion of the project CTS shall deliver to LLC one marked up set of "As-Built" drawings. CTS to provide AutoCAD architectural, mechanical, electrical and plumbing drawings.

SCOPE OF WORK
(Continued)

LLC-Well Field Phase 4:

Well field will be installed in the Southeast grassy area located to the left of Neal Hall when facing the building. CTS has worked with **WRF Engineers** to design the new well field for the campus diversification loop. CTS will provide the mechanical scope per **WRF Engineers** issued for construction drawings, dated 2/4/19.

Pump House

A new pump house will be constructed near the northeast corner of the green space to house the pumps for this well field. The Pump House will be a one-piece slab-on-grade pre-cast structure 11' x 16' construction with turned down footings. The final elevation will be no higher than necessary than that required to house the new well field pumps and to allow its concealment by the existing shrubbery. The building will be installed with a sealed precast roof that will be insulated and pitched slightly to allow for the proper dissipation of rain water.

The new Pump House will be heated and be equipped with service power outlets. The temperature of the building will be monitored to provide additional freeze protection. The installed pumps will have local disconnecting devices installed, but the main starters, controls and monitoring will be located in the main power house.

Power to the pump house will be extended from Power House. The new conduit will require directional boring under the existing roadway. The required control raceway and wiring will be routed along the same path.

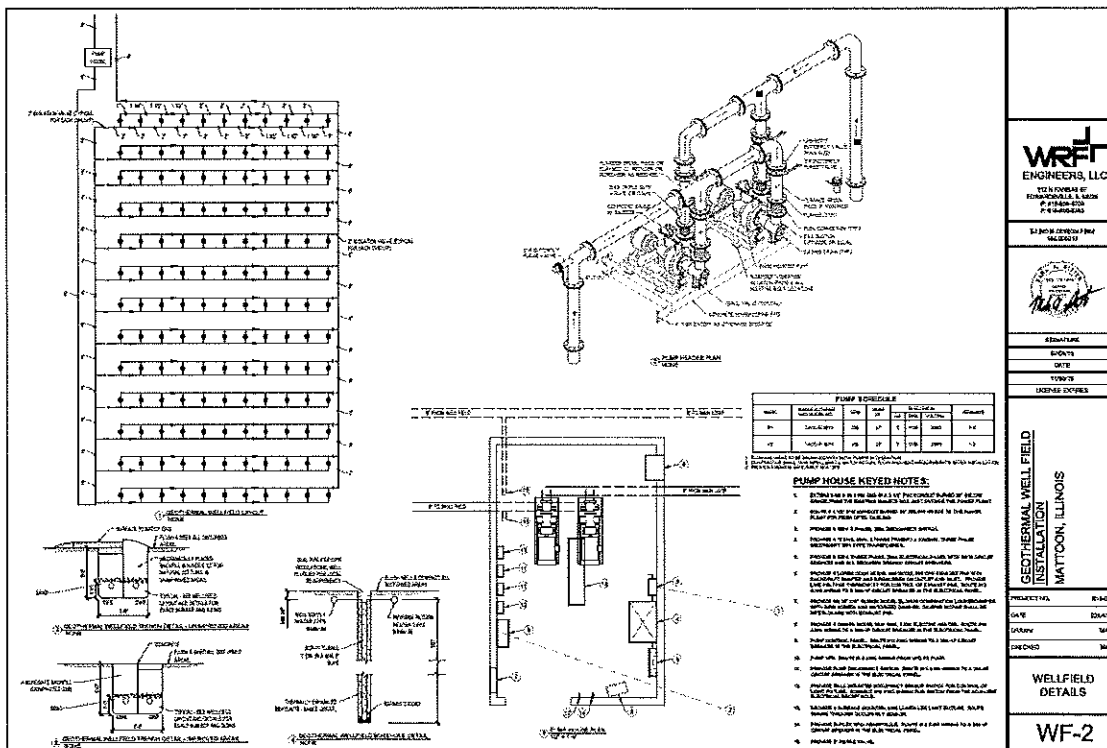
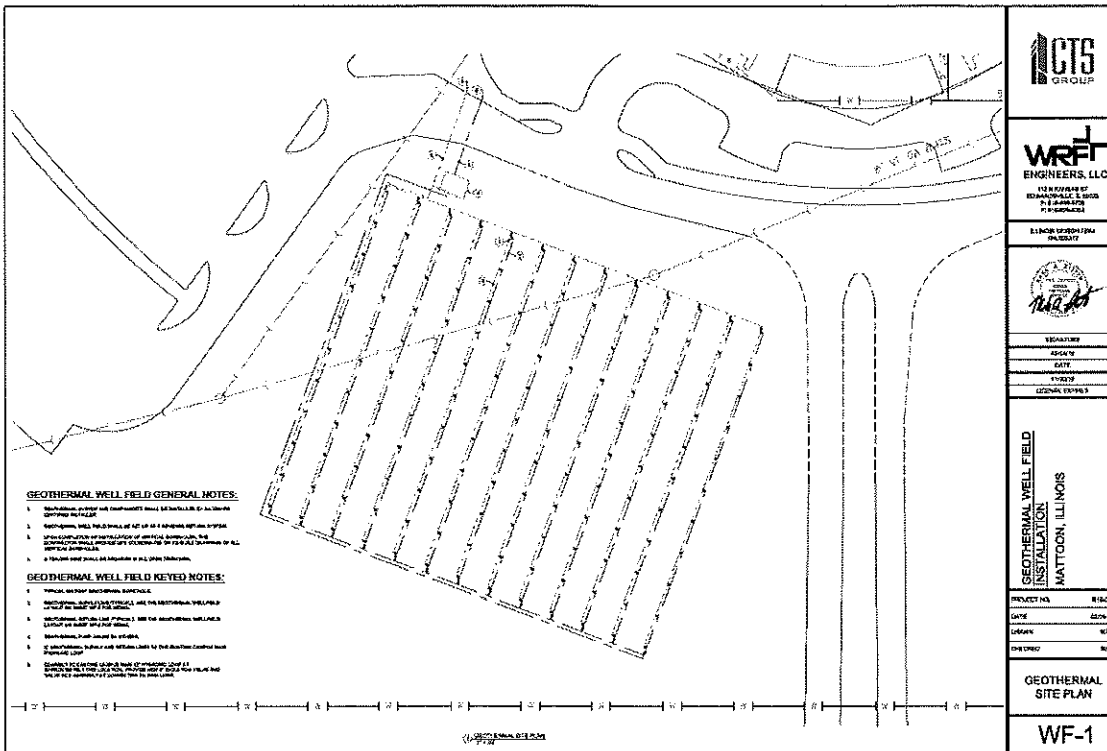
The pump house will include backup pump for this well field. The well field will also include valves to isolate individual circuits (1 for supply and 1 for return – 26 total valves). There will be six valves in the Pump House.

Well Field

CTS will provide the materials, equipment and labor required to drill (143) vertical wells in the southeast grassy area near Neal Hall. The wells will each be 300' deep and be located on 20' minimum centers. Each well will be approximately 6" in diameter to allow for the installation of 1¼" diameter HDPE SDR 11 loop piping. After installing the pipe loop, each well will be backfilled with a continuous mixture of thermally enhanced bentonite grout, silica sand and water to ensure proper thermal conductivity to the surrounding soil. The grout will be Thermal Grout Lite as manufactured by Black Hills Bentonite, LLC and supplied by GeoPro, Inc.

Once the well installation is complete, the individual wells will be piped in circuits. Each circuit branch pipe will be installed with an isolation valve then connected to HDPE headers that will be piped under the road using a directional boring machine where they will be tied to the 12" geothermal line. All horizontal circuit and header HDPE piping will be installed in 4' deep trenches with a 3" base layer of granular fill then overlaid with another 3" of granular fill before being backfilled with earth. All non-metallic pipe will be traced with 14ga wire and foil backed warning tape will be installed along the entire length of the piping trenches. Once the well field areas are backfilled with earth, the well field area will be rough graded. Final grading and seeding are not included as this will be left for the College to accomplish.

SCOPE OF WORK
 (Continued)



SCOPE OF WORK
 (Continued)

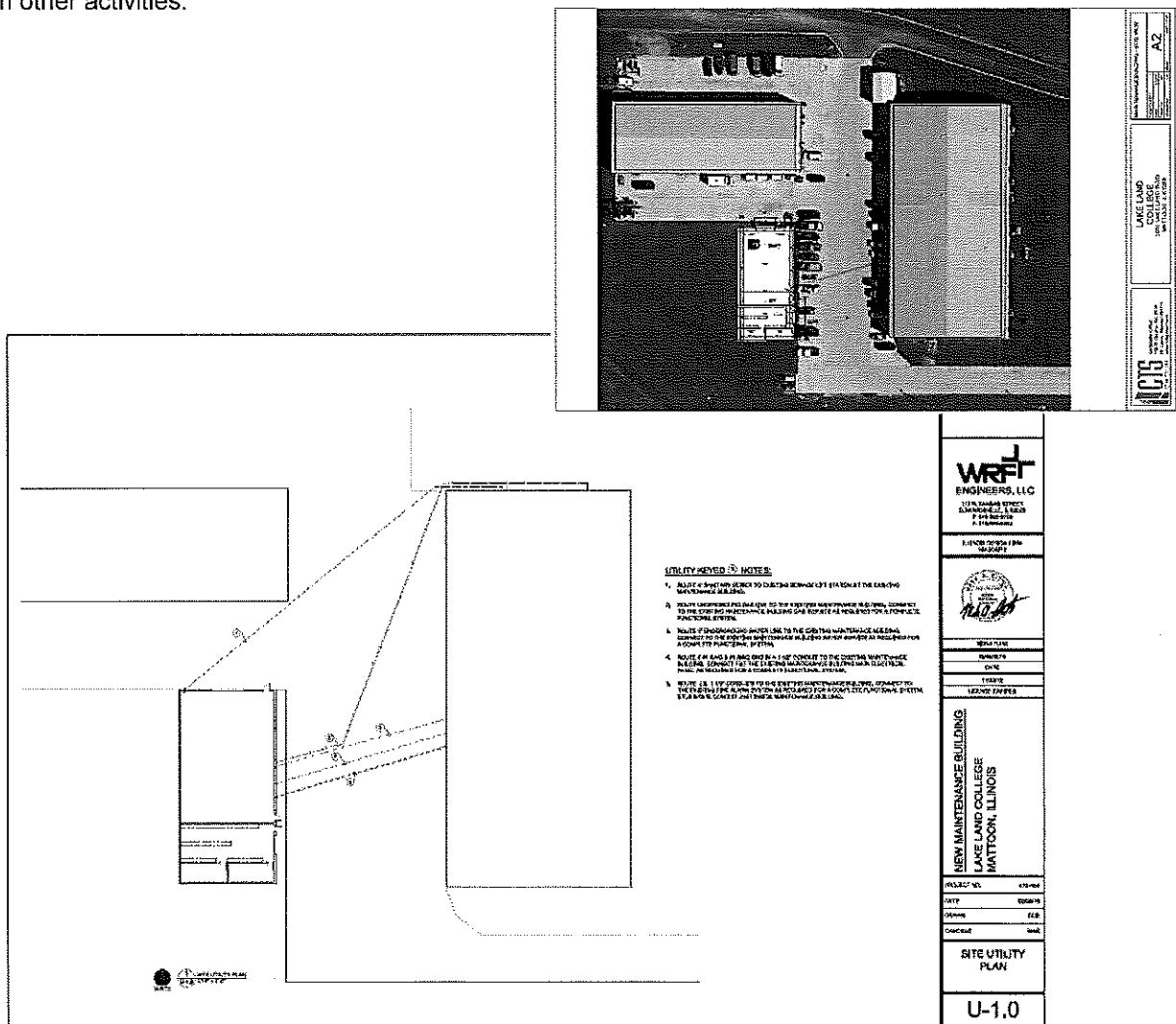
Maintenance / Training Facility:

Construction to be consistent with **CTS Floor Plan** (dated 2/12/19) and **WRF Engineers** Mechanical, Electrical & Plumbing Construction Documents, dated 2/8/19. The overview below is specific to the work as identified on the design documents above.

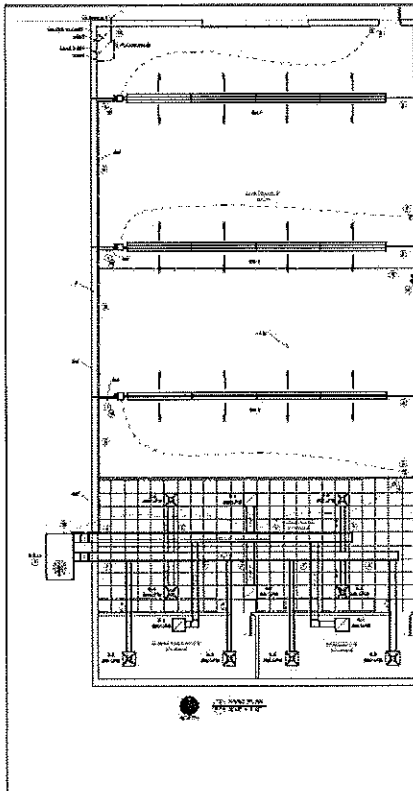
CTS to provide a turn-key service for the Architectural and Engineering design, labor, material, and equipment for the construction of the 5,000 sf Maintenance / Training Facility. Site work will commence in April, with the anticipated building renovations completion in August of 2019.

The College will have the opportunity to review and approve final architectural plans, construction documents, and equipment schedules. All Work is to be completed in compliance with the International Building Code (IBC) 2012 and all applicable state and local building codes. CTS will lead a construction team to provide the energy related aspects of the project to optimize building efficiencies, lower future utility costs, and implement sustainable energy initiatives.

Because other activities of the College will be proceeding at the same time as the work covered by this Scope of Work, CTS shall cooperate with the College to ensure that all contract work progresses in a manner which does not conflict with other activities.



SCOPE OF WORK
 (Continued)



MECHANICAL NOTES:

- Provide and install all mechanical equipment, including ductwork, piping, and controls, in accordance with the Mechanical Schedule and specifications.
- Coordinate with the electrical contractor for the location of electrical conduits and equipment.
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MECHANICAL SCHEDULE:

Item	Description	Unit	Qty	Notes
1.0	Supply Air Diffusers	sq. ft.	100	
2.0	Return Air Diffusers	sq. ft.	100	
3.0	Supply Air Registers	sq. ft.	100	
4.0	Return Air Registers	sq. ft.	100	

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MECHANICAL SYMBOLS & LEGEND:

Symbol	Description
[Symbol]	Supply Air Diffuser
[Symbol]	Return Air Diffuser
[Symbol]	Supply Air Register
[Symbol]	Return Air Register

MECHANICAL SCHEDULE - PANEL "A"

Item	Description	Unit	Qty	Notes
1.0	Supply Air Diffusers	sq. ft.	100	
2.0	Return Air Diffusers	sq. ft.	100	
3.0	Supply Air Registers	sq. ft.	100	
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CTS GROUP

WRFT ENGINEERS, LLC
 115 N. WALKER STREET
 CHICAGO, IL 60606
 P. 773.598.8500
 F. 773.598.8501

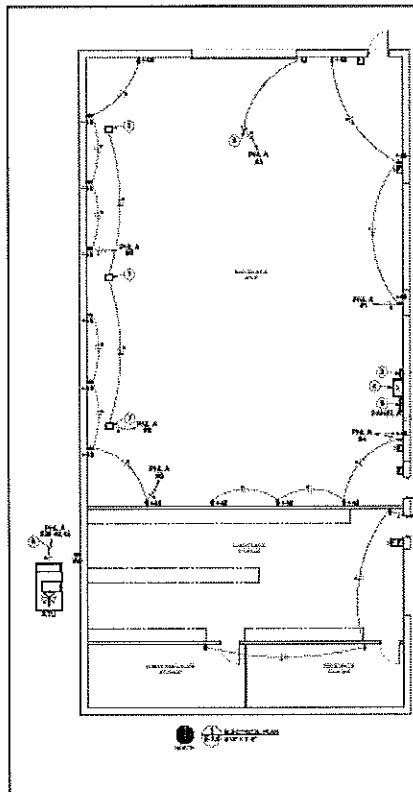
ELMER DORSH / PM
 10/2018

NEW MAINTENANCE BUILDING
 LAKE LAND COLLEGE
 MATTOK, ILLINOIS

PROJECT NO: 886-03
 DATE: 10/2018
 DRAWN: CCR
 CHECKED: WJR

HVAC PLAN

M-1.0



ELECTRICAL SYMBOLS & LEGEND:

Symbol	Description
[Symbol]	Panel Schedule
[Symbol]	Single Phase Receptacle
[Symbol]	Three Phase Receptacle
[Symbol]	Panel Schedule
[Symbol]	Panel Schedule

ELECTRICAL GENERAL NOTES:

- Provide and install all electrical equipment, including wiring, conduits, and panels, in accordance with the Electrical Schedule and specifications.
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1.0	Supply Air Diffusers	sq. ft.	100	
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ELMER DORSH / PM
 10/2018

NEW MAINTENANCE BUILDING
 LAKE LAND COLLEGE
 MATTOK, ILLINOIS

PROJECT NO: 886-03
 DATE: 10/2018
 DRAWN: CCR
 CHECKED: WJR

ELECTRICAL PLAN

E-1.0

SCOPE OF WORK (Continued)

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	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">NEW MAINTENANCE BUILDING LAKE LAND COLLEGE MATTOON, ILLINOIS</p> <p>PROJECT NO. A1</p> <p>DATE: 03/15/2019 SCALE: AS SHOWN</p> <p style="text-align: center;">LIGHTING PLAN</p>
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SCOPE OF WORK

(Continued)

Project Clean Up:

CTS and our Contractors will be responsible for daily and weekly clean-up of any item resulting from their work. CUSTOMER will notify CTS if they are delinquent on the clean-up of their items. If CTS' Contractors does not immediately comply, CUSTOMER will have their debris cleaned up and deduct the costs for this work from their contract.

Exclusions:

1. Final Seeding to be provided by College
2. Proposed HVAC systems will have stand along thermostat controls. CTS to provide underground conduit between Facilities Building and new Maintenance Training Building for fibre optics allowing the College to add building to campus DCI control system in the future.
3. CTS to provide electronic door strikes on main entrance doors. The College to provide security and remote access control through Others.
4. Phone, Data, Intercom covered by College.

Price for Summer 2019 Campus Renovations: \$1,795,181

PAYMENT SCHEDULE

The College anticipates the renovations to be completed by August 2019.

The following will be invoiced upon contract execution.

- A mobilization fee of 5% of the contract price

The balance of the payments will be invoiced during Construction of the Project.

The project shall be invoiced on a monthly basis for the work completed and equipment ordered for the project, per Schedule of Values. These progress invoices shall be submitted on the last day of each month. All invoices shall be billed as net thirty (30) days.

SCHEDULE OF SAVINGS

The Master Contract Savings is amended by the incremental amount impact to reflect the planned addition of a fifth well field to the campus geothermal diversification loop and the construction of the Maintenance Training Building.

In the spirit of sustainability on the Lake Land College Campus, the capacity of the campus geothermal diversification loop will be expanded by approximately 250 tons to serve the new Luther Student Center addition, and future plans to add a Workforce Technology Building on the west side of campus. Energy savings attributed to serving the future Workforce Technology Building will be determined upon each phase of construction. CTS Group has been working with Legat Architects on the construction of the Luther Student Center Addition. This construction follows a traditional construction delivery model. Future campus energy assessments will model the impact of this building addition. The environmental benefits combined with energy savings are major factors of this sustainable development. The new systems are an integral component of the new building renovations and reflect the energy components of the campus renovations.

The 2019 construction cost to expand the diversification loop and construct the auxiliary Maintenance Building would be \$1,795,181. This would translate to \$1,996,959 if construction was completed through traditional construction with additional consulting fees and inflation.

Year	Utility Savings from existing baseline (FEMP D)	Secured Grants and Utility Incentives	Long Term Operating Costs Savings	Guaranteed Savings
1	\$ (1,680)	TBD	\$ 1,996,959	\$ 1,995,279
2	\$ (1,731)	\$ -	\$ -	\$ (1,731)
3	\$ (1,783)	\$ -	\$ -	\$ (1,783)
4	\$ (1,836)	\$ -	\$ -	\$ (1,836)
5	\$ (1,891)	\$ -	\$ -	\$ (1,891)
6	\$ (1,948)	\$ -	\$ -	\$ (1,948)
7	\$ (2,006)	\$ -	\$ -	\$ (2,006)
8	\$ (2,066)	\$ -	\$ -	\$ (2,066)
9	\$ (2,128)	\$ -	\$ -	\$ (2,128)
10	\$ (2,192)	\$ -	\$ -	\$ (2,192)
11	\$ (2,258)	\$ -	\$ -	\$ (2,258)
12	\$ (2,326)	\$ -	\$ -	\$ (2,326)
13	\$ (2,396)	\$ -	\$ -	\$ (2,396)
14	\$ (2,467)	\$ -	\$ -	\$ (2,467)
15	\$ (2,541)	\$ -	\$ -	\$ (2,541)
16	\$ (2,618)	\$ -	\$ -	\$ (2,618)
17	\$ (2,696)	\$ -	\$ -	\$ (2,696)
18	\$ (2,777)	\$ -	\$ -	\$ (2,777)
19	\$ (2,860)	\$ -	\$ -	\$ (2,860)
20	\$ (2,946)	\$ -	\$ -	\$ (2,946)
Total	\$ (45,148)		\$ 1,996,959	\$ 1,951,812

Measurement and Verification Methodology(s)

Energy Conservation Measure	Electric Savings Verification Method	Fuel Savings Verification Method	Other Utility Savings Verification Method
ECM #1: HVAC Systems	Option D	Option D	N/A

"Option D" is a verification technique where calibrated simulations of the baseline energy use and/or calibrated simulations of the post-installation energy consumption are used to measure Savings for the Energy Conservation Measures. Option D can involve measurements of energy use both before and after the Retrofit for specific equipment or energy end use as needed to calibrate the simulation program. Periodic inspections of the equipment may also be warranted. Energy consumption is calculated by developing calibrated hourly simulation models of whole-building energy use, or equipment sub-systems in the baseline mode and in the post-installation mode and comparing the simulated annual differences for either an average year or for conditions that correspond to the specific year during either the baseline or post-installation period.

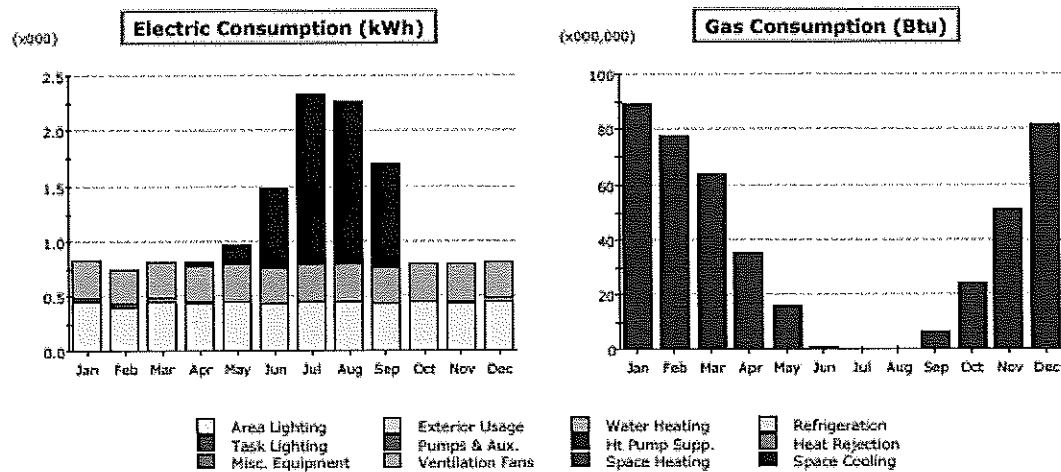
eQUEST Energy Model Overview

To quantify the energy impact of the systems being installed in the repurposed facility, eQuest, a commonly used, open source energy modeling software tool was utilized. The building was modeled in the software considering all of its energy efficient building envelope upgrades, LED lighting, building automation and with the Heating, Ventilation and Air-Conditioning (HVAC) System options.

The results of this analysis indicated that the new Maintenance Training Building would consume 14,290 kwh of electricity and 447 therms of natural gas over the course of a calendar year. Utilizing the campus utility rates of \$0.53/therm and \$0.101/kwh, the annual energy costs for the facility would be \$1,680.

Project/Run: LLC - Maintenance Building - Baseline Design

Run Date/Time: 03/01/19 @ 11:31



Electric Consumption (kWh x1000)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	-	-	-	0.03	0.17	0.72	1.54	1.46	0.93	0.03	-	-	4.86
Heat Reject.	-	-	-	-	-	-	-	-	-	-	-	-	-
Refrigeration	-	-	-	-	-	-	-	-	-	-	-	-	-
Space Heat	-	-	-	-	-	-	-	-	-	-	-	-	-
HP Supp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Hot Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Vent. Fans	0.34	0.33	0.34	0.33	0.34	0.33	0.34	0.34	0.33	0.34	0.33	0.34	3.97
Pumps & Aux.	0.04	0.03	0.03	0.02	0.00	-	-	-	0.06	0.01	0.03	0.04	0.20
Ext. Usage	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-
Task Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Area Lights	0.45	0.43	0.45	0.43	0.45	0.43	0.45	0.45	0.43	0.45	0.43	0.45	5.26
Total	0.82	0.74	0.81	0.80	0.96	1.47	2.33	2.25	1.70	0.80	0.78	0.82	14.29

Gas Consumption (Btu x1000,000)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	-	-	-	-	-	-	-	-	-	-	-	-	-
Heat Reject.	-	-	-	-	-	-	-	-	-	-	-	-	-
Refrigeration	-	-	-	-	-	-	-	-	-	-	-	-	-
Space Heat	89.26	77.71	63.82	35.20	15.79	1.12	0.39	0.42	6.50	24.45	50.40	81.65	446.69
HP Supp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Hot Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Vent. Fans	-	-	-	-	-	-	-	-	-	-	-	-	-
Pumps & Aux.	-	-	-	-	-	-	-	-	-	-	-	-	-
Ext. Usage	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-
Task Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Area Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	89.26	77.71	63.82	35.20	15.79	1.12	0.39	0.42	6.50	24.45	50.40	81.65	446.69

PROJECT ACCEPTANCE

CTS

FINAL DELIVERY AND ACCEPTANCE CERTIFICATE

Project Name _____

Agreement Effective Date: _____

Scope-of-Work (SOW) Item/Energy Conservation Measure (ECM): _____

To: CTS

Reference is made to the above listed Agreement between the undersigned and CTS, Inc. and to the Scope of Work as defined in Scope of Work herein. In connection therewith, we confirm to you the following:

1. The Scope of Work (SOW) Item/ Energy Conservation Measure (ECM) referenced above of the Agreement has been demonstrated to the satisfaction of the Owner's Representative as being substantially complete, including all punch list items generated during the Project Acceptance Procedure.
2. All of the Work has been delivered to and received by the undersigned and that said Work has been examined and /or tested and is in good operating order and condition and is in all respects satisfactory to the undersigned and as represented, and that said Work has been accepted by the undersigned and complies with all terms of the Agreement. Consequently, you are hereby authorized to invoice for the Final Payment.

Owner Name: _____

By: _____
(Authorized Signature)

(Printed Name and Title)

(Date)

APPROVALS:

The parties hereby execute this Agreement as of the date first set forth herein by the signatures of their duly authorized representatives:

CTS

By _____
Name _____
Title _____
Date _____

Lake Land College

By _____
Name _____
Title _____
Date _____

MEMO

TO: Lake Land College Board of Trustees

FROM: Dr. Jonathan Bullock, President

DATE: February 19, 2019

RE: Reemployment or Non-reemployment Recommendations for Tenured and Non-tenured Faculty Members for 2019/2020 Academic Year

All performance evaluations have been completed for faculty by the Division Chairs and by the appropriate Vice President. Based upon the results of the Vice Presidents' recommendations and extended conversations with them, I recommend reemployment of the following faculty members:

<u>First Year Non-Tenure</u>	<u>Division</u>
Madison Dailey	Math and Science
Laura Rincker	Math and Science
Matthew Rodgers	Agriculture

<u>Second Year Non-Tenure</u>	<u>Division</u>
Beulah Uphoff	Allied Health (Spring 2018 Hire)

<u>Third Year Non-Tenure</u>	<u>Division</u>
Jarrett Dunn	Math and Science
Laura Paruleski	Allied Health (Spring 2017 Hire)
Tanille Ulm	Social Science and Education
Molly Yeske	Allied Health

<u>Fourth Year Tenure</u>	<u>Division</u>
Haylee Brandt	Allied Health
Robert Miller	Agriculture (Spring 2016 Hire)

<u>Continued Tenure Status</u>	<u>Division</u>
Iffat Ali	Math and Science
Daniel Allen	Math and Science
Lara Bacino Althaus	Social Science and Education
Dyke Barkley	Agriculture
Cheryl Beam	Allied Health
Michael Beavers	Technology
Jodi Birdwell	Humanities and Communication
Kathy Black	Business
Tara Blaser	Humanities and Communication
Andrea Bright	Counseling
Dewayne Brown	Vandalia Correctional Center
Bryan Burrell	Counseling
Krista Burrell	Counseling
Dion Buzzard	Technology
Nancy Caldwell	Humanities and Communication
Greg Capitosti	Math and Science
John Carpenter	Business
Michael Ben Cohan	Humanities and Communication
Marc DalPonte	Math and Science
Kathleen Daugherty	Business

Kimberly Davis	Social Science and Education
Angela Davison	Business
Laura Deters	Allied Health
Suzett Doty	Math and Science
Danielle Downs	Financial Aid and Veteran Services
Scott Drone-Silvers	Library
Amy Duckett	Business
Lisa Earp	Business
Terri Fields	Social Science and Education
Kay Foreman	Allied Health
Joshua Fulk	Technology
Andy Gaines	Counseling
Judy Garner	Humanities and Communication
John Gentry	Technology
Tisha Goad	Allied Health
Matt Greider	Social Science and Education
Neal Haarman	Technology
Karla Hardiek	Allied Health
Emily Hartke	Counseling
Elizabeth Hartrich	Allied Health
Helen Hendren	Social Science and Education
Sarah Hill	Library
Kristen Holsapple	Allied Health
Shannon Hood	Allied Health
Salisa Hortenstine-Olmsted	Humanities and Communication
Brenda Hunzinger	Math and Science

Charles Jarrell	Social Science and Education
David Johnson	Social Science and Education
Bambi Jones	Math and Science
Nichole Jones	Allied Health
Kris Kersey	Technology
Tynia Kessler	Business
Leo Kitten	Technology
Ty Knebel	Vandalia Correctional Center
Cassie Koester	Allied Health
Matt Landrus	Humanities and Communication
Jon Lebold	Business
Gary Lindley	Technology
Katie Lotz	Social Science and Education
Brian Lynch	Social Science and Education
Valerie Lynch	Student Life
Brian Madlem	Technology
Walter McHenry	Math and Science
Jennifer Melton	Counseling
Margaret Merry-Niebrugge	Allied Health
Claire Miller	Math and Science
Kevin Miller	Technology
Nathan Miller	Vandalia Correctional Center
Martha Mioux	Allied Health
Tina Moore	Career Services
James Munger	Business
Rakhasha Nasseripour	Math and Science

Russell Neu	Agriculture
Robert Newell	Humanities and Communication
Mark Niemerg	Agriculture
Heather Nohren	Counseling
Maria Nohren	Allied Health
Ikemefuna Nwosu	Math and Science
Ryan Orrick	Agriculture
Katie Parrish	Social Science and Education
Cynthia Phipps	Business
Cassandra Porter	Allied Health
Gregory Powers	Humanities and Communication
Anthony Reinhart	Agriculture
Casey Reynolds	Humanities and Communication
Scott Rhine	Business
Eva Ritchey	Humanities and Communication
M. Shane Rogers	Social Science and Education
Mike Rudibaugh	Math and Science
Marcy Satterwhite	Business
David Seiler	Social Science and Education
Kimberly Smithenry	Allied Health
Cheryl Staley	Business
Peggy Strange	Business
Erin Swingler	Allied Health
Edward Thomas	Humanities and Communication
Deborah Thomason	Allied Health
Joe Tillman	Technology

David Turnbull	Math and Science
Lori Walk	Technology
Tara Veach Watson	Humanities and Communication
Janet Waymoth	Allied Health
Jeff White	Math and Science
Ryan Wildman	Agriculture
Nicole Zeller	Allied Health

MEMO

TO: Dr. Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: February 28, 2019
RE: Redesign of Academic Division Chair Compensation

A review of the long standing Academic Division Chair compensation formula has identified a need to redesign how Academic DC's are compensated for their responsibilities. The intention of the redesign is to enhance leadership accountability, improve work efficiency and provide greater equity amongst Academic Division Chairs.

I respectfully request that the compensation for the seven Academic Division Chairs be approved according to the following parameters:

The Academic Division Chair will:

- Maintain faculty status.
- Have administrative duties specified in a separate, standard agreement between the Academic Division Chair and the College.
- Maintain a forty (40) hour work week on campus or at an approved location during the academic year.
- Teach fifteen (15) equated credit hours (ECH) during the academic year. The Academic Division Chair may choose to teach an additional nine (9) ECH to be paid at the contractual overload rate.
- Receive an annual stipend for administrative duties performed during the academic year equivalent to twenty six (26) ECH to be paid at the contractual overload rate.
- Earn an additional stipend based on the number of active adjunct faculty employed by the Division during the academic year (excluding DOC and Dual Credit), as determined by Academic Services, in accordance with the following scale:

0-5=\$0.00
6-9 = \$1,000
10-19 = \$1,500
20-29 = \$2,000
30-39 = \$2,500
40-49 = \$3,000

- Perform administrative duties during the summer, either on campus or at approved location, for 300 hours and receive a stipend equivalent to two-ninths of contract salary (8 ECH).
- Have the option to teach additional summer ECH, as guided by the Division's approved Summer Rotation Plan, not to overlap with the required 300 hours of administrative duties on campus.

MEMO

TO: Dr. Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services *JUA*
DATE: February 19, 2019
RE: Appointment of Division Chairs

I respectfully request reappointment of the following individuals to serve as division chairs for the Fall 2019 and Spring 2020 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
Michael Beavers	Technology Division

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
March 11, 2019**

The following employees are recommended for leave

Eifert, Bob	FMLA	01/23/2019-04/28/2019
Miller, Dawn	FMLA (Intermittent)	02/25/2019-02/25/2020

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Coe, Beth	Administrative Assistant to Business (part-time temporary) Primary Position is TRIO SSS Student Asst.	02/27/2019
Drake, Allen	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	02/21/2019
Drake, Allen	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	02/21/2019
Hogan, Anne	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/09/2019
Hogan, Anne	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/09/2019
Horton, Jesse	Tutor - Bachelor's Degree - Learning Asst Ctr Primary Position is Adj Faculty Math/Science	02/21/2019
Hunt, Richard	Adjunct for CBI Primary Position is Technical Training Specialist	02/25/2019
Small, Kevin	Adjunct for CBI Primary Position is Adj Faculty Math/Science	02/25/2019
Yealick, Sabrina	Adjunct Faculty Technology Division Sub Primary Position is Tutor-Bachelor's-LRC	02/26/2019
Yeske, Molly	Medical Assistant Instructor Sub Primary Position is Medical Asst Program Instr	02/12/2019
Part-time - Grant Funded		
Hogan, Anne	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/09/2019
Schroeder, Louis	Adjunct DOC College Funded Instructor Primary Position is Corr Career Tech Instr - Lincoln CC	03/11/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Mahlmeister, John	Adult Ed Instr/Classroom Asst	01/28/2019
Miner, Linda	BNA Clinical Instructor	01/28/2019
Shook, Ciara	Pathways Sub Istr/Classroom Asst	01/28/2019
Switzer, Christopher	Adult/Alt Ed Instructor	01/28/2019

College Work Study

Martinez, Yesica	CWS Bookstore	01/01/2019
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Bower, Tim	Dual Credit Instructor	02/05/2019
Tipsword, Kayla	Dual Credit Instructor	02/12/2019
Full-time		
Mason, Dustin	Computer Programmer	03/19/2019
Full-time, Tenure Track		
Wilder, Hayden	Agriculture Instructor/Judging Team Coach	08/16/2019
Full-time - Grant Funded		
Goines, Tim	Correctional Manufacturing Skills Instr Murphysboro Life Skills	03/11/2019
Lattan, Kelly	Correctional Office Assistant- Murphysboro Life Skills	03/04/2019
Montgomery, Marissa	Correctional Career Technology Instructor Vienna CC	02/19/2019
Rawlings, Daniel	Correctional Custodial Maintenance Instr- Decatur CC	02/25/2019
Royse, Jeffrey	Correctional Welding Instructor Kewanee Life Skills	03/11/2019
Whitacre, Deborah	WIOA Financial Operations Coordinator	02/25/2019
Part-time		
Bushue, Jill	Center for Business and Industry Instr	02/12/2019
Deters, Timothy	Groundskeeper	03/04/2019
Drake, Allen	Tutor - Associate - Learning Asst Ctr	02/21/2019
Ehlers, Todd	IDOC CPR Instructor	02/20/2019
Haslett, Suzanne	Clinical Dentist	02/18/2019
Hogan, Anne	Tutor - Student Learning Assistance Ctr	01/09/2019
Lecrone, Andre	Commercial Driver Training Instructor	02/19/2019

Matheson, Ravin	Special Needs Note Taker	01/07/2019
Patel, Dhrupekumar	Chemistry Lab Student Assistant	02/15/2019

Part-time - Grant Funded

Nolan, Heather	Adjunct DOC College Funded Instructor	03/11/2019
Paradies, Kathy	Adjunct DOC College Funded Instructor	03/10/2019
Perzee, Haley	Adjunct DOC College Funded Instructor	01/25/2019

College Work Study

Begay, Robyn	College Work Study - Adult Education	02/18/2019
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Carman, Kourtney	Work and Learn - Adult Ed	12/14/2018
Harmon, Laura	Work and Learn - Humanities	12/14/2018
Shain, Alicia	Work and Learn - Print Shop	12/14/2018
Full-time		
Conour, Margie	Custodian (Retiree)	03/10/2019
Morse, Crystal	Corr Comm Cooking Inst-IL River CC	02/27/2019
Niccum, Camille	Adm Asst to Business	03/01/2019
Shores, Jason	Custodian	02/27/2019
Part-time		
Biggs, Tabitha	Groundskeeper	10/25/2018
Durbin, Abigail	IEL Instructor	12/13/2018
Hays, Jenna	Adult Education Instructor	11/18/2018
Hendryx, Trevor	Adjunct Faculty Technology	02/21/2019
Lynch, Ross	Laker Mallard Mascot Talent	01/23/2019
Macdonald, Alissa	Allied Hlth LPN CIn Instr	12/07/2018
Mannen, John	Commercial Driver Training Instr	12/16/2018
Reed, Roger	Adult Education Welding Instr	03/11/2018
Russell, Tyler	Adult Education Welding Instr	05/20/2018
Schmitz, Casey	Adult Education Instructor	01/28/2019
Strobel, Rachel	Tutor - Associate's TRIO	12/16/2018
Switzer, Christopher	Pathways Teacher Aid II	04/22/2018
Thornton, Reann	Tutor - Student Lrng Asst Ctr	08/12/2018
Zuhone, Mary	Marketing & PR Intern	07/19/2018
College Work Study		
Davis, Michael	College Work Study-Business	02/01/2019

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Delks, Madison	Community Outreach Coordinator Transferring From Admissions Rep (PT)	03/13/2019
Full-time - Grant Funded		
Rothe, Justy	Associate Dean of Correctional Program Graham CC Transferring From Adm Asst Graham CC	02/26/2019