

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
March 8, 2021  
Regular Meeting No. 651

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

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



Regular Meeting No. 651  
**Monday, March 8, 2021, 6:00 p.m.**

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

Trustees and members of the President's Cabinet will be physically present at the meeting location. Due to the COVID-19 health pandemic and following the guidelines in Governor Pritzker's Restore Illinois plan, in-person attendance by members of the public will be limited so that no more than 50 people will gather in this room. Seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting by being physically present will be expected to:

- Conduct a health self-assessment by completing the [COVID-19 Campus Visit Screening Form](#) prior to arrival.
- Wear face masks covering the nose and mouth.
- Maintain social distancing of 6' from others at all times.
- Follow all applicable guidelines in accordance with Lake Land College's [Return to Campus Plan](#).
- Enter campus via Entrance 2. Upon arrival, each person will be directed to the [COVID-19 Check-In Station](#) where a staff member will verify each person has a face mask and has completed the online [COVID 19 Campus Visitor Screening Form](#) and received a green approved.

For more information, please visit: <https://www.lakelandcollege.edu/covid-19/>.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, March 8, 2021, and sent to [officeofthepresident@lakelandcollege.edu](mailto:officeofthepresident@lakelandcollege.edu).

## ***Agenda***

### **I. Routine.**

#### **A. Call to Order.**

#### **B. Roll Call.**

#### **C. Consent Item.**

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

1. Approval of Minutes of February 8, 2021, Regular Meeting.
2. Approval of Minutes of February 8, 2021, Closed Session.
3. Approval of Agenda of March 8, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details, refer to the Bills for Payment link at: <https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recording of September 9, 2019, Closed Session.

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

### **III. Committee Reports.**

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

#### IV. Business Items.

##### A. Non-Action Items.

	Board Book Page Number(s)
1. Data Discussion Point – Monetary Award Program (MAP).	
2. Proposed Revisions to Board Policy 05.04.15 – <i>Absence Due to Inclement Weather</i> .	18-20
3. Calendar of Events.	21-22

##### B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to Board Policies:	23-30
➤ 07.05 – <i>Placement Tests</i> .	
➤ 07.03 – <i>Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs</i> .	
➤ 07.04 – <i>Intent to Enroll Procedures and Requirements</i> .	
2. Acceptance of Reporting of January 2021 Financial Statements.	31-36
3. Approval of Tuition and Fees Rates for Academic Year 2022.	37
4. Approval of Recipient for the Outstanding Full-Time Faculty Award.	38
5. Approval of Faculty Tenure Recommendations.	
6. Approval of Reemployment of Tenured and Non-Tenured Faculty Members.	39-44
7. Approval of Reappointment of Division Chairs.	45
8. Declaration of Surplus Items from the Automotive Department.	46
9. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120(c)(1), closed session will be called to consider the employment, performance or dismissal of a specific employee.	
[Return to Open Session - Roll Call].	
10. Approval of Human Resources Report as Discussed in Closed Session.	47-49

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

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**VI. Adjournment.**

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



Regular Board Meeting No. 650  
February 8, 2021

At the time the Agenda for this meeting was posted, a disaster proclamation was issued by the Governor relating to public health concerns for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, Dr. Josh Bullock, Lake Land College President, determined that a fully accessible in-person meeting was not practical or prudent. As permitted by Public Act 101-0640, 5 I LCS 120/7(e), this meeting was held without the physical presence of a quorum at the regular meeting location. Dr. Bullock, as head of the public body, was physically present at the meeting location, Webb Hall 081, Mattoon.

**Minutes**

**Call to Order.**

Chair Reynolds called the February 8, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m.

**Roll Call.**

**Trustees Participating via Electronic Means (Zoom):** Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Dudit.

**Trustees Absent or Not Participating via Telephonic or Electronic Means:** None.

**Other Participants:** Dr. Jonathan Bullock, President – in person. The following participated electronically (Zoom): Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Special Assistant to the President, and members of the staff and media.

### **Approval of Consent Items.**

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

1. Approval of Minutes of January 11, 2021, Regular Meeting.
2. Approval of Agenda of February 8, 2021, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	427,031.40
Building Fund	\$	70,535.79
Site & Construction Fund	\$	474,434.76
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	56,303.68
Restricted Purposes Fund	\$	212,012.86
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,034.13
Student Accts Receivables	\$	53,809.53
Total	\$	1,314,162.15

For a summary of trustee travel reimbursement 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)

5. Destruction of Tape Recording of August 12, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

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

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



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### **Committee Reports.**

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

Trustee Sullivan said ICCTA has held meetings in recent months via Zoom. He highlighted legislative issues such as the state budget, MAP grant funding and ongoing discussions regarding the possibility for community colleges to offer a baccalaureate degree in nursing. He also said he and Dr. Bullock recently participated in virtual meetings with Senator Tammy Duckworth and Senator Dick Durbin who are both supportive of community colleges.

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

Trustee Sullivan, Committee Chair, said the Committee met recently and the Committee's recommendations will be discussed with the Board as the issues appear later in the agenda.

#### **Finance.**

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

#### **Buildings & Site.**

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

#### **Foundation.**

Chair Reynolds introduced Ms. Christi Donsbach, Executive Director for College Advancement, to present the Foundation report. Ms. Donsbach said:

- The Foundation will be launching an initiative "Love a Laker" during the upcoming Giving Day/Week effort that will run from Feb. 14-20<sup>th</sup>.
- The first wave of the 2021-2022 scholarship applications wrapped up Feb. 1<sup>st</sup> with more than 700 students submitting applications.
- The Foundation was recently selected by Compeer Financial for two new annual scholarships to benefit our Agriculture students, along with a grant opportunity. This effort has been years in the making. Thanks to Ryan Orrick, Ag Division Chair, and all staff in the Ag program. Lake Land College was one of 12 colleges selected in a three-state area to receive funding.
- Please save the date and mark your calendars for Friday, September 17<sup>th</sup> for the return of the annual Foundation Golf Classic!

#### **Student Report.**

No student report was provided.

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

Dr. Bullock said:

- In January 2021, we received \$79,165.33 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY 2021 outstanding balances. A total of \$228,982.16 remains outstanding from IDJJ.
- We received no payments for FY 2021 invoices from the Illinois Department of Corrections (IDOC) in January. A total of \$3.9 million remains outstanding from IDOC.
- In January, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$1.3 million and equalization of just over \$1 million. For FY 2021, \$2.3 million remains outstanding for credit hour reimbursement and \$2.6 million for equalization.
- The College received property tax payments totaling just over \$1.8 million in January.
- The nursing program held a Virtual Nursing Week in late January. The event was conducted over four nights, with each night focusing on a different nursing program. Over 50 potential students attended across the four sessions and it was a tremendous success for the College in promoting our nursing programs. Kudos to Erin Swingler, Allied Health Division Chair, Cheryl Beam, Director of Nursing Programs, and all of the faculty and staff who participated.

### **Business Items.**

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

#### **Focus on Advancing Student Success - Adapting Instruction to Covid-19 Pandemic.**

Ms. Katie Parrish, Sociology Instructor, presented to the Board on how she has adapted her instruction because of the pandemic and the significant transition to virtual learning.

#### **Data Discussion Point - Impact of Pandemic Relief Funds for Student Success.**

Ms. Lisa Cole, Director of Data Analytics, highlighted how the pandemic relief funds impacted student success during the spring, summer and fall 2020 terms.

#### **Spring 2021 Tenth Day Enrollment Summary.**

Ms. Valerie Lynch, Interim Vice President for Student Services, highlighted data from the Spring 2021 Tenth Day Enrollment Summary.

#### **Proposed Revisions to Board Policies 07.05 – Placement Tests, 07.03 – Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs and 07.04 – Intent to Enroll Procedures and Requirements.**

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Ms. Lynch presented on proposed revisions to the above-referenced Policies on behalf of the Academic Standards Committee. She said the recommended changes support the College's initiative, and the statewide initiative, to recognize multiple measures in determining students' college readiness and initial placement in college courses.

Proposed revisions were presented for first reading and will be brought to the Board for action during the March 2021 regular Board meeting.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Chair Reynolds noted the Board Retreat scheduled for May 19, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

### **Action Items.**

#### **Approval of Planned Retirement Requests.**

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President for Business Services for the Board to approve participation in the College's planned retirement program for eight employees including four faculty members, one administrator and three support staff. He said these employees have been advised via oral and written communication that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy 05.22. Trustees reviewed the names and job positions of the employees requesting acceptance into the College's planned retirement program.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented participation in the College's planned retirement program for the following eight employees:

<b>Faculty (by seniority)</b>	<b>Effective Date</b>
Cindy Phipps	August 31, 2025
Mark Niemerg	January 3, 2025
John Carpenter	August 31, 2025
Leo Kitten	August 24, 2025
<b>Administration (by seniority)</b>	<b>Effective Date</b>
Paula Carpenter	July 30, 2025
<b>Support (by seniority)</b>	<b>Effective Date</b>
Brenda Venatta Catey	March 1, 2025
Eric Hamilton	January 1, 2025
Gregory (Nic) Nelson	June 30, 2025

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

### **Acceptance of Reporting of December 2020 Financial Statements.**

Trustees reviewed the December 2020 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm, Finance Committee Chair, highlighted his review of the Financial Statements and expressed his support for approval as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the December 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

### **Approval of Recipients for the Following Awards:**

- **Distinguished Service Award;**
- **Alumnus Achievement Award;**
- **Retiree Wall of Fame Inductees;**
- **Pacesetter Award.**

Trustees reviewed a recommendation from Ms. Amanda Tucker, Alumni Engagement & Special Events Coordinator, for the naming of recipients for four awards referenced above. Dr. Bullock thanked members of the selection committee for their work and he requested the Board approve the naming of these award recipients as presented.

Trustee Walk moved and Trustee Sullivan seconded to approve the naming of the following 2021 award recipients:

- Distinguished Service: Dr. Sheri Barnett
- Alumnus Achievement: Mr. Bernard (Hank) Habing
- Retiree Wall of Fame: Ms. Pam Crisman, Mr. Ken Beno and Ms. Joyce Allen.
- Pacesetter: Ms. Megan McQueen

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

### **Declaration of Surplus Items.**

Trustees heard a request from Mr. Nuxoll that the Board declare as surplus a flatbed trailer no longer in use by the Center for Business and Industry and also various Physical Plant items. He said that with Board approval, these items will be disposed of in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Cadwell seconded to declare as surplus the following items as presented and authorize the administration to dispose of these items in a manner most beneficial to the College:

- A 1999 Benson 45 foot spread axle flatbed trailer.
- A 2005 Chevy Venture Van.
- 4 – Wet Vacs.
- 3 – Side to Side Floor Scrubbers.
- 1 – Kent Vacuum.
- 1 – Carpet Machine.
- Various office and classroom furniture at 305 Richmond Ave. East, Mattoon, IL, the leased Workforce Development Center building.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

### **Approval of Bid for Greenhouse at the Joliet Treatment Center.**

Trustees reviewed a request from Mr. Nuxoll that the Board approve the above-referenced bid from Stuppy Inc. of Kansas City, Missouri in the amount of \$169,000. Trustees were provided with the tabulation sheet which details Stuppy Inc. as the sole bidder.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Stuppy Inc. of Kansas City, Missouri, in the amount of \$169,000, for a greenhouse to be constructed at the Joliet Treatment Center.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Duduit voted yes.  
 Absent: None.  
 Motion carried.

### **Closed Session**

7:20 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), (2), and (11) [Illinois General Assembly 2015 et. Seq.], to consider the employment, compensation, performance or dismissal of specific employees; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.

Ms. Grunloh announced that the phone line/Zoom technology enabling staff and members of the public to listen and/or view the Board meeting would remain open so they would be able to hear when the open session meeting resumes once the Board exits closed session.

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

7:48 p.m.

**Trustees Participating via Electronic Means (Zoom):** Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Duduit.

**Trustees Absent or Not Participating via Telephonic or Electronic Means:** None.

### **Approval of Action on Step Four Grievance Filed by the Lake Land College Custodial Association on August 10, 2020, as Discussed in Closed Session.**

Trustee Curtis moved and Trustee Sullivan seconded to approve the recommendation by the Resource and Development Committee to deny the Step Four Grievance filed by the Lake Land College Custodial Association on August 10, 2020.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

### **Approval of Human Resources Report as Discussed in Closed Session.**

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted some of the personnel recommendations.

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Trustee Cadwell motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. This followed discussion on the topic held in closed session related only to a general leave of absence without pay request.

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

Manion, Kim 1/4/21-1/29/21

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

Dawdy, Kimberly 02/11/2021-03/13/2021

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Mason, Harley	Covid-19 Checkpoint Screener Primary Position is Covid-19 Checkpoint Screener	1/15/2021
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener Primary Position is Covid-19 Checkpoint Screener	1/15/2021
Wright, Kathleen	Adjunct Faculty Humanities Division Primary Position is Adjunct for Social Science	1/7/2021

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Faulkner, Deacon	Dual Credit Instructor	1/22/2021
<b>Full-time</b>		
Sines, James	Programmer Analyst	02/15/2021
<b>Part-time</b>		
Burgett, Madison	Volleyball Assistant Coach	1/5/2021
Hendrix, John	Assistant Softball Coach	1/10/2021
Keller, Tammela	Dual Credit Coordinator	8/24/2020
Lucht, Hailey	Covid-19 Checkpoint Screener	12/14/2020

**College Work Study**

Waller, Logan College Work Study Radio TV 1/21/2021

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Beagle, Richard	Assistant Network Administrator	1/11/2021

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Delks, Madison	Community Outreach Coordinator	1/29/2021
Shales, Louis	Correctional Custodial Maintenance Instructor	1/1/2021
Vanseghi, Cassandra	Administrative Assistant to Allied Health	1/15/2021

**Full-time – Grant Funded**

Barker, Danielle	Correctional Horticulture Instructor	1/8/2021
Price, George	Correctional Custodial Maint Instructor	12/14/2020
Treadway, Clifford	Correctional Automotive Tech Instructor	1/1/2021

**Part-time**

Beier, Sidney	Bookstore Rush Worker	8/23/2020
Caldwell, Victoria	Bookstore Rush Worker	8/23/2020
Eddy, William	Talent Search Tutor - Bachelors	4/5/2020
Elmendorf, Gerald	Trio Bus Driver	7/12/2020
Gibson, Martin	Dual Credit Coordinator	5/17/2020
Gradle, Scott	Adjunct Faculty Math and Science Div	12/13/2020
Hjort, Carol	Allied Health Den Clinical Instructor (hourly)	12/15/2020
Lovelace, Kelly	Talent Search Tutor - Bachelors	4/5/2020
Moreira de Souza, Caroline	Bookstore Rush Worker	8/23/2020
Standard, Jeffrey	Traffic Safety Instructor	5/17/2020

**Part-time – Grant Funded**

Boehlke, Chadwick	Adjunct DOC College Funded Instructor	3/6/2020
Coop, Tylana	Adjunct DOC College Funded Instructor	3/8/2020
Delaney, Jennifer	Adjunct DOC College Funded Instructor	3/6/2020
Freshour, Kristine	Adjunct DOC College Funded Instructor	3/8/2020
Kean, Robert	Adjunct DOC College Funded Instructor	3/8/2020
McGee, Patrick	Adjunct DOC College Funded Instructor	3/8/2020
Nolan, Sonrisa	Adjunct DOC College Funded Instructor	3/8/2020
Paisley, Jeffrey	Adjunct DOC College Funded Instructor	3/8/2020
Paradies, Kathy	Adjunct DOC College Funded Instructor	3/8/2020
Patton, Margarita	Adjunct DOC College Funded Instructor	3/8/2020
Roos, Sandra	Adjunct DOC College Funded Instructor	3/8/2020
Shabazz, Kwame	Adjunct DOC College Funded Instructor	5/17/2020
Stevens, James	Adjunct DOC College Funded Instructor	3/8/2020
Stirrett, Breanna	Adjunct DOC College Funded Instructor	3/8/2020
Stucka, Jennifer	Adjunct DOC College Funded Instructor	3/17/2020
Walker, Karen	Adjunct DOC College Funded Instructor	3/8/2020
Weiler, Lysnie	Adjunct DOC College Funded Instructor	12/27/2020
Wheeler, Adele	Adjunct DOC College Funded Instructor	3/8/2020
Wildman, Rebecca	Adjunct DOC College Funded Instructor	3/8/2020

**Transfers/Promotions**

The following employee is recommended for a change in position

	Position	Effective Date
<b>Part-time</b>		



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Bowling, Emily	Print Shop Technician Assistant Transferring from Special Needs Taker	1/13/2021
Mason, Harley	Covid-19 Checkpoint Screener Transferring from Bookstore Rush Worker	1/19/2021
Saunders, Mackenzie	Covid-19 Checkpoint Screener Transferring from Bookstore Rush Worker	1/19/2021
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener Transferring from Bookstore Rush Worker	1/19/2021

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

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

There was no additional discussion.

### **Adjournment.**

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:52 p.m.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

The meeting was recorded and may be viewed at the following link:

[https://lakelandcollege.zoom.us/rec/share/RtLMwzg6Xhj1\\_eBjLEd8fmDW2XkT706MX-lzq1IIEKA8BpM1gVp35RUGFpgjXal.IMt7yJF5PsPVapa2](https://lakelandcollege.zoom.us/rec/share/RtLMwzg6Xhj1_eBjLEd8fmDW2XkT706MX-lzq1IIEKA8BpM1gVp35RUGFpgjXal.IMt7yJF5PsPVapa2) Passcode: @0\*WMQ3p

Approved by:

\_\_\_\_\_  
Ms. Doris Reynolds, Board Chair

\_\_\_\_\_  
Mr. Gary Cadwell, Board Secretary

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

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



# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: March 1, 2021

RE: Proposed Board Policy 05.04.15 Revisions

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Board Policy 05.04.15 (Inclement Weather) lists that during inclement weather employees should credit their timesheet 8 hours. While that implies this policy is strictly for full-time employees, I propose that we clarify eligibility by adding "full-time" prior to employees in the second paragraph.

Board Policy 05.06 addresses employee incentives and benefits for part-time employees, which does not speak to any pay when the College is not operating.

Proposed revisions are being submitted as first reading for your consideration. I am happy to address any questions or concerns.

05.04.15

## Absence Due to Inclement Weather

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

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

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

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

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

All absences must be recorded on the employee’s timesheet.

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

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

**Board Policy 05.04.15**

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For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

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Adopted November 9, 1998  
Revised May 10, 1999  
Revised April 10, 2017  
Revised February 12, 2018  
[Revised](#)

### Calendar of Events

Monday, March 8, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 8, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, April 12, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 29, 2021	9 a.m. – Annual Organizational Meeting – Webb Hall 081
Thursday, May 6, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, May 10, 2021	6 p.m. – Board Meeting – Webb Hall 081
Friday, May 14, 2021	Commencement
Wednesday, May 19, 2021	1 p.m. – 5 p.m. - Board Retreat – Foundation and Alumni Center
Fridays, May 21 – August 13, 2021	Energy Savings Summer Hours. College is Closed on Fridays.
Thursday, June 10, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, June 14, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, July 8, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, July 12, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 5, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, August 9, 2021	6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting

	9 a.m. – Board and Administration Center, 011
Monday, September 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 17, 2021	Foundation Golf Classic
Thursday, October 7, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, October 11, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 4, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011



# MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: March 1, 2021

RE: Proposed Revisions to Board Policies 07.05, 07.03, and 07.04

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Following approval by the Academic Standards Committee on January 21, proposed revisions to Board Policies: 07.05 – *Placement Test*, 07.03 – *Admissions to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs*, and 07.04 – *Intent to Enroll Procedures and Requirements* were presented to the Board of Trustees for first reading at their February 8 meeting.

The proposed changes to each policy are noted in the attachments that follow. Policy 07.05 specifically identifies the multiple measures that the college will consider in assessing course placement for students. Proposed revisions in 07.03 and 07.04 then support those revisions. The proposed revisions comply with Illinois HB2170, passed in the recent legislative session, requiring all Illinois community colleges to implement, no later than May 1, 2022, multiple measures in determining course placement, as recommended by the Illinois Council of Community College Presidents in June 2018.

I have received no questions or concerns regarding the proposed revisions since the February 8 meeting of the Board of Trustees and would like to request that the revisions be considered for approval at the March 8 meeting. I am happy to answer questions that you or the Board may have. Thank you.

*2020-2021 Academic Standards Committee: Tynia Kessler, Division Chair for Business; Bryan Burrell, Academic Counselor; Brian Lynch, Economics Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Jaycie Shertz, Student; Valerie Lynch, Interim Vice President for Student Services and Committee Chair; Becky Earp, Committee Assistant.*

07.05

## Course Placement by Assessment~~Placement Tests~~

~~As part of the registration process, a~~All degree-seeking students ~~and all non-degree students who wish to enroll in an English or math course~~ must demonstrate initial placement levels ~~will be required to complete placement testing in~~for reading, English and mathematics ~~and English~~ prior to registration.

All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, test, ACT or SAT scores, mandatory placement, including placement in~~completion of developmental courses, will~~ may be required for specific courses in reading, English and~~English, reading, and mathematics.~~

Students who have taken the Lake Land College placement tests may retest once in each skill area. If four or more years have passed since a student's last retest, the student may choose to complete one retest in each subject area. There is a \$5.00 fee for each section of the retest.

### 1) ACT or SAT college entrance exams

Students who ~~have taken the~~ choose to utilize ACT or SAT college entrance exam scores for placement ~~or Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Accuplacer scores or~~ must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

### 2) GED test scores



Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.

**3) High school grade point average (GPA) and completion of four years of English and/or mathematics**

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

**4) Completion of high school transitional English and/or mathematics with a grade of C or better**

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

**5) Previous college credit**

Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university ~~may have met~~ ~~are not required to complete~~ the reading placement ~~requirement~~test. Students who have previously completed college-level English and mathematics courses may ~~not be required to complete~~ have met the English and mathematics placement ~~requirement~~tests. In order to be considered for a placement ~~based on transfer credit test waiver~~, students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

**6) Completion of placement testing in reading, English and mathematics**

The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. Students may test and retest once in each subject area. If four or more years have passed since a student's last retest, the student may complete one additional retest in each subject area. A minimal fee is charged for each retest.

Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

~~Depending upon the students' placement test, ACT or SAT scores, mandatory placement, including placement in developmental courses, will be required for specific courses in English, reading and math.~~

~~Students who have taken the Lake Land College placement tests may retest once in each skill area. If four or more years have passed since a student's last retest, the student may choose to complete one retest in each subject area. There is a \$5.00 fee for each section of the retest.~~

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Adopted November 9, 1998  
Revised May 12, 2003  
Revised November 10, 2003  
Revised January 10, 2011  
Revised June 12, 2017  
Revised

**07.03****Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs**

The State of Illinois has enacted minimum admission standards for all Illinois public universities and community colleges (Public Act 86-0954). These standards are for admission to college transfer programs leading to a baccalaureate degree. The specific high school subject requirements for students admitted to college transfer programs are satisfactory completion of at least fifteen (15) units of high school course work from the following five categories:

1. Four (4) years of English (emphasizing written and oral communications and literature);
2. Three (3) years of social studies (emphasizing history and government);
3. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
4. Three (3) years of science (laboratory sciences); and
5. Two (2) years of electives in foreign languages, music, vocational education or art.

Students must meet general admission requirements.

If at the time of admission it has not been determined from the applicant's final high school transcript that the high school course work pattern has been satisfied, the student will be provisionally admitted. The student will remain on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate course work.

### New Students

All ~~first time~~, degree-seeking college students must demonstrate initial placement levels for reading, will be required to complete placement testing in English, and mathematics, and reading and participate in scheduled orientation activities prior to registration. ~~ering for classes. The College assesses multiple measures in determining initial placement levels including ACT and SAT college entrance exams, GED test scores, and high school grade point average and course completion (see Board Policy 07.05). Students who have taken the ACT or SAT college entrance exam or Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Accuplacer scores or request that a copy of their ACT or SAT scores be sent to Lake Land College.~~

### Transfer Students

Students transferring from other ~~regionally accredited~~ colleges who are seeking a degree must meet the same placement ~~testing~~ requirements as new students, ~~with the following exception:~~ Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing may have met the reading placement requirement. ~~are not required to complete the reading placement test.~~ Students who have previously completed college-level English and math courses may ~~not be required to complete~~ have met the English and mathematics placement ~~requirements~~ tests. In order to be considered for a placement based on transfer credit, test waiver, students must present, or have on file in Admissions and Records, documentation of their previous college work.

### Readmit Students

Former Lake Land College students who have interrupted their continued enrollment for at least one full year are considered to be readmit students upon returning. Readmit students are bound by the admission and placement ~~testing~~ requirements in effect at the time of their readmission.

### Continuing Students

Continuing students requesting a curriculum change into an A.A., A.E.S.,

or A.S. degree program must meet the placement **testing** requirements in effect at the time of the requested curriculum change.

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Adopted November 9, 1998

Revised November 10, 2003

Revised January 10, 2011

Revised June 12, 2017

Revised

Page 2 of 2

**07.04****Intent to Enroll Procedures and Requirements**

To enroll at Lake Land College, a student must submit an Intent to Enroll form. The Intent is submitted online or through printed forms available in the Lake Land College Admissions and Records Office and the Lake Land College Kluthe Center for Higher Education and Technology.

Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, these scores may be used ~~in lieu of college for course~~ placement test scores. Some academic programs may require additional tests prior to registration.

An accepted student who does not enroll after applying loses his/her enrollment status at the College and must reapply for admission to any future semester.

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Adopted November 9, 1998

Revised May 12, 2003

Revised June 14, 2004

Revised January 10, 2011

Revised June 12, 2017

Revised December 10, 2018

Revised



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: March 2, 2021

RE: January 2021 Financial Statement Summary

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Outlined below are the budgetary variances of note for the month of January for Fiscal Year 2021.

*Areas of Concern:*

- We are comfortable that we do not have any significant budgetary areas of concern through January 2021 of FY2021. We will continue to closely monitor the COVID-19 Pandemic situation along with Illinois State Budget issues and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

*Overall Variances:*

- *Revenue* – Total January 2021 revenue was \$3,242,181 resulting in a favorable variance of \$1,511,229 compared to the budgeted level. Year to date, total revenue is favorable to budget by \$1,044,143 in aggregate mainly resulting from a \$938,054 favorable variance in tuition revenue, a \$749,042 favorable variance in local source revenue mitigated by unfavorable variance in other states sources, other revenue and fee revenue.
- *Expenditures* – Total January 2021 expenditures were \$1,831,962 resulting in an overall favorable variance of \$1,637,759. Year to date, expenditures remain favorable overall by \$3,535,025 attributable from favorable variance in nearly all budgetary line items.

*Revenue Variances:*

- *Local Sources* – A monthly favorable variance exists of \$908,597 while the year to date variance is favorable to the amount of \$749,042. We expect the year to date variance to normalize by the end of the current fiscal year as we receive some final real estate tax monies from various counties.
- *ICCB Credit Hour Grant* – We received credit hour grant payments totaling \$589,714 in January 2021 resulting in a favorable monthly variance of \$213,733. Year to date, this area is favorable by \$267,826. The variances are timing related as we typically receive a larger payment in the 1<sup>st</sup> month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We received equalization payments totaling \$1,052,026 in January 2021 resulting in a favorable monthly variance of \$510,202. The ICCB Equalization Grant revenue is unfavorable to budget by \$110,676 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year-end.
- *Tuition & Fees* – January 2021 had a favorable variance for tuition of \$252,815 and fees in the amount of \$24,731. Year to date, there is a favorable variance for tuition of \$938,054 and an unfavorable variance for fees of \$270,204. The variance in tuition revenue is attributable to enrollment exceeding budgeted enrollment levels. The fees revenue variances to budget is unfavorable YTD due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is unfavorable \$292,686 month to date and an unfavorable year to date variance of \$314,181. The variances are unfavorable mainly due to the fact that we have only received approximately 50% of CTE grant revenue for the year thus far. The variance should improve once CTE grant revenue is received through the year.
- *Other Revenue* – Other revenue is unfavorable by \$106,163 month to date and unfavorable by \$281,693 year to date. The year to date variances are unfavorable due to reduced CBI and CDL offerings during the summer due to the COVID-19 pandemic.
- *Gifts in Kind* – Gifts in Kind revenue is favorable by \$65,976 year to date.

*Expenditure Variances:*

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in January 2021 of \$822,407. Year to date the salary and wage area remains favorable by \$2,369,299. The YTD favorable variance is expected to normalize as the academic year progresses and various positions are filled.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in January 2021 in the amount of \$5,831. Year to date this area is favorable by \$109,098.



- *Instructional* – The Instructional expenditures had a favorable variance in January 2021 of \$565,845 and is favorable \$1,884,536 for the year. The YTD variance is mainly attributable to favorable variances in salary and wages in the amount of \$1,500,930 along with favorable variances in all nearly all other line items.
- *Academic Support* – The Academic Support expenditures had a favorable variance in January 2021 of \$52,979. Year to date, the Academic Support expenditures are favorable by \$138,655.
- *Student Services* – The Student Services expenditures had a favorable variance in January 2021 of \$73,482. Year to date, the Student Service expenditures are favorable by \$148,254.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable January 2021 variance of \$36,178. Year to date, this area is favorable by \$157,725.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall January 2021 variance of \$147,570. Year to date, this area is favorable by \$200,557.
- *Institutional Support* – The Institutional Support expenditures had a favorable January 2021 variance of \$761,878. Year to date, the Institutional Support expenditures are favorable to budget by \$1,651,708 with the most significant favorable budget line items of \$566,835 in salary and wages, \$428,927 in general material and supplies and \$270,000 in strategic initiatives.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for January 2021 of \$173. Year to date, this area is unfavorable by \$646,410. The unfavorable variance is attributable to the College providing more scholarships than anticipated in FY 2021.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY20 Audited Numbers	FY21 Annual Budget
<b>Revenues:</b>										
957,793	49,196	908,597	Local Sources	8,972,130	8,223,088	749,042	9.11%	9,017,391	9,305,514	8,570,088
589,714	375,980	213,733	ICCB Credit Hour Grant	2,899,689	2,631,863	267,826	10.18%	3,286,536	4,667,809	4,511,765
1,052,026	541,824	510,202	ICCB Equalization Grant	3,682,090	3,792,766	(110,676)	-2.92%	2,862,443	5,724,884	6,501,885
33,634	326,320	(292,686)	Other State Sources	537,418	851,599	(314,181)	-36.89%	-	923,289	1,154,556
-	-	-	Tech Refresh	-	-	-	0.00%	2,500,000	5,000,000	-
305,970	53,156	252,815	Tuition	8,279,359	7,341,304	938,054	12.78%	9,126,320	9,039,170	7,343,725
256,109	231,378	24,731	Fees	3,357,162	3,627,366	(270,204)	-7.45%	3,838,399	4,008,140	2,978,135
-	-	-	Bond Proceeds	-	-	-	0.00%	-	-	-
46,936	163,099	(106,163)	Other Revenue	492,390	774,084	(281,693)	-36.39%	744,912	1,138,950	2,184,722
-	-	-	Gift in Kind	65,976	-	65,976	0.00%	-	247,756	-
<b>3,242,181</b>	<b>1,730,953</b>	<b>1,511,229</b>	<b>Total Revenues</b>	<b>28,286,213</b>	<b>27,242,070</b>	<b>1,044,143</b>	<b>(1)</b>	<b>31,376,001</b>	<b>40,055,512</b>	<b>33,244,876</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
669,956	1,177,528	507,572	Salary and Wages	6,210,881	7,711,811	1,500,930	19.46%	6,854,059	10,757,199	11,688,485
179,242	179,771	529	Employee Benefits	1,133,000	1,220,127	87,127	7.14%	1,180,231	2,138,916	2,199,206
37,882	89,455	51,573	Contractual Services	67,239	194,800	127,561	65.48%	85,811	277,574	402,535
56,745	70,756	14,010	General Materials and Supplies	223,176	379,689	156,513	41.22%	289,179	451,099	514,753
88	2,958	2,870	Travel and Meeting Expenses	3,990	47,847	43,856	91.66%	28,232	41,879	106,122
10,169	2,200	(7,969)	Fixed Charges	45,662	30,100	(15,562)	-51.70%	17,457	43,558	48,875
3,018	278	(2,740)	Capital Outlay	8,054	24,313	16,259	66.87%	256	72,644	36,644
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	32,148	-	(32,148)	0.00%	-	-	-
<b>957,100</b>	<b>1,522,945</b>	<b>565,845</b>	<b>Total Instructional</b>	<b>7,724,150</b>	<b>9,608,686</b>	<b>1,884,536</b>	<b>19.61%</b>	<b>8,455,224</b>	<b>13,782,870</b>	<b>14,996,620</b>
<b>Academic Support</b>										
34,528	69,350	34,822	Salary and Wages	340,671	394,536	53,865	13.65%	323,613	544,875	435,063
10,063	13,293	3,231	Employee Benefits	72,909	89,268	16,359	18.33%	68,096	129,602	85,203
-	-	-	Contractual Services	-	500	500	100.00%	-	-	1,500
3,529	11,459	7,930	General Materials and Supplies	148,908	190,974	42,067	22.03%	131,204	175,255	203,866
-	6,997	6,997	Travel and Meeting Expenses	18	25,637	25,619	99.93%	19,626	17,728	8,800
-	-	-	Fixed Charges	4,555	4,800	245	5.10%	4,514	4,514	4,800
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
<b>48,119</b>	<b>101,099</b>	<b>52,979</b>	<b>Total Academic Support</b>	<b>567,061</b>	<b>705,715</b>	<b>138,655</b>	<b>19.65%</b>	<b>547,053</b>	<b>871,974</b>	<b>739,232</b>
<b>Student Services</b>										
123,537	196,565	73,028	Salary and Wages	971,266	1,058,488	87,222	8.24%	907,118	1,473,911	1,673,994
37,309	34,365	(2,944)	Employee Benefits	243,317	230,796	(12,521)	-5.43%	226,386	416,305	402,597
-	-	-	Contractual Services	10,086	9,322	(764)	-8.20%	9,322	11,230	9,322
3,350	3,121	(229)	General Materials and Supplies	26,830	68,514	41,684	60.84%	51,792	74,530	81,609
(1,422)	2,205	3,627	Travel and Meeting Expenses	1,180	31,814	30,633	96.29%	25,903	39,895	39,830
-	-	-	Other Expenditures	1,750	3,750	2,000	0.00%	4,500	9,000	7,500
<b>162,774</b>	<b>236,256</b>	<b>73,482</b>	<b>Total Student Services</b>	<b>1,254,430</b>	<b>1,402,684</b>	<b>148,254</b>	<b>10.57%</b>	<b>1,225,021</b>	<b>2,024,871</b>	<b>2,214,852</b>
<b>Public Service/Cont Ed</b>										
19,104	51,350	32,246	Salary and Wages	166,619	262,863	96,244	36.61%	209,755	346,272	446,255
5,541	4,936	(605)	Employee Benefits	30,008	33,148	3,140	9.47%	39,064	64,839	57,828
388	2,500	2,112	Contractual Services	11,543	20,000	8,457	42.28%	26,776	34,267	34,000
3,203	5,523	2,320	General Materials and Supplies	17,077	65,151	48,074	73.79%	38,144	53,790	93,409
273	368	95	Travel and Meeting Expenses	1,052	2,761	1,709	61.91%	2,267	3,232	4,887
12,857	12,866	9	Fixed Charges	88,701	88,802	100	0.11%	89,131	151,928	151,965
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
<b>41,365</b>	<b>77,543</b>	<b>36,178</b>	<b>Total Public Service/ Cont Ed</b>	<b>315,000</b>	<b>472,725</b>	<b>157,725</b>	<b>33.37%</b>	<b>405,138</b>	<b>654,328</b>	<b>788,344</b>
<b>Operations &amp; Maintenance</b>										
72,095	112,956	40,861	Salary and Wages	514,024	578,227	64,202	11.10%	563,694	957,440	981,641
30,773	29,287	(1,486)	Employee Benefits	181,398	191,956	10,558	5.50%	172,299	321,840	333,390
29,248	71,846	42,597	Contractual Services	191,657	173,443	(18,214)	-10.50%	184,455	298,129	256,570
9,893	30,114	20,221	General Materials and Supplies	80,858	103,198	22,340	21.65%	107,640	165,973	207,900
-	300	300	Travel and Meeting Expenses	-	1,000	1,000	100.00%	34	693	1,250
12,826	11,180	(1,646)	Fixed Charges	102,262	73,260	(29,002)	-39.59%	102,300	244,614	124,160
104,835	122,787	17,952	Utilities	648,987	732,291	83,304	11.38%	643,810	996,732	1,278,583
-	-	-	Capital Outlay	7,403	15,000	7,597	50.64%	1,336,730	1,336,730	15,000
6,228	35,000	28,772	Contingency Funds	6,228	65,000	58,772	0.00%	16,955	16,955	65,000
-	-	-	Gift In Kind	-	-	-	100.00%	-	-	-
<b>265,899</b>	<b>413,469</b>	<b>147,570</b>	<b>Total Operation and Maint</b>	<b>1,732,818</b>	<b>1,933,375</b>	<b>200,557</b>	<b>3</b>	<b>3,127,917</b>	<b>4,339,107</b>	<b>3,263,494</b>
<b>Institutional Support</b>										
259,390	393,267	133,877	Salary and Wages	1,532,004	2,098,839	566,835	27.01%	1,641,364	3,512,385	3,503,366
80,007	75,452	(4,555)	Employee Benefits	503,543	507,978	4,435	0.87%	692,160	987,518	1,315,695
55,170	84,456	29,286	Contractual Services	395,788	467,788	72,000	15.39%	367,406	724,639	803,404
105,823	266,430	160,608	General Materials and Supplies	589,338	1,018,264	428,927	42.12%	741,300	3,557,702	1,137,624
5,097	7,748	2,651	Travel and Meeting Expenses	8,327	52,213	43,886	84.05%	22,183	45,271	91,495
2,255	2,475	220	Fixed Charges	199,141	212,375	13,234	6.23%	207,148	210,476	217,150
-	7,200	7,200	Capital Outlay	23,709	36,616	12,907	35.25%	3,477	53,583	36,616
(117,632)	189,130	306,762	Contingency Funds	233,487	470,153	236,666	50.34%	52,772	599,828	96,256
-	2,250	2,250	Other	(5,171)	4,500	9,671	0.00%	-	813,293	1,139,032
-	-	-	Tech refresh	-	-	-	0.00%	2,282,243	2,489,057	-
-	90,000	90,000	Strategic Initiatives	-	270,000	270,000	100.00%	109,372	287,749	360,000
(33,579)	-	33,579	COVID Expenses	6,853	-	(6,853)	0.00%	-	133,666	-
<b>356,531</b>	<b>1,118,409</b>	<b>761,878</b>	<b>Total Institutional Support</b>	<b>3,487,018</b>	<b>5,138,726</b>	<b>1,651,708</b>	<b>4</b>	<b>6,119,425</b>	<b>13,415,168</b>	<b>8,700,638</b>
173	-	(173)	Scholarships, grants, waivers	646,410	-	(646,410)	0.00%	691,971	751,995	1,133,567
<b>1,831,962</b>	<b>3,469,721</b>	<b>1,637,759</b>	<b>Total Expenditures</b>	<b>15,726,886</b>	<b>19,261,911</b>	<b>3,535,025</b>	<b>18.35%</b>	<b>20,571,749</b>	<b>35,840,312</b>	<b>31,836,747</b>
<b>1,410,220</b>	<b>(1,738,768)</b>	<b>3,148,988</b>	<b>Revenue Less Expenditures</b>	<b>12,559,327</b>	<b>7,980,159</b>	<b>4,579,167</b>	<b>(1)</b>	<b>10,804,251</b>	<b>4,215,199</b>	<b>1,408,129</b>
<b>25,750</b>	<b>117,344</b>	<b>91,594</b>	<b>Transfers Out:</b>	<b>592,641</b>	<b>821,408</b>	<b>228,767</b>	<b>27.85%</b>	<b>620,958</b>	<b>2,164,607</b>	<b>1,408,129</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
<b>1,384,470</b>	<b>(1,856,112)</b>	<b>3,057,393</b>		<b>11,966,686</b>	<b>7,158,751</b>	<b>4,350,400</b>	<b>(1)</b>	<b>10,183,293</b>	<b>2,050,593</b>	<b>-</b>

<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
1,178,609.08	2,001,016.15	822,407.07	Salary and Wages	9,735,464.95	12,104,764.20	2,369,299.25
342,935.82	337,104.61	(5,831.21)	Employee Benefits	2,164,175.29	2,273,273.48	109,098.19
122,687.04	248,256.55	125,569.51	Contractual Services	676,312.83	865,852.93	189,540.10
182,543.08	387,402.73	204,859.65	General Materials and Supplies	1,086,186.50	1,825,790.80	739,604.30
4,036.56	20,575.96	16,539.40	Travel and Meeting Expenses	14,567.50	161,270.83	146,703.33
38,106.44	28,720.51	(9,385.93)	Fixed Charges	440,320.73	409,336.57	(30,984.16)
104,835.17	122,786.67	17,951.50	Utilities	648,987.18	732,291.06	83,303.88
3,017.84	7,477.50	4,459.66	Capital Outlay	39,166.08	75,928.14	36,762.06
(111,403.93)	189,129.92	300,533.85	Contingency Funds	233,486.73	470,152.84	236,666.11
-	2,250.00	2,250.00	Other Expenditures	(3,421.00)	8,250.00	11,671.00
1,865,367.10	3,344,720.60	1,479,353.50	Total	15,035,246.79	18,926,910.85	3,891,664.06

## Lake Land College

### FY2021 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2020 Budgeted</b>	<b>FY20 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$6,210,881	\$7,711,811	\$1,500,930	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$340,671	\$394,536	\$53,865	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$971,266	\$1,058,488	\$87,222	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$166,619	\$262,863	\$96,244	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$514,024	\$578,227	\$64,202	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$1,532,004	\$2,098,839	\$566,835	\$3,503,366		\$3,503,366	\$3,503,366
<b>Total Salary and Wages</b>	<b>\$9,735,465</b>	<b>\$12,104,764</b>	<b>\$2,369,299</b>	<b>\$18,728,804</b>		<b>\$0</b>	<b>\$18,728,804</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2020 Budgeted</b>	<b>FY20 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$1,133,000	\$1,220,127	\$87,127	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$72,909	\$89,268	\$16,359	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$243,317	\$230,796	(\$12,521)	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$30,008	\$33,148	\$3,140	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$181,398	\$191,956	\$10,558	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$503,543	\$507,978	\$4,435	\$1,315,695		\$1,315,695	\$1,315,695
<b>Total Employee Benefits</b>	<b>\$2,164,175</b>	<b>\$2,273,273</b>	<b>\$109,098</b>	<b>\$4,393,919</b>		<b>\$0</b>	<b>\$4,393,919</b>



# MEMO

To: Dr. Josh Bullock, President  
 From: Greg Nuxoll, Vice President for Business Services  
 Date: March 3, 2021  
 Subject: Proposed Academic Year 2022 Tuition and Fee Rates

Lake Land College is committed to delivering a high quality education to our students, while remaining one of the most affordable educational options in the State of Illinois. As the College has begun planning for the fiscal year 2022 budget, we are working diligently to balance our commitment to sustaining the value of a Lake Land College education, with the uncertainties surrounding state and local funding.

## Tuition

Lake Land College remains committed to providing a quality, affordable education to our communities. Our tuition rates remain below the statewide average for in-district and out-of-district levels compared to other community colleges. Despite the uncertain times of the pandemic and state economic issues, we are pleased to continue to recommend we maintain the same tuition rate for AY 2022 with the rates outlined below:

	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
AY 2021	\$110.50	\$237.96	\$431.36
AY 2022	\$110.50	\$237.96	\$431.36

## Activity Fee:

We are recommending that Lake Land College maintain the same \$2.50 per credit hour activity fee rate for the upcoming 2021-2022 Academic Year.

## Service and Rec Fee:

We are recommending that Lake Land College maintain the same \$29.67 per credit hour service and rec fee rate for the upcoming 2021-2022 Academic Year.

## Dual Credit Fee:

We are recommending that we maintain the dual credit fee at the same \$18.42/credit hour rate for Academic Year 2021-2022.

The above represents the College's recommendation to the Board of Trustees for tuition, activity fees, service and rec fees, and Dual Credit fees for Academic Year 2022. Please do not hesitate to contact me if you have any questions or need any further clarification on any of these items.



# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services  
DATE: February 21, 2019  
RE: ICCTA Full-Time Outstanding Faculty Member Award

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On behalf of the screening committee, it is with sincere pleasure that I nominate Ms. Tara Blaser, Philosophy/English Instructor, for the 2021 ICCTA Full-Time Outstanding Faculty Member Award.

Tara strives to provide a learning experience for students that is catered to their specific needs and interests, and the overall mission of the college. Tara has led her students in projects addressing everything from local food insecurity to domestic violence awareness. Tara is a tremendous example of our faculty's dedication to student success and innovation.

I respectfully request that the Board of Trustees accept this nomination at their March 8, 2021 Board meeting.



# MEMO

TO: Lake Land College Board of Trustees

FROM: Dr. Jonathan Bullock, President

DATE: February 24, 2021

RE: Reemployment or Non-reemployment Recommendations for Tenured and Non-tenured Faculty Members for 2021/2022 Academic Year

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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:

First Year Non-Tenure

Division

Jessica Byers

Allied Health

Brent Curry

Agriculture (Spring 2021 Hire)

Kristine Marler

Business

Bethany Workman

Allied Health

Second Year Non-Tenure

Division

Nicki Amigoni

Allied Health (Spring 2020 Hire)

Third Year Non-Tenure

Division

David Chambers

Social Science and Education

Mackenzie Floyd

Allied Health

Sarah Harley

Math and Science

Tarah Haskenherm	Allied Health
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Hayden Wilder	Agriculture
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<u>Fourth Year Tenure</u>	<u>Division</u>
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Madison Dailey	Social Science and Education
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Laura Rincker	Math and Science
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Matthew Rodgers	Agriculture
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<u>Continued Tenure Status</u>	<u>Division</u>
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Iffat Ali	Math and Science
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Daniel Allen	Math and Science
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Lara Bacino Althaus	Social Science and Education
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Dyke Barkley	Agriculture
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Cheryl Beam	Allied Health
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Michael Beavers	Technology
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Judy Bennett	Humanities and Communication
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Jodi Birdwell	Humanities and Communication
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Tara Blaser	Humanities and Communication
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Haylee Brandt	Allied Health
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Andrea Bright	Counseling
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Dewayne Brown	Vandalia Correctional Center
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Bryan Burrell	Counseling
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Krista Burrell	Counseling
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Dion Buzzard	Technology
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Greg Capitosti	Math and Science
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John Carpenter	Business
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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
Lisa Earp	Business
Timothy Flowers	Vandalia Correctional Center
Kay Foreman	Allied Health
Joshua Fulk	Technology
Andy Gaines	Counseling
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
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
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
Jennifer Melton	Counseling
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
Peggy Strange	Business (Retiring after Fall 2021 Semester)
Erin Swingler	Allied Health
Edward Thomas	Humanities and Communication
Joe Tillman	Technology
David Turnbull	Math and Science
Tanille Ulm	Social Science and Education
Beulah Uphoff	Allied Health
Lori Walk	Technology
Tara Veach Watson	Humanities and Communication
Jeff White	Math and Science

Ryan Wildman

Agriculture

Molly Yeske

Allied Health

Nicole Zeller

Allied Health



# MEMO

TO: Dr. Josh Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services  
DATE: February 24, 2021  
RE: Appointment of Division Chairs

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I respectfully request the reappointment of the following individuals to serve as division chairs for the 2021/2022 Academic Year.

Ryan Orrick	Agriculture Division
Erin Swingler	Allied Health Division
Tynia Kessler	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



# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: February 26, 2021

RE: Surplus Equipment

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Below are items that have become surplus. They are obsolete and have little value to the college:

- 1 – 1990 Chevy K2500 (Red), VIN: 1GCGK24K5LE121369, Donated by GM, No Title
- 1 – 1995 Nissan Infiniti (Black), VIN: JNKCP01D7ST518942, Donated by Jerry Janes, Donation Paperwork in Vo-Tech
- 1 – 1998 Dodge Van, VIN: 2B5WB35Z7WK100240, Donated by Chrysler, No Title
- 1 – 2001 Oldsmobile Aurora, VIN: 1G3GR62HX14101082, Donated by Mark Davis, Junk Title

As with past surplus items, we will seek the best financial route to follow in disposing of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
March 8, 2021**

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

Fennelly, John 2/1/21-4/23/21

**Additional Appointments**

The following employees are recommended for additional appointments

	Position	Effective Date
<b>Full-time</b>		
Reynolds, Casey	Faculty Honors Experience Advisor Primary Position- Spanish/English Instructor	8/20/21
<b>Part-time</b>		
Burton, Jack	Tutor-Disability Services - Student Tutor-Student Community Education Primary Position-Tutor Student Learning Asst.	2/8/21 2/8/21
Carlen, Kyle	Covid-19 Checkpoint Screener Primary Position-Physical Plant Asst	2/8/21
Dowds, Kayla	Tutor-Disability Services - Student Tutor-Student Community Education Primary Position-Tutor Student Learning Asst.	2/22/21 2/22/21
Estacio, Estiven	Basketball Scorers/Timers Primary Position- Men's Basketball Asst	2/19/21
Gosnell, Kathrine	Test Proctor Tutor - Bachelor's Community Education Tutor - Bachelor's Disability Services Primary Position-Tutor BA Learning Resource Cent	2/10/21 2/10/21 2/10/21
Hussein, Yassin	Covid-19 Checkpoint Screener Print and Courier Assistant Primary Position-Mailroom Assistant	2/8/21 1/8/21
Svika, Orrin	Tutor-Student Community Education Primary Position-Student Learning Asst	1/28/21
<b>Part-time - Grant Funded</b>		
Burton, Jack	Tutor-Student Carl Perkins Primary Position- Tutor Student Learning Asst.	2/8/21
Gosnell, Kathrine	Tutor - Bachelor's Carl Perkins Primary Position-Tutor BA Learning Resource Cent	2/10/21
Svika, Orrin	Tutor-Student Carl Perkins Primary Position-Student Learning Asst	1/28/21

**End Additional Appointments**

The following employees are ending their additional appointment

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Richardson, Hannah	Tutor - Associate's TRIO	2/17/21
Shook, Ciara	Adult Education Instructor	2/17/21
Smith, Shelby	Alternative Education Instructor	2/12/21
	Alternative Education Pt Instructor	2/12/21

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bushur, Maria	Alternative Education Instructor	3/15/21
Kremer, Monica	Community Outreach Coordinator	3/15/21

**Full-time Grant Funded**

Davis, Andrew	Correctional Custodial Maintenance Instr	2/22/21
Murray, Nicki	Correctional Career Technology Instructor	3/1/21

**Part-time**

Burton, Jack	Tutor - Student Learning Assistance Center	2/8/21
Cougill, Elizabeth	Dual Credit Program Assistant	2/22/21
Dowds, Kayla	Tutor - Student Learning Asst Center	2/22/21
Gosnell, Kathrine	Tutor - BA Degree - Learning Asst Center	2/10/21
Layton, Jill	Court Reporter Consultant	2/22/21
Thomas, Sarah	Print and Courier Assistant	2/23/21

**Terminations/Resignations**

The following employees are terminating employment

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Carpenter, Paula	Director of Financial Aid	3/31/21

**Full-time – Grant Funded**

Brown, Dewayne	Custodial Instr-Vandalia Correctional Ctr	2/26/21
Ingmire, Lorena	Correctional Career Technology Instructor	2/19/21
Pollitt, Kevin	Correctional Construction Occ Instr	2/5/21
Shales, Steven	Correctional Auto Body Instructor	1/29/21



**Part-time**

<b>Probst, Melissa</b>	<b>Adjunct Faculty Dental</b>	<b>2/24/21</b>
<b>Schlau, Allison</b>	<b>Head Cheer Coach</b>	<b>3/8/21</b>

**Transfers/Promotions**

The following employee is recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
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**Full-time**

<b>Gaines, Andy</b>	<b>Psychology Instructor</b>	<b>8/20/21</b>
	<b>Transferring from Acad Counselor/Coor Stu Acco</b>	
<b>Szabo, Kyle</b>	<b>Infrastructure Administrator</b>	<b>2/22/21</b>
	<b>Transferring from Server Administrator</b>	

**Part-time**

<b>Richardson, Hannah</b>	<b>Tutor - Associates Disability Services</b>	<b>2/12/21</b>
	<b>Transferring from Tutor Associates Degree Trio</b>	

**Part-time- Grant Funded**

<b>Smith, Shelby</b>	<b>Adult Education Instructor</b>	<b>2/12/21</b>
	<b>Transferring from Alternative Education Instr</b>	

**Unpaid/Volunteer**

<b>Shook, Ciara</b>	<b>Dual Credit Instructor</b>	<b>2/12/21</b>
	<b>Transferring from Adult Education Instructor</b>	