

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
March 11, 2024
Regular Meeting No. 687



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

Table of Contents

Topic	Board Book Page Number
Agenda for March 11, 2024, Regular Meeting	3
Minutes for February 12, 2024, Regular Meeting	6
Supplemental Information for March 11, 2024, Regular Meeting	24

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

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



Regular Meeting No. 687
Monday, March 11, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of February 12, 2024, Regular Meeting.
2. Approval of Agenda of March 11, 2024, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.
For summary and details of bills refer to the [Board of Trustees web page](#).
4. Destruction of Tape Recording of the September 12, 2022, Closed Session.

Approval of Resolution No. 0324-013 – Appreciation to Mike Sullivan, the College’s Longest-serving Trustee. (action item – pages 24-26)

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Updates from the Technology Division.	
2. Monthly Data Point Discussion – Loans and Support for Students.	
3. Proposed Revisions to Board Policy 05.04.04 – <i>Work Week</i> .	27-30
4. Calendar of Events.	31-33

Action Items.

Topic	Board Book Page Number(s)
1. Approval of Tuition and Fees Rates for Summer 2024, Fall 2024 and Spring 2025.	34-35
2. Approval of Proposed Incentive Program for Early Enrollment for Summer and Fall 2024.	36-37
3. Approval of Fees Waiver for Dual Credit Courses Associated with the Effingham Regional Career Academy for Fall 2024 and Spring 2025.	38
4. Acceptance of January 2024 Financial Statements.	39-44
5. Approval of Academic Calendars.	45-49
6. Approval of Faculty Tenure Recommendations.	
7. Approval of Reemployment of Tenured and Non-Tenured Faculty Members.	50-54
8. Approval of Proposed Revisions to Board Policy 01.03.01 - <i>Commitment to Diversity, Equity and Inclusion</i> .	55-57
9. Approval of Proposed Revisions to Board Policies 06.19 – <i>Dual Credit Program</i> and 07.01 – <i>Admission of Students</i> .	58-67
10. Acceptance of Illinois Green Economy Network (IGEN) Grant Membership Grant.	68
11. Approval of Purchase of Various Medical Equipment from Pocket Nurse.	69-72
12. Approval of Purchase of New Furniture from Widmer Interiors for the Northwest and Field House Buildings.	
13. Approval of Equipment Purchase from Snap On for the Automotive Program.	73-78

Lake Land College Board of Trustees

Agenda – March 11, 2024

Page 3

- | | |
|--|-------|
| 14. Acceptance of ICCB Access and Equity in Dual Credit Grant. | 79-80 |
| 15. Approval of Contract with Pathify for Replacement of the Hub. | |
| 16. Approval of Payment for Contractual Services by Brilliant Design Works of Charlotte, North Carolina, Associated with the Early Childhood Access Consortium Grant for Equity Opportunity. | 81 |
| 17. Approval of Recipient for the Outstanding Full-Time Faculty Award. | 82 |
| 18. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (3), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees and to discuss the selection of a person to fill the Board seat vacancy. | |
| [Return to Open Session - Roll Call] | |
| 19. Approval of Candidate to Fill Board Vacancy as Discussed in Closed Session. | |
| 20. Approval of Human Resources Report as Discussed in Closed Session. | 83-84 |

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

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



Regular Board Meeting No. 686
Board and Administration Center, Room 011
Mattoon, IL
February 12, 2024

Minutes

Call to Order.

Chair Cadwell called the February 12, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Chair Cadwell announced that there would not be a Closed Session meeting.

Roll Call.

Trustees Physically Present:

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

Trustees Absent:

None.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of January 11, 2024, Regular Meeting.
2. Approval of Minutes of January 11, 2024, Closed Session.
3. Approval of Agenda of February 12, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	710,556.17
Building Fund	\$	77,569.69
Site & Construction Fund	\$	155,116.10
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	63,538.78
Restricted Purposes Fund	\$	386,198.87
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	33,218.88
Student Accts Receivables	\$	1,742,136.73
Total	\$	3,168,335.22

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

5. Destruction of Tape Recording of the August 8, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said we are awaiting to hear the status of the FY 25 Illinois budget in the Governor's state of the state address later this month. The administration will continue monitoring for legislative bills that affect our policies at Lake Land College.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Finance.

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- The first round of scholarship applications closed Feb. 1 with 771 completed applications. The Foundation office is currently in the review process and anticipates scholarship notifications to go out early March. The second round of applications will reopen the month of August.
- February 14 is our fourth annual *Love a Laker* giving day. We will be seeking one-time donations on this day from employees, board members, alumni and community members. Special thanks to SC3F for their matching gift support for the first \$3,000 in donations.
- The 2024 Alumni Awards & Retiree Wall of Fame recipients were just selected last week and are in the process of being notified. Thanks to all who submitted nominations!

Student Report

Ms. Jacqueline Schertz, Student Trustee, said that over the past month Student Government Association and Student Activity Board have been incredibly busy. When we first got back after break, Student Government immediately started preparing for our high school leadership

conference. She said the SAB hosted “doughnuts and downloads”, offering students the opportunity to get hired on Handshake, a free app that contacts employers. On Wednesday, January 17 SAB hosted “subs and scholarships”, where the Financial Aid office provided crucial information on the various scholarship opportunities that Lake Land offers. SGA had their weekly meeting with facilitators training for the high school leadership conference. The following week SGA introduced two new freshman delegates, Shayden Hogg, and Brody Will. That afternoon SGA met again to go through Goosechase, an interactive app that takes prospective students around campus to see the highlights that Lake Land offers. We will be leading students in at the high school leadership conference as well as walk through the workshops to iron out any issues that were still present. The SAB event was photo fun mugs where students were able to have a mug with their photo on it. On January 30 we hosted a successful blood drive that didn’t quite hit our goal but we were very close. The following day SGA had a short meeting but then attended the very entertaining hypnotist that SAB hosted in the Luther student Center. SGA’s high school leadership conference took place on Wednesday, February 7. We hosted 150 students from 11 different schools. The five different seniors were very thankful of the tuition waivers that were given out and we wanted to extend our gratification to the college for that.

President’s Report.

Dr. Bullock gave the following updates:

- The College received \$746,625 from the Illinois Department of Corrections (IDOC) in January toward the FY 2024 outstanding balance. A total of \$339,338 remains outstanding.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in January toward the FY 2024 outstanding balance. A total of \$42,834 remains outstanding.
- In January, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$789,671 and equalization of \$587,861. A total of \$2.2 million remains outstanding for credit hour reimbursement and \$2.8 million for equalization.
- The College received \$20,413 in property tax payments in January.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Updates from the Allied Health Division.

Ms. Erin Swingler, Allied Health Division Chair and Nursing Instructor, highlighted some of the programs within the Allied Health Division. She highlighted the recent board pass rates for the various programs, all of which are well above the state average for community college students. She also highlighted recent enrollment outreach initiatives by various staff within the

Lake Land College Board of Trustees
Minutes – February 12, 2024
Page 5 of 18

Allied Health Division and a new course that will be launched in the fall of 2024 for high school students.

Monthly Data Point Discussion – End of Term Enrollment.

Ms. Lisa Cole, Director of Data Analytics, provided a brief presentation highlighting the end of term enrollment report and the differences between tenth day and end of term enrollment reports.

Spring 2024 Tenth Day Enrollment Report.

Dr. Valerie Lynch, Vice President for Student Services, highlighted data from the Spring 2024 Tenth Day Enrollment report. She also highlighted recent enrollment outreach initiatives that utilized the Navigate platform.

Proposed Revisions to Board Policy - 01.03.01 - *Commitment to Diversity, Equity and Inclusion.*

Dr. Valerie Lynch, Vice President for Student Services, presented a recommendation for updating this Policy to align with the Illinois Community College Trustees Association (ICCTA) announcing in November 2022 their adoption of a neurodiversity inclusion statement to serve as guidance for its member colleges and trustees around the state of Illinois, and that ICCTA encouraged leaders from Illinois community colleges to consider adoption of a similar statement. Dr. Lynch said she has been collaborating with numerous employees and College leaders to develop the College's proposed neurodiversity statement which will become part of the College's commitment to diversity, equity and inclusion as summarized in Board Policy 01.03.01.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the March 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted three upcoming events, the Spring Employee Recognition Banquet to be held Wednesday March 27, 2024, the Commencement ceremonies to be held Friday, May 10, 2024, and the Board of Trustees retreat to be held Wednesday, May 22, 2024. He said that Mr. Jim Reed, ICCTA Executive Director, will be attending to help facilitate the retreat and foster discussions for effective board governance.

Action Items.

Approval of Planned Retirement Requests.

Trustees reviewed a recommendation from Dr. Bullock detailing the names and job positions of nine employees requesting acceptance into the College's planned retirement program. This includes one administrator, five faculty members, one custodial staff, one paraprofessional and one support staff member. Dr. Bullock 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.

Trustee Reynolds moved and Trustee Curtis seconded the participation in the College's planned retirement program for nine employees including: Jean Anne Highland, Tynia Kessler, Jeff White, Danielle Downs, Charles Jarrell, Tina Moore, James Shoot, Lisa Leisch and Kelli Pope.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of December 2023 Financial Statements.

Trustees reviewed the December 2023 Financial Statements and heard from Ms. Madge Shoot, Comptroller, who highlighted the Financial Statements and significant variances.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the December 2023 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Items or Equipment.

Ms. Jean Anne Highland, Chief of Staff, requested the Board declare as surplus various technology items, including outdated servers, from the Information Systems and Services (ISS) Department. Trustees reviewed a detailed listing of the various technology items, which have become obsolete and have little value to the College. Ms. Highland said that if these items are approved by the Board as surplus, then we will dispose of the items in a manner most beneficial to the College.

Lake Land College Board of Trustees
Minutes – February 12, 2024
Page 7 of 18

Trustee Curtis moved and Trustee Sullivan seconded to declare as surplus a list of various technology items, including outdated servers, so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of ICCB Rev UP EV Grant.

Dr. Nwosu recommended the Board accept a one-year Illinois Community College Board (ICCB) Rev Up Electric Vehicles (EV) grant, in the amount of \$89,999.56. Trustees were provided the ICCB approved budget.

Dr. Nwosu highlighted how the College will use the grant funds. He reported that with these grant funds, one faculty member will be sent to training for electric vehicles. Dr. Nwosu said after training, the faculty member will be paid to develop new curriculum for three new courses that will be essential to teach students about electric vehicles. He stated grant funds will also be used to purchase supplies and equipment that students will need in order to learn to safely service electric vehicles as well as to complete course requirements.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented a one-year Illinois Community College Board (ICCB) Rev Up Electric Vehicles (EV) grant, in the amount of \$89,999.56.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of ICCB FY2024 Digital Instruction for Adult Education Grant.

Dr. Bullock recommended the Board accept a one-year grant for \$75,000 from the Illinois Community College Board (ICCB) Digital Instruction for Adult Education grant. Trustees were provided the ICCB approved budget.

Lake Land College Board of Trustees
Minutes – February 12, 2024
Page 8 of 18

Dr. Bullock said this project will be used to purchase items that will help the College's Adult Education program including: translation devices, portable smartboards, wireless mice and keyboards for smartboards, MIFI and MIFI subscriptions, printer/scanner, chrome books and seats in programs such as Burlington English, IXL and Essential Ed.

Trustee Wright moved and Trustee Walk seconded to approve as presented a one-year grant for \$75,000 from the Illinois Community College Board (ICCB) Digital Instruction for Adult Education grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Kubota Equipment.

Dr. Bullock requested the Board approve the purchase of a Kubota B26 tractor and a Kubota ZD1021 zero turn mower, at a total cost of \$51,334.45, from Kubota's home office in Grapevine, Texas. Dr. Bullock reminded the Board that the Agriculture Department was previously awarded a contract to begin offering training through Kubota and we had included in the FY 2023 Budget funds for the purchase of three equipment items. He said that supply chain issues led to the College receiving only one of these items in FY 2023. He noted that we have kept funds in the FY 2024 Budget and in December 2023 the College was able to receive the two additional pieces of equipment.

Trustee Curtis moved and Trustee Walk seconded to approve the purchase of a Kubota B26 tractor and a Kubota ZD1021 zero turn mower, at a total cost of \$51,334.45, from Kubota's home office in Grapevine, Texas, for use by the College's Agriculture Department.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs.*

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 9 of 18

Dr. Bullock recommended the Board approve proposed revisions to policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs*. Dr. Bullock reported that the Academic Standards Committee recommended updating this Policy to add Paramedical Services to both the Associate Degrees and Certificates sections for special admission and unique graduation requirements and remove Medical Assistant from the Associate Degrees list.

Dr. Bullock said the administration submitted this recommendation as first reading during the January 2024 regular meeting. He said since presenting this as first reading, we have received no comments or requests for additional revisions.

Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Sunset of the Pathways to the Future Alternative High School Program.

Trustees reviewed the recommendation from Dr. Bullock for the sunset of the College's grant-funded Pathways to the Future Alternative High School program following the spring 2024 semester. He said in consultation with all Trustees and the colleges' legal counsel, the program is not financially viable for the College to continue offering this program now that we have lost the significant state/grant funding source to do so.

Trustee Wright moved and Trustee Walk seconded to approve as presented the sunset of the Pathways to the Future Alternative High School Program, effective at the end of the Spring 2024 semester, due to lack of state and grant funds.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 10 of 18

Approval of Honorable Discharge of State/Grant Funded Positions and Additional Appointments associated with the Pathways to the Future Alternative High School Program.

Following the Board's approval of the sunseting of the Pathways to the Future Alternative High School Program, Dr. Bullock respectfully asked the Board to approve the honorable discharge of the impacted employees.

Motion #1 for this agenda item: Trustee Walk moved and Trustee Curtis seconded to approve honorably discharging the employment of Lisa Bennett, Maria Bushur, Laney Cruitt, Beth Einhorn, Michell Redd, Theresa Reynolds, Kara Shuff, Terrence Shanyurai, and Debra Compton, effective May 24, 2024, due to sunseting of the Pathways to the Future Alternative High School Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Motion #2 for this agenda item: Trustee Walk moved and Trustee Curtis seconded to approve honorably discharging Teresa Plummer, Kendra Myers and Elizabeth Van De List, from the additional appointments associated with the Pathways to the Future Alternative High School Program, effective May 24, 2024, due to the sunseting of the Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Pilot Program for Spring and Summer 2024 Semesters for Paid Leave for Adjunct Employees.

Trustees heard a recommendation from Dr. Bullock to approve a pilot program for the Spring and Summer 2024 terms that would provide paid leave for adjunct employees in accordance with the new Paid Leave for All Workers Act. Trustees were provided details of the proposed pilot program. Dr. Bullock said that Ms. Dustha Wahls, Director of Human Resources, reported that the Act took effect January 1, 2024, but due to the nature of the law, adjunct faculty would not be able to utilize this paid leave until April 1, 2024 or after. He said she also reported that

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 11 of 18

this balance does not accumulate or roll over, and at the end of the pilot, the College will evaluate the program to determine if the paid leave component will be codified and incorporated into Board Policy 05.05 - *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty*.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a pilot program for the Spring and Summer 2024 terms for paid leave for adjunct employees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval to Purchase New Furniture from Widmer Interiors for Multiple Campus Locations.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the purchase of various furniture items for multiple campus locations from Widmer Interiors of Bloomington, Illinois, at a total cost of \$36,000. He said that a bid was not necessary because the College is using Omni contract pricing associated with state bidding. Dr. Bullock said this purchase will include items such as office chairs, desks, filing cabinets, book case and lounge chairs. Trustees learned furniture items specific to the new Student Wellness Center will be paid for using grant funds. Trustees reviewed details of the various furniture items.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the request to purchase various furniture items for multiple campus locations from Widmer Interiors of Bloomington, Illinois, utilizing the state Omni contract pricing, at a total cost of \$36,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Quote and Purchase Contract from Watchfire/T-Ham Sign Inc. for Marquee Signage at the College's Main Campus.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois, for the purchase and installation of two 10' x 36' LED Sign Displays at the College's main campus in Mattoon at

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 12 of 18

a total cost of \$240,608.20. Trustees reviewed the quote and purchase contract that detailed the proposed work. Dr. Bullock said that this initiative aligns with the College's strategic objectives to increase visibility, enhance community engagement and attract prospective students. Dr. Bullock said that Mr. Jeremy Moore, Facilities Planning Manager, reported that the College has utilized Watchfire / T-Ham for numerous signage projects and the College has been pleased with their performance.

Trustees learned a bid is not necessary since T-Ham is utilizing Equalis Group, an interlocal cooperative purchasing program approved for state bidding that allows the College to benefit from bulk pricing and streamlined procurement processes.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois for the purchase and installation of two 10' x 36' LED Sign Displays at the College's main campus in Mattoon at a total cost of \$240,608.20.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Quote and Purchase Contract from Watchfire/T-Ham Sign Inc. for Marquee Signage at the Effingham Technology Center.

Trustees heard a recommendation from Dr. Bullock to approve the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois, for the replacement of the existing brick pedestal sign at the main parking lot entrance of the Effingham Technology Center with a new double sided illuminated sign display at a total cost of \$59,174.06. He said Trustees had been provided the quote and purchase contract with details of the proposed work. Dr. Bullock reported that by transitioning to a double-sided illuminated digital display, the College will have the opportunity to showcase important announcements, upcoming events, achievements, and other relevant information in a more eye-catching and accessible manner for our highly visible property in Effingham that is located along a heavily traveled interstate. Dr. Bullock reported this initiative also aligns with the College's strategic objectives as noted in the previous action item.

Trustees learned a bid is not necessary since T-Ham is utilizing Equalis Group, an interlocal cooperative purchasing program approved for state bidding that allows the College to benefit from bulk pricing and streamlined procurement processes.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois, for the replacement

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 13 of 18

of the existing brick pedestal sign at the main parking lot entrance of the Effingham Technology Center with a new double sided illuminated sign display at a total cost of \$59,174.06.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Five-Year Master Service Agreement with HelioCampus for an Integrated Assessment Management Platform.

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve a five-year master service agreement with HelioCampus of Bethesda, Maryland, for an integrated assessment management platform for the period February 13, 2024 through February 12, 2029, at a total cost of \$52,256 for year one, \$40,147 for year two, \$69,771 for year three, \$65,480 for year four and \$68,754 for year five. Trustees received the proposed five-year agreement which the College has reviewed extensively with our legal counsel at Robbins Schwartz.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented the five-year master service agreement with HelioCampus of Bethesda, Maryland, for an integrated assessment management platform for the period February 13, 2024 through February 12, 2029, at a total cost of \$52,256 for year one, \$40,147 for year two, \$69,771 for year three, \$65,480 for year four and \$68,754 for year five.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid for Cleaning Services at the Kluthe Center and the Effingham Technology Center.

Trustees heard a recommendation from Dr. Bullock to award the bid for cleaning services at the Kluthe Center and the Effingham Technology Center to ESS Clean, Inc. of Urbana at a total monthly amount of \$8,130. Trustees received the bid tabulation sheet detailing bids received from three vendors. Dr. Bullock said although ESS Clean did not submit the lowest bid, he recommended we select them as they will be providing staffing and management out of

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 14 of 18

their Effingham, IL office. Dr. Bullock believes that selecting a vendor within our district enhances accountability and oversight, and the numerous benefits associated with selecting an in-district vendor far outweigh the potential cost savings of choosing an out-of-district, and out of state alternative.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the bid from ESS Clean, Inc. of Urbana for cleaning services at the Effingham Technology Center and the Kluthe Center at a total monthly cost of \$8,130.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Recipients for the Following Awards: Alumnus Achievement Award; Retiree Wall of Fame Inductees; and Pacesetter Award.

Trustees heard a presentation from President Bullock on behalf of the selection committee for each of the above-referenced awards. Trustees reviewed the nominations and extensive basis for each recommended award recipient. Dr. Bullock said the selection committee recommends the following 2024 award recipients:

- Alumnus Achievement: Mr. Justin Pals
- Retiree Wall of Fame: Ms. Barbara Arthur (Posthumously), Mr. Randy Ervin and Ms. Lana Fuller
- Pacesetter: Ms. Kiersten Edgar

Trustee Reynolds moved and Trustee Sullivan seconded to approve the naming of the following 2024 award recipients:

- Alumnus Achievement: Mr. Justin Pals
- Retiree Wall of Fame: Ms. Barbara Arthur (Posthumously), Mr. Randy Ervin and Ms. Lana Fuller
- Pacesetter: Ms. Kiersten Edgar

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Revised Bid from Martin Hood LLC of Champaign for the FY 2024 and FY 2025 Audits.

Trustees heard a recommendation from Dr. Bullock to approve a revised bid from Martin Hood LLC of Champaign for years two and three of the three-year audit cycle. He reminded the Board that at the February 2023 Board meeting the College approved the bid from Martin Hood for preparation of the College audit for the three-year cycle including FY 2023, FY 2024 and FY 2025 audit years, at a cost of \$68,000 for the FY 2023 audit, \$71,400 for the FY 2024 audit, and \$75,000 for the FY 2025 audit. Dr. Bullock said that Ms. Shoot was recently notified that Martin Hood will now be increasing their fees for the FY 2024 and FY 2025 audits. He said their proposed renewal rates are \$79,900 for the FY 2024 audit and \$83,895 for the FY 2025 audit. The FY 2023 audit cost of \$68,000 had already been paid by the College. He said a re-bid is not required given the proposed increase for the total cost covering the three-year service period is approximately 8% and does not exceed the 10% threshold per Board Policy 10.22 (4.D.). Dr. Bullock said given the increase of 11% for year two of the audit cycle and an additional increase of 5% for year three of the audit cycle, we felt it was most appropriate to seek Board approval of the revised bid amounts.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the revised bid from Martin Hood, LLC of Champaign in the amount of \$79,900 for the College's FY 2024 audit and \$83,895 for the College's FY 2025 audit.

There was no further discussion.

Roll Call Vote:

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

No: Trustee Wright.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of the Human Resources Report.

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

Trustee Reynolds motioned and Trustee Wright seconded to approve as presented the following standard Human Resources Report.

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

Coonce, Amy
 Hinote, Peighton
 McClelland, Morris

2/6/24-3/25/24
 1/1/24-intermittent
 1/16/24-2/8/24

Additional Appointments

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 16 of 18

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Considine, Kerry	Community Learning Instructor Primary Position Sign Language Interpreter	3/1/24
Huston, Ruby	Community Learning Instructor Primary Position Adult Education Instructor	1/15/24
Jackson, Lainey	Adjunct Faculty Social Science Division Primary Position Athletics Oper Dev Sp/H Coach	1/8/24
Kidwell, Tina	Allied Health Den Clinical Instructor (hourly) Primary Position Adj Faculty Allied Health	1/8/24
Moore, Tina	Community Learning Instructor Primary Position Director of Career Services	1/24/24
Smith, Logan	Adjunct Allied Health Division Substitute Primary Position Allied Health Den Cln Hr	1/5/24
Watkins, Crystal	IEL Instructor Primary Position Adult Education Instruct	1/22/24
Full-time		
Tawdros, Nermine	Data Analyst & Assessment Coordinator Primary position IEL Instructor	2/13/24

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
de Kovachich, Sean 1/2/24	Bookstore Rush Worker	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Conley, Eva	Correctional Office Assistant	1/8/24
Hawkins, Anna	Correctional Office Assistant	1/8/24
Part-time		
Foreman, Kay	Allied Health PTA Clinical Instructor (hourly)	1/8/24
Kidwell, Tina	Adjunct Faculty Allied Health Division	1/8/24
Knodle, Cody	Assistant Livestock Judging Coach	1/25/24
Parr, Keedran	College Advancement Intern	1/25/24
Strader, Wyatt	Technical Support Assistant	1/23/24
Tawdros, Nermine	IEL Instructor	1/9/24
Part-time Grant Funded		
Trainor, Sophie	Agriculture Education Intern	2/5/24

Lake Land College Board of Trustees
 Minutes – February 12, 2024
 Page 17 of 18

Unpaid

Hughes, Maisy	Marketing and Public Relations Intern	1/10/24
---------------	---------------------------------------	---------

College Work Study

Gentry, Wyatt	College Work-Study	1/25/24
Hoene, Gage	College Work-Study	2/1/24
Little, Diamond	College Work-Study	1/31/24
Skolte, Gerald	College Work-Study	1/26/24
Adams, Trisha	Correctional Office Assistant	12/29/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Chism, Michael Shawn	Associate Dean Joliet	2/9/24
Evans, David	Correctional Automotive Technology Instructor	1/8/24
Kingery, Rachael	Alternative Education Instructor	1/2/24
Overstreet, Desiree	Adult and Alternative Ed Coordinator	2/2/24
Roberts, Wrobria	Administrative Assistant Humanities	1/3/24
Part-time		
Logan, Empress	College Work-Study	1/5/24
Mitchell, Mabry	Newspaper Editor - Student Newspaper	12/6/23
Mtonga, Abigail	Bookstore Rush Worker	12/18/23
Shelton, Brian	Pathways Classroom Assistant	1/18/24
Thomason, Deborah	Special Asst to the VP for Academic Services	11/13/23

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Chair Cadwell announced that a letter of resignation had been received by Trustee Mike Sullivan effective February 13, 2024. He said the Board will now follow Board Policy 02.07, *Filling of Vacancies*, to select a new member to serve until the next election in April of 2025, and that those interested in serving on the Board should submit written materials to Ms. Jean Anne Highland, Chief of Staff, by March 1, 2024, including: reason for seeking the appointment, qualifications, and experience in other areas which may enhance public policy or decision-making. Chair Cadwell asked Trustees if there were any other relevant materials the Board might request that applicants submit. There were no additional requests. Chair Cadwell

Lake Land College Board of Trustees
Minutes – February 12, 2024
Page 18 of 18

said the Board will vote on the replacement at its March 11, 2024, meeting with the individual being seated on the Board at the April 8, 2024 Board meeting. He also said eligibility requirements to serve on the Board are U.S. citizenship, 18 years of age or older, a resident of Illinois for one year immediately preceding election, and a resident of Community College District No. 517 for one year immediately preceding election.

Chair Cadwell then recognized Trustee Sullivan for his dedicated service as trustee for more than 37 years. He said the Board will be asked to formally recognize Trustee Sullivan via a resolution during the March 2024 regular meeting.

Adjournment.

Trustee Sullivan moved and Trustee Walk seconded to adjourn the meeting at 7:34 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

https://www.lakelandcollege.edu/col/board_minutes/

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0324-013

DATE: March 11, 2024

Resolution of Appreciation to **Mike Sullivan, the College's Longest-Serving Trustee**

WHEREAS, Mike Sullivan has served with distinction as a trustee of Lake Land College for over 37 years, longer than any other Trustee in the College's esteemed history; and

WHEREAS, Mike Sullivan has demonstrated unwavering dedication, commitment, and leadership in advancing the mission and vision of Lake Land College, consistently prioritizing the welfare and success of students, faculty, staff, and the District 517 community; and

WHEREAS, Mike Sullivan has played a pivotal role in the establishment and development of several transformative initiatives and facilities at Lake Land College, notably including the Veterans Memorial and Flag, Alumni Park, the John Deere program, the Kluthe Center, the Effingham Technology Center, and various energy conservation projects, leaving an indelible mark on the College's landscape and enriching the educational experience for generations to come; and

WHEREAS, Mike Sullivan has represented the College at the state level for numerous years, chairing or serving as a member of every Illinois Community College Trustees Association (ICCTA) Committee, including 25 years as a member of the ICCTA Government Relations Committee, thereby demonstrating exemplary leadership and dedication to advancing the interests of east central Illinois and community colleges statewide; and

WHEREAS, Mike Sullivan has exemplified the highest standards of integrity, professionalism, and service throughout his tenure, earning the respect, admiration, and gratitude of colleagues, students, and community members alike; and

WHEREAS, Mike Sullivan has generously contributed his time, expertise, and resources to advance the educational mission of Lake Land College, embodying the spirit of selflessness and civic responsibility;

NOW THEREFORE BE IT RESOLVED, the Lake Land College Board of Trustees of Community College District No. 517 hereby expresses its deepest appreciation and heartfelt gratitude to Mike Sullivan for his extraordinary leadership, vision, and service to the College, to District 517 residents and community colleges statewide; and

BE IT FURTHER RESOLVED, that this Resolution of Appreciation be duly recorded in the official minutes of the Board of Trustees and be presented to Mike Sullivan as a token of the College's enduring esteem and profound appreciation for his exceptional contributions and legacy of service.

ADOPTED this 11th day of March, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
LAKE LAND COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF CHRISTIAN, CLARK, CLAY,
COLES, CRAWFORD, CUMBERLAND,
DOUGLAS, EDGAR, EFFINGHAM, FAYETTE,
JASPER, MACON, MONTGOMERY,
MOULTRIE, AND SHELBY
STATE OF ILLINOIS

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

I, Dave Storm, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Lake Land College, Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, State of Illinois, (the "College District") and as such official, I am the keeper of the records and files of the Board of Trustees of said College District.

I do further certify that the foregoing Resolution of Appreciation to Mike Sullivan, the College's longest-serving Trustee (Resolution No. 0324-013) is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of March, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of March, 2024.

Secretary, Board of Trustees



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: March 1, 2024

RE: Board Policy 05.04.04 – Work Week

The College piloted a Flex Work program at the start of the summer 2022. As we are near the end of the pilot program, we are seeking to add in language to the Board Policy 05.04.04 – Work Week. This language references that eligibility is based on the job function and must have a net-neutral or net-positive impact. We will continue using the framework established in the pilot and will maintain guidelines in a shared drive in the HR subfolder, allowing for changes as needed.

In addition, we will be adding Flex Work eligibility and performance into the annual review process. We also plan to have supervisor training on the program annually.

Please let me know if there are any questions regarding these proposed changes which we submit as first reading for your consideration.

05.04.04**Work Week**

For purposes of computing the payroll and overtime only, the work week is defined as beginning at midnight Monday morning and ending at 11:59 p.m. the following Sunday night.

Non-Exempt Staff: Full-Time Employees

Except as may otherwise be provided within this section and during the summer term, the regular work week for full-time, non-exempt staff will be forty (40) hours per week at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor.

All full-time employees' work schedules will provide for a twenty (20) minute paid rest period during each four (4) hour time period. Whenever feasible, the rest period will be scheduled at the middle of each four-hour period.

All full-time employees' work schedule will provide for an unpaid meal period of up to one hour. The meal period must begin sometime within the first five (5) hours of work.

All police officers will be permitted to take a thirty (30) minute paid meal break during their shift. All sworn personnel are presumed to be on duty at all times and will, therefore, postpone any break periods that are interrupted by emergencies or other situations that require immediate response.

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

Non-Exempt Staff: Part-Time Employees

Part-time employees scheduled to work a minimum of 4 hours will be allowed a ten (10) minute rest period unless doing so impedes operation of the College. Such rest periods may not be cumulative, made the basis

for starting late, early ending time, nor used to extend regularly scheduled meal periods.

Part-time employees expected to work seven and one-half (7 ½) continuous hours or longer shall be permitted at least thirty (30) minutes (unpaid) for a meal period that begins no later than five (5) hours after the start of the work period.

Exempt Staff

The normal work week for administrators is forty (40) hours a week, normally commencing between 7:30 a.m. and 8:00 a.m. at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor. However, due to the nature of their responsibilities, full-time, exempt staff will be considered as subject to call on duty on an around-the-clock basis. There are frequent meetings during the evening at which attendance must be considered as part of the normal responsibilities of those who are in this area of work. Also, there may be times when the work load is such as to require numerous hours beyond that considered to be the normal work hours. This also, if necessary, is considered a part of the responsibility of those who are classified as administrators. The schedule of administrators, on the other hand, should be sufficiently flexible to allow them reasonable hours away from their office during the work day if their immediate supervisor deems it necessary and grants approval. When administrators are away from their office during the normal work day, they should notify their immediate supervisor or leave word with their administrative assistant or other appropriate staff concerning the means to reach them.

All employees, regardless of classification will be provided reasonable break time as needed throughout the day for an employee to express breast milk for their nursing child for up to one year after birth. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. These breaks may run concurrently with regularly scheduled break times.

Flex-Work

Flex Work refers to flexible work arrangements that vary from the standard work day, and typically include flexibility in regards to work location, scheduled work hours or a combination of the above. A Flex Work

arrangement may be appropriate for certain full-time or part-time positions. Flex Work eligibility and opportunities are based on a job function or role, and not an individual. Additionally, Flex Work shall have a net-neutral or net-positive impact on the work of our peers and service to students. Staff covered by a collective bargaining agreement should refer to their respective agreement regarding flexible work alternatives.

The College's guidelines and eligibility requirements for the Flex-Work program may be found on the College's shared drive, within the Human Resources subfolder.

Adopted November 9, 1998
Revised May 10, 1999
Revised September 15, 2003
Revised December 11, 2017
Revised March 9, 2020
Revised March 13, 2023
Revised

Calendar of Events

Wednesday, March 6, 2024	Finance Committee Meeting 2 p.m. – Board and Administration Center, 011
Monday, March 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, March 27, 2024	11 a.m. – Spring Employee Recognition Event Field House
Thursday, April 4, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 8, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 9, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Friday, May 10, 2024	6 p.m. - Commencement Field House
Monday, May 13, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, May 22, 2024	Noon –3 p.m. Annual Board of Trustees Retreat Foundation and Alumni Center
Thursday, June 6, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 10, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, July 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 8, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center
Thursday, September 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting

Monday, December 9, 2024

10 a.m. – Board and Administration Center, 011

5 p.m. – Board Dinner – Foundation and Alumni Center

6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: February 16, 2024

RE: Proposed Tuition and Fees Rates for Academic Year 2025

Lake Land College remains committed to delivering a high quality education to our students, while remaining one of the most affordable educational choices in the State of Illinois. As the College has begun planning for the fiscal year 2025 budget, we are working diligently to balance our budget with the commitment to sustaining the value of a Lake Land College education.

The Cabinet is recommending in-district tuition be increased by \$3.00 to \$113.50 per credit hour. It is important to note that the Lake Land College tuition rate would remain significantly below the statewide average for in-district and out-of-district levels compared to other community colleges.

With Board approval, the tuition and fees rates for AY2025 in comparison to AY 2024 are detailed below.

Tuition

	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
AY 2025	\$113.50	\$244.41	\$443.05
AY 2024	\$110.50	\$237.96	\$431.36

Activity Fee:

We are recommending that Lake Land College increase the \$2.50 per credit hour activity fee rate by \$1.50 per credit hour to \$4.00 per credit hour for the upcoming Academic Year. The College has not increased this fee since FY 2017.

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 Academic Year.

Dual Credit Fee:

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

The above represents the Cabinet's recommendation to the Board of Trustees for tuition, activity fees, service and rec fees, and Dual Credit fees for Academic Year 2025.

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. Josh Bullock, President
FROM: Dr. Valerie Lynch, Vice President for Student Services
CC: Pam Hartke, Heather Nohren, Kelly Allee
DATE: March 4, 2024
RE: Tuition and Fees Credit Enrollment Incentive

In Fall 2023, our group led a tuition waiver giveaway incentive to encourage current students to register for the Spring 2024 semester. By the deadline of November 15, we saw 44 more students enrolled than the same date the past year for a total of 1,548.

Building upon this success, we would like to offer another incentive for summer and fall classes. In an effort to positively impact retention and new enrollment, we propose giving a tuition and fees credit to all students who register by midnight May 10, 2024 for Summer and/or Fall 2024 classes. Students may be awarded \$50 for their Summer 2024 part-time (minimum) registration and an additional \$50 for their Fall 2024 part-time (minimum) registration. *This will be applied as a last dollar credit only for students who, after other applicable awards are applied, remain enrolled at a minimum part-time status and still owe tuition and fees charges after tenth day of the term.*

To be eligible for the tuition and fees credit, a student must be registered as a part-time or full-time student as defined for summer and fall semesters by May 10, 2024. This will be open to all current, readmit, transfer and new students. Excluded from this incentive are Department of Corrections students, IDOT / QCQA students, and students enrolled in dual credit courses.

By May 10, 2023, we had 1,739 students enrolled in a combination of summer and/or fall classes. Our goal is to incentivize at least 100 more students than last year, putting the total estimated cost of this tuition credit incentive at \$120,000.

Research demonstrates that students who register before leaving for campus break are more likely to return for the next semester. We hope that offering this incentive increases the registration percentage of continuing students within the timeframe when compared to last year. We are also hoping this incentive will encourage prospective students who are undecided to enroll at Lake Land College and take advantage of this tuition credit.

We are excited to enhance the affordability of our great Lake Land College education to our students through this incentive.

We are respectfully requesting approval from the Board of Trustees to offer this tuition and fees credit opportunity to be funded by the FY 2025 enrollment initiatives account. Please note that, upon Board approval, this new enrollment incentive shall replace the previously Board-approved incentive (during the September 2023 regular meeting) that offered 10 three-credit hour tuition waivers for the fall of 2024 and 5 three-credit hour tuition waivers for the summer 2024 term.



MEMO

TO: Board of Trustees
 FROM: Dr. Josh Bullock
 DATE: March 6, 2024
 RE: Effingham Regional Career Academy Introductory Fee Waiver

The Effingham Regional Career Academy will begin offering a full slate of courses with the fall 2024 semester. Courses taught by Lake Land College faculty will be offered at a Dual II rate of \$1,000 per credit hour billed to the participating districts and allocated across the number of students participating in each course. For example, a three-credit hour course is billed to the lead school district at \$3,000. If 15 students participate in the course, each student will be billed \$200 for the course.

Given ERCA courses will be offered for the first time in FY 2025, and the College desires to ensure the program's success and that every qualified student has access to the courses, we are asking the Board of Trustees to waive the Dual II rate per course for all of FY 2025. For FY 2025, 27.5 credit hours will be offered in the fall and 31.5 credit hours in spring, for a total of 59 credit hours of courses. At the Dual II rate, this would equate to \$59,000 in waived fees for FY 2025 if all courses run with the minimum required class size. Fees will be paid through the Strategic Initiative funding budget line.

The following courses are currently scheduled to be offered at the ERCA in FY 2025.

	Course	Course Title	Credit Hrs.
1	AGR-046	Introduction to Agricultural Occupations	1
2	AHE-051	Health Science Careers	3
3	AHE-060	Foundations of Nursing	6
4	APT-041	Applied Mathematics I	3
5	TBD	Careers in Massage and Physical Therapy	3
6	CDL-043	CDL Theory	3.5
7	CDL-090	Careers in CDL	3
8	CIS-071	Introduction to Networking	2
9	ITT-076	Into to OS and Security	3
10	SOS-100	Maps and Spatial Analysis	3
11	TEC-090	Explore ERCA/Education to Careers	3
			33.5



MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: February 19, 2024

RE: January 2024 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of January for Fiscal Year 2024.

Areas of Concern:

- We are not experiencing any budgetary areas of concern through the first seven months of FY2024

Overall Variances:

- *Revenue* – Total January 2024 revenue was \$2,009,681 resulting in a favorable variance of \$115,051 and an unfavorable YTD variance of \$247,788. We are still experiencing the shortfall of tuition due to the reduced enrollment but Spring semester is bouncing back. Property tax payments are lagging behind FY2023 also.
- *Expenditures* – Total January 2024 expenditures were \$2,849,843 resulting in a monthly favorable variance of \$461,639 and a favorable YTD variance of \$4,473,487. This is a result of lower operational expenditures.

Revenue Variances:

- *Local Sources* – An unfavorable variance exists of \$18,384 for the month and an unfavorable variance of \$696,224 YTD. This is a result of timing of property tax payments and CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$667,653 in January 2024 resulting in a favorable variance of \$330,633 and an YTD favorable variance of \$865,576. The variance is related to the January credit hour payment that was received from the state was larger than expected. This will normalize as the year proceeds.

- *ICCB Equalization Grant* – We received \$587,861 of equalization payments in January 2024 resulting in a favorable variance of \$14,809 monthly and a favorable YTD variance of \$103,664.
- *Tuition & Fees* – January 2024 yielded a favorable monthly variance of \$135,986 for tuition and an unfavorable monthly variance of \$149,650 in fees. Year to date tuition is unfavorable \$676,396 and fees are favorable \$112,266. This is a result of a decrease in enrollment for Fall 2023 semester. The Fee increase is a result of the IDOT classes running currently.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$305,300 with an YTD unfavorable variance of \$379,502. This is due to receiving lower than expected CTE funds in July and not receiving the expected payment in January 2024.
- *Other Revenue* – Other revenue is favorable by \$106,957 for January 2024 and also favorable by \$422,827 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Are favorable \$176,417 for the month of January 2024 and favorable YTD of \$1,754,887. This is due to the timing of when overload and adjunct pay began in FY2024. This should normalize by year end.
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in January 2024 of \$7,479 and a favorable YTD of \$251,439.
- *Instructional* – The Instructional expenditures had an unfavorable variance in January 2024 of \$83,631 and a favorable variance YTD of \$776,527.
- *Academic Support* – The Academic Support expenditures have a favorable variance of \$28,427 for the month of January 2024 and a favorable YTD variance of \$153,008.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in January 2024 of \$75,765 and a favorable variance YTD of \$650,218. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in January 2024 of \$30,905 and a favorable variance YTD of \$312,632. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$49,242 favorable to budget in January 2024 and a favorable YTD variance of \$345,070. This is a result of lower utilities than budgeted.

- *Institutional Support* – The Institutional Support expenditures were \$295,408 favorable to budget in January 2024 and \$2,592,306 favorable to budget YTD. The large favorable variance is related to lower operational spending YTD.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had a favorable variance for January 2024, of \$65,522 and an unfavorable variance of \$356,274 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY23 Final Audited Numbers	FY24 Annual Budget
Revenues:										
145,392	163,776	(18,384)	Local Sources	11,130,461	11,826,686	(696,224)	-5.89%		11,745,262	12,522,321
667,653	337,020	330,633	ICCB Credit Hour Grant	3,224,717	2,359,141	865,576	36.69%		5,748,040	4,044,242
587,861	573,052	14,809	ICCB Equalization Grant	4,115,026	4,011,362	103,664	2.58%		6,535,300	6,876,620
34,934	340,234	(305,300)	Other State Sources	487,424	866,926	(379,502)	-43.78%		1,039,788	1,053,384
204,148	68,163	135,986	Tuition	7,952,790	8,629,186	(676,396)	-7.84%		7,387,982	8,632,290
120,678	270,329	(149,650)	Fees	3,761,889	3,649,623	112,266	3.08%		3,693,382	4,428,591
249,015	142,057	106,957	Other Revenue	1,410,290	987,463	422,827	42.82%		2,248,695	1,612,595
-	-	-	Gift in Kind	-	-	-	0.00%		-	-
2,009,681	1,894,631	115,051	Total Revenues	32,082,598	32,330,386	(247,788)	-0.77%	-	38,398,449	39,170,043
Expenditures:										
Instructional										
714,353	713,457	(896)	Salary and Wages	6,569,599	6,774,588	204,989	3.03%		10,843,156	11,357,239
197,219	200,952	3,733	Employee Benefits	1,246,630	1,350,350	103,720	7.68%		2,029,504	2,468,069
42,728	145,500	102,772	Contractual Services	74,769	307,830	233,061	75.71%		411,644	647,065
174,003	38,031	(135,972)	General Materials and Supplies	515,344	587,224	71,880	12.24%		589,523	708,945
4,530	25,260	20,730	Travel and Meeting Expenses	36,285	109,855	73,570	66.97%		77,291	145,769
14,383	21,675	7,292	Fixed Charges	14,383	55,725	41,342	0.00%		56,816	99,375
82,090	800	(81,290)	Capital Outlay	116,576	164,540	47,964	29.15%		16,816	172,877
-	-	-	Other Expenditures	-	-	-	0.00%		-	-
-	-	-	Gift in Kind	-	-	-	0.00%		-	-
1,229,305	1,145,674	(83,631)	Total Instructional	8,573,586	9,350,113	776,527	8.30%	-	14,024,750	15,599,339
Academic Support										
37,471	53,486	16,014	Salary and Wages	285,505	379,464	93,959	24.76%		577,722	359,212
14,566	15,230	665	Employee Benefits	83,998	102,273	18,275	17.87%		126,263	61,120
-	-	-	Contractual Services	-	-	-	0.00%		6,450	-
2,675	6,129	3,454	General Materials and Supplies	179,439	202,304	22,865	11.30%		200,190	183,448
2,406	10,700	8,294	Travel and Meeting Expenses	16,891	34,800	17,909	51.46%		32,870	13,400
-	-	-	Fixed Charges	-	-	-	0.00%		-	-
-	-	-	Capital Outlay	-	-	-	0.00%		-	-
-	-	-	Gift in Kind	-	-	-	0.00%		-	-
57,118	85,545	28,427	Total Academic Support	565,833	718,841	153,008	21.29%	-	943,494	617,180
Student Services										
100,655	190,165	89,509	Salary and Wages	817,249	1,299,819	482,570	37.13%		1,811,654	2,243,554
47,233	53,558	6,325	Employee Benefits	292,194	359,640	67,447	18.75%		440,073	601,523
32	-	(32)	Contractual Services	10,938	9,540	(1,398)	-14.65%		11,743	12,040
8,297	2,921	(5,376)	General Materials and Supplies	53,232	111,666	58,433	52.33%		99,535	118,172
31,378	16,717	(14,661)	Travel and Meeting Expenses	55,918	99,083	43,165	43.56%		72,623	107,177
-	-	-	Fixed Charges	-	-	-	0.00%		-	15,000
-	-	-	Capital Outlay	-	-	-	0.00%		-	-
-	-	-	Other Expenditures	7,500	7,500	-	0.00%		14,350	-
187,594	263,360	75,765	Total Student Services	1,237,030	1,887,249	650,218	34.45%	-	2,449,978	3,097,466
Public Service/Cont Ed										
31,418	54,971	23,554	Salary and Wages	260,591	412,285	151,694	36.79%		404,069	714,628
9,492	10,648	1,156	Employee Benefits	48,586	71,503	22,917	32.05%		84,506	124,744
1,807	18,500	16,693	Contractual Services	20,090	69,500	49,410	71.09%		108,714	102,000
17,690	11,810	(5,880)	General Materials and Supplies	61,071	131,621	70,549	53.60%		72,238	177,663
1,475	2,539	1,064	Travel and Meeting Expenses	12,740	24,038	11,298	47.00%		13,487	32,891
8,814	8,838	24	Fixed Charges	61,016	69,178	8,161	11.80%		105,633	106,232
5,695	-	(5,695)	Capital Outlay	13,195	12,000	(1,195)	-9.96%		-	12,000
11	-	(11)	Other	202	-	(202)	0.00%		50	-
-	-	-	G/K	-	-	-	0.00%		-	-
76,401	107,306	30,905	Total Public Service/ Cont Ed	477,493	790,125	312,632	39.57%	-	788,698	1,270,158
Operations & Maintenance										
90,196	106,817	16,621	Salary and Wages	666,993	785,989	118,995	15.14%		1,049,240	1,361,220
32,846	39,295	6,449	Employee Benefits	223,291	263,871	40,581	15.38%		346,178	460,345
28,089	69,269	41,180	Contractual Services	510,400	263,683	(246,718)	-93.57%		297,189	388,534
35,480	58,000	22,520	General Materials and Supplies	178,581	184,500	5,919	3.21%		342,919	224,782
-	712	712	Travel and Meeting Expenses	-	1,857	1,857	100.00%		321	1,490
1,100	3,250	2,150	Fixed Charges	13,942	10,250	(3,692)	-36.02%		14,174	99,000
213,146	167,907	(45,239)	Utilities	824,532	1,034,346	209,814	20.28%		1,113,044	1,732,879
-	-	-	Capital Outlay	-	183,915	183,915	100.00%		4,396	-
150	5,000	4,850	Contingency Funds	600	35,000	34,400	98.29%		-	4,796
-	-	-	Gift In Kind	-	-	-	0.00%		-	60,000
401,006	450,249	49,242	Total Operation and Maint	2,418,340	2,763,410	345,070	12.49%	-	3,167,461	4,333,046
Institutional Support										
301,266	332,882	31,615	Salary and Wages	1,769,985	2,472,664	702,679	28.42%		3,704,402	4,280,633
112,253	101,404	(10,849)	Employee Benefits	681,610	680,110	(1,499)	-0.22%		1,643,702	1,255,711
164,865	172,736	7,871	Contractual Services	898,790	1,596,540	697,751	43.70%		1,313,548	1,877,635
77,580	230,600	153,021	General Materials and Supplies	635,532	1,457,845	822,313	56.41%		1,697,994	2,035,050
18,844	24,605	5,761	Travel and Meeting Expenses	79,383	111,578	32,195	28.85%		116,193	146,577
1,250	2,000	750	Fixed Charges	12,841	213,832	200,991	93.99%		196,727	217,741
15,035	-	(15,035)	Capital Outlay	817,543	170,000	(647,543)	100.00%		779,132	290,000
197,750	120,121	(77,629)	Contingency Funds	457,889	859,512	401,623	46.73%		676,921	1,443,976
-	-	-	Other	4,620	2,250	(2,370)	100.00%		1,844,651	49,075
97	200,000	199,903	Strategic Initiatives	13,834	400,000	386,166	96.54%		17,458	-
-	-	-	One Time Budget Requests	-	-	-	0.00%		-	-
888,940	1,184,348	295,408	Total Institutional Support	5,372,026	7,964,332	2,592,306	32.55%	-	11,990,727	11,596,398
9,478	75,000	65,522	Scholarships, grants, waivers	516,840	160,566	(356,274)	-221.89%	-	604,342	1,228,566
2,849,843	3,311,482	461,639	Total Expenditures	19,161,148	23,634,635	4,473,487	18.93%	-	33,969,451	37,742,153
(840,161)	(1,416,851)	576,690	Revenue Less Expenditures	12,921,449	8,695,750	4,225,699	48.59%	-	4,428,998	1,427,890
-	-	-	Transfers Out:	-	-	-	0.00%	-	1,717,310	1,427,890
(840,161)	(1,416,851)	576,690	Excess of Revenues over Expenditures & Transfers	12,921,449	8,695,750	4,225,699	48.59%	-	2,711,688	0

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,275,359.80	1,451,776.69	176,416.89	Salary and Wages	10,369,922.47	12,124,809.78	1,754,887.31
413,607.42	421,086.78	7,479.36	Employee Benefits	2,576,309.47	2,827,748.77	251,439.30
237,519.91	406,005.14	168,485.23	Contractual Services	1,514,986.22	2,247,092.86	732,106.64
315,724.07	347,490.89	31,766.82	General Materials and Supplies	1,623,200.48	2,675,160.42	1,051,959.94
58,632.77	80,532.64	21,899.87	Travel and Meeting Expenses	201,216.47	381,210.84	179,994.37
25,547.01	35,762.50	10,215.49	Fixed Charges	102,182.29	348,984.00	246,801.71
213,145.92	167,906.53	(45,239.39)	Utilities	824,532.15	1,034,345.69	209,813.54
102,819.58	800.00	(102,019.58)	Capital Outlay	947,313.60	530,455.00	(416,858.60)
197,899.97	125,120.71	(72,779.26)	Contingency Funds	458,489.25	894,512.12	436,022.87
9,574.80	275,000.00	265,425.20	Other Expenditures	542,995.69	409,750.00	(133,245.69)
2,849,831.25	3,311,481.88	461,650.63	Total	19,161,148.09	23,474,069.48	4,312,921.39

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$6,569,599	\$6,774,588	\$204,989	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$285,505	\$379,464	\$93,959	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$817,249	\$1,299,819	\$482,570	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$260,591	\$412,285	\$151,694	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$666,993	\$785,989	\$118,995	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$1,769,985	\$2,472,664	\$702,679	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$10,369,922	\$12,124,810	\$1,754,887	\$20,316,486	\$19,350,532	\$20,316,486	\$965,954

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,246,630	\$1,350,350	\$103,720	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$83,998	\$102,273	\$18,275	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$292,194	\$359,640	\$67,447	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$48,586	\$71,503	\$22,917	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$223,291	\$263,871	\$40,581	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$681,610	\$680,110	(\$1,499)	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$2,576,309	\$2,827,749	\$251,439	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Dr. Valerie Lynch, Vice President for Student Services
Date: February 29, 2024
Subject: Recommended Academic Calendars 2026-2027 and
2027-2028

Memo

The Academic and Enrollment Calendar Committee has completed its work to develop academic calendars for 2026-2027 and 2027-2028. The calendar summaries are attached.

The recommended calendars comply with requirements established in Lake Land College Board Policies *06.03 Academic Calendar* and *05.20 Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the Agreement between the Lake Land College Faculty Association and the Board of Trustees. The calendars follow the same model that has been in place since the 2012-2013 academic year.

With your approval, I would like to present the recommended calendars to the Board of Trustees for their approval at the March 2024 meeting. I will be available to answer any questions. Thank you.

2023-2024 Academic and Enrollment Calendar Committee: Kelly Allee, Amanda Arena, Stacey Hakman, Pam Hartke, Jennifer Hedges, Peighton Hinote, Charles Jarrell, Tynia Kessler, Cody Marlar, Kellie Niemerg, Ike Nwosu, Emily Ramage, Madge Shoot, Paula Smith, David Stewart, Jon Van Dyke, Chair Valerie Lynch, and Committee Assistant Connie Compton.

Lake Land College – Academic Calendar Summary

Fall Semester 2026	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 21
First Meeting of Full Semester & Module I Classes	August 24
Last Day for Refund - Module I	August 28
Last Day for Refund - Full Semester	September 4
College Closed	September 7
Mid-Term Module I	September 18
No Day or Evening Classes SOFF	September 19
College Career Day – No Day or Evening Classes	October 6
Last Day for Withdrawal – Module I	October 12
Last Day of Classes – Module I	October 16
Mid-Term Full Semester	October 16
First Meeting of Module II Classes	October 19
Last Day for Refund – Module II	October 23
Mid-Term – Module II	November 13
Last Day to File Intent to Graduate for Fall	November 20
Staff Development – No Day or Evening Classes	November 25
College Closed	November 26–November 29
Last Day for Withdrawal – Full Semester & Module II	December 7
Last Day of Classes - Full Semester & Module II	December 11
Final Examinations	December 14–17
Semester Close	Grades Due Noon December 18
Semester Break-College Closed	December 24-January 1
Spring Semester 2027	
Opening Day-Unit Leader/Divisional Meetings-All College Offices Open 9 a.m.	January 8
First Meeting of Full Semester & Module I Classes	January 11
Last Day for Refund – Module I	January 15
College Closed	January 18
Last Day for Refund – Full Semester	January 25
Mid-Term Module I	February 5
Last Day for Withdrawal – Module I	March 1
Last Day of Classes Module I	March 5
Mid-Term Full Semester	March 5
Spring Recess – No Day or Evening Classes	March 8-12
College Closed	March 12
First Meeting of Module II Classes	March 15
Last Day for Refund – Module II	March 19
Last Day to File Intent to Graduate for Spring	March 19
College Closed	April 2
Staff Development Days– No Day or Evening Classes	April 8-9
Mid-Term Module II	April 13
Last Day for Withdrawal – Full Semester & Module II	May 4
Last Day of Classes – Full Semester and Module II	May 10
Final Examinations	May 10-14
Commencement – 6:00 p.m.	May 14
Semester Close	Grades Due Noon May 17
Summer 2027	
First Meeting of Classes – Intersession	May 17
Last Day for Refund – Intersession	May 17
College Closed	May 31
Last Day for Withdrawal – Intersession	June 1
Last Day of Classes – Intersession	June 2
First Meeting of Classes - Summer	June 7
Last Day for Refund	June 14
Mid-Term	July 1
Last Day to File Intent to Graduate for Summer	July 22
Last Day for Withdrawal	July 26
Last Day of Classes	July 29
Final Examinations	August 2-3
Summer Term Closes	Grades Due Noon-August 4
COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 21 THROUGH AUGUST 13.	

Lake Land College – Academic Calendar Summary

Fall Semester 2026

DAYS

Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2027

Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2027

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2026-2027

September 7
 November 26 through 29
 December 24 through January 1
 January 18
 March 12
 April 2
 May 31
 May 21 through August 13 – Closed on Friday
 July 4

Lake Land College – Academic Calendar Summary

Fall Semester 2027	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 20
First Meeting of Full Semester & Module I Classes	August 23
Last Day for Refund - Module I	August 27
Last Day for Refund - Full Semester	September 3
College Closed	September 6
Mid-Term Module I	September 17
No Day or Evening Classes SOFF	September 18
College Career Day – No Day or Evening Classes	October 5
Last Day for Withdrawal – Module I	October 11
Last Day of Classes – Module I	October 15
Mid-Term Full Semester	October 15
First Meeting of Module II Classes	October 18
Last Day for Refund – Module II	October 22
Mid-Term – Module II	November 19
Last Day to File Intent to Graduate for Fall	November 19
Staff Development – No Day or Evening Classes	November 24
College Closed	November 25–November 28
Last Day for Withdrawal – Full Semester & Module II	December 6
Last Day of Classes - Full Semester & Module II	December 10
Final Examinations	December 13–16
Semester Close	Grades Due Noon December 17
Semester Break-College Closed	December 23-January 2
Spring Semester 2028	
Opening Day-Unit Leader/Divisional Meetings-All College Offices Open 9 a.m.	January 7
First Meeting of Full Semester & Module I Classes	January 10
Last Day for Refund – Module I	January 14
College Closed	January 17
Last Day for Refund – Full Semester	January 24
Mid-Term Module I	February 4
Last Day for Withdrawal – Module I	February 28
Last Day of Classes Module I	March 3
Mid-Term Full Semester	March 3
Spring Recess – No Day or Evening Classes	March 6-10
College Closed	March 10
First Meeting of Module II Classes	March 13
Last Day for Refund – Module II	March 17
Last Day to File Intent to Graduate for Spring	March 17
Staff Development Days– No Day or Evening Classes	April 6-7
Mid-Term Module II	April 11
College Closed	April 14
Last Day for Withdrawal – Full Semester & Module II	May 2
Last Day of Classes – Full Semester and Module II	May 8
Final Examinations	May 8-12
Commencement – 6:00 p.m.	May 12
Semester Close	Grades Due Noon May 15
Summer 2028	
First Meeting of Classes – Intersession	May 15
Last Day for Refund – Intersession	May 15
College Closed	May 29
Last Day for Withdrawal – Intersession	May 30
Last Day of Classes – Intersession	May 31
First Meeting of Classes	June 5
Last Day for Refund	June 12
Mid-Term	June 29
Last Day to File Intent to Graduate for Summer	July 20
Last Day for Withdrawal	July 24
Last Day of Classes	July 31
Final Examinations	August 1-2
Summer Term Closes	Grades Due Noon-August 3
COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 15 THROUGH AUGUST 11.	

Lake Land College – Academic Calendar Summary

Fall Semester 2027

DAYS

Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2028

Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2028

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2027-2028

September 6
 November 25 through 28
 December 23 through January 2
 January 17
 March 10
 April 14
 May 29
 May 15 through August 11 – Closed on Friday
 July 4

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees

FROM: Dr. Jonathan Bullock, President

DATE: February 29, 2024

RE: Reemployment for continued employment for Tenured and Non-tenured Faculty Members for 2024/2025 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>
Andrew Cougill	Library
James Crowder	Technology
Ellise Haskett	Counseling
Kurt Hoene	Technology
Christian Kessler	Agriculture
Jessie Palmer	Allied Health
Constance Rickey	Allied Health
Richard Sumitro	Math and Science
Lindsay Winkleblack	Allied Health
Sarah Wright	Business

Second Year Non-Tenure Division

Joseph Hoenes	Technology
Lacey Huddleston	Allied Health
Lara Lash	Allied Health
Kara Molzen	Allied Health
Kellie Niemerg	Counseling

Third Year Non-Tenure Division

Katelyn Bloemer	Allied Health
Cody Marler	Math and Science
Amber Niebrugge	Social Science and Education
Lisa Shumard-Shelton	Student Life
Samantha Webster	Business

Continued Tenure Status Division

Daniel Allen	Math and Science
Dyke Barkley	Agriculture
Michael Beavers	Technology
Judy Bennett	Humanities and Communication
Tara Blaser	Humanities and Communication
Andrea Bright	Counseling
Dewayne Brown	Vandalia Correctional Center
Bryan Burrell	Counseling
Krista Burrell	Counseling
Dion Buzzard	Technology

Jessica Byers	Allied Health
Greg Capitosti	Math and Science
John Carpenter	Business
David Chambers	Social Science and Education
Michael Ben Cohan	Humanities and Communication
Brent Curry	Agriculture
Madison Dailey	Social Science and Education
Marc DalPonte	Math and Science
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
Joshua Fulk	Technology
Andy Gaines	Social Science and Education
Tisha Goad	Allied Health
Matt Greider	Social Science and Education
Karla Hardiek	Allied Health
Sarah Harley	Math and Science
Elizabeth Hartrich	Allied Health
Tarah Haskenherm	Allied Health
Sarah Hill	Library
Shannon Hood	Allied Health
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
Katie Lotz	Social Science and Education
Brian Lynch	Social Science and Education
Brian Madlem	Technology
Kristine Marler	Business
Jennifer Melton	Counseling
Claire Miller	Math and Science
Kevin Miller	Technology
Nathan Miller	Vandalia Correctional Center
Martha Mioux	Allied Health
Tina Moore	Career Services
Rakhasha Nasseripour	Math and Science
Russell Neu	Agriculture
Robert Newell	Humanities and Communication
Heather Nohren	Counseling
Maria Nohren	Allied Health
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
Laura Rincker	Math and Science
Eva Ritchey	Humanities and Communication
Matthew Rodgers	Agriculture
Mike Rudibaugh	Math and Science
Marcy Satterwhite	Business
Kimberly Smithenry	Allied Health
Erin Swingler	Allied Health
Edward Thomas	Humanities and Communication
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
Hayden Wilder	Agriculture
Ryan Wildman	Agriculture
Bethany Workman	Allied Health
Molly Yeske	Allied Health



MEMO

TO: Dr. Josh Bullock, Lake Land College Board of Trustees

FROM: Dr. Valerie Lynch, Vice President for Student Services

DATE: March 6, 2024

RE: Proposed Neurodiversity Statement – First Reading for addition to Board Policy 01.03.01

The Illinois Community College Trustees Association (ICCTA), announced in November 2022 their adoption of a Neurodiversity Inclusion Statement to serve as guidance for its member colleges and trustees around the state of Illinois. ICCTA President, Dr. Maureen Dunne, has since encouraged leaders from Illinois community colleges to consider adoption of a similar statement. Dr. Dunne commented on the reason for the statement. She added, “The Board of Representatives, administration, and staff of the ICCTA recognize the neurodiversity among the students, faculty, staff, trustees, and administrative teams of our member colleges is critical to enhancing the educational experience for our students and providing for a more inclusive learning and operating environment, providing public benefits for our communities. We believe that, when neurodivergent people are understood, valued, and empowered, we all stand to benefit from their important and unique contributions.”

I have worked with a small group that included representation from various areas of Student and Academic Services as well as consulted with the Inclusion, Diversity, & Equity Committee to develop the attached Neurodiversity Statement. Mercury Bowen, Coordinator of DEIB, also consulted with students who self-identify as neurodivergent individuals to give feedback on the statement.

We are respectfully asking the Board of Trustees to approve the attached Neurodiversity Statement to be added to Board Policy 01.03.01. Thank you.

01.03.01**Commitment to Diversity, Equity and Inclusion**Diversity, equity and inclusion statement:

Lake Land College is committed to developing and maintaining an environment for students, employees and college community that embraces and actively supports diversity, equity and inclusion. We aspire to be an institution where the quality of education and work environment are enhanced and enriched by an inclusive campus community that encourages multiple perspectives and the free exchange of ideas.

Policies, practices and procedures:

In order to support policies, practices and procedures that promote equitable access, experiences, opportunities and outcomes, we adopt and commit to incorporate the following guidance from the Association of Community College Trustees.¹

Educational equity is multifaceted and impacts all facets and all programs in community colleges. Equity in higher education refers to creating opportunities for equal access and success among historically underrepresented student populations, to ensure:

1. Proportional participation at all levels of an institution (equitable access);
2. Adequate resources directed at closing equity gaps (resource/financial equity);
3. Institutional leadership addressing diversity, equity and inclusion issues (adaptive leadership);
4. A welcoming environment in which all diverse students can succeed (racial, gender, gender identity, sexual orientation, military status, incarceration status, ability equity);
5. Social mobility and economic success for all learners (social economic equity).

Adopted September 13, 2021

¹ *Equity Action Agenda for Community College Governance*, ACCT Diversity, Equity and Inclusion Committee, 2018.

Neurodiversity Statement:

At Lake Land College, we recognize and celebrate the variety of learning and thinking abilities that make up neurodiversity. We also value the unique perspectives and insights those with neurodiverse minds bring to our community. We are committed to fostering an inclusive environment that embraces and supports individuals with neurodivergent minds. Diverse minds are an invaluable contribution to the overall innovation, creativity and success of the College as a whole, and we continue to strive to provide environments where all individuals can thrive.



MEMO

TO: Ike Nwosu, Vice President of Academic Services

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

CC: Emily Ramage, Dean of Academic Operations

DATE: March 1, 2024

RE: Revisions to Board Policies 06.19 – Dual Credit Program and 07.01 -- Admission of Students

The language in Board Policies 06.19 and 07.01 needs to be clarified in regards to dual credit students' age at the time of starting date of the course. Several schools have students who will turn 16 years of age during their junior year, but they may not have turned 16 on or before the date the course starts. As a result, those students who are weeks, or even days, away from meeting the minimum age criteria must be classified as gifted students. Gifted students are required to complete both Math and English placement tests, even if the students are not enrolling in a Math or English course. Students are currently allowed only two placement testing session attempts, and requiring this placement testing has caused a significant barrier for those potential dual credit students by prematurely removing one of their two testing sessions without regard for the course discipline in which the students are enrolled.

Tessa Wiles, Director of Dual Credit, together with Paula Smith, Director of Enrollment Services, Lisa Cole, Director of Data Analytics, Kim Hunter, Director of Student Success Services, and Emily Ramage, Dean of Academic Operations, are proposing changes to the two policies referencing the minimum age of dual credit students. Revising both policies to align with a minimum threshold of "junior or senior status," rather than "16 years of age" will remove the gifted student/testing barrier, allowing those students with later birthdates the equitable opportunity to take dual credit along with their junior and senior peers.

I respectfully request that the Board of Trustees approve the revision to this policy.



MEMO

TO: Dr. Josh Bullock, Board of Trustees
FROM: Dr. Valerie Lynch
DATE: February 22, 2024
RE: Approval of Changes to 07.01 Admission of Students

The Financial Aid Office has recently been going through the recertification process through the U.S. Department of Education. This process happens every 6 years. One of the findings of the recertification officer was that we needed to add specific language to our Admission of Students (07.01) policy. Mrs. Jennifer Hedges, Director of Financial Aid, in conjunction with the Admissions and Records Office and the Academic Standards Committee, recommend the attached proposed changes in alignment with Department of Education standards.

The changes pertain to verification of credentials for financial aid eligibility and also admission of degree-seeking students. We respectfully request that the Board of Trustees waive first reading and accept the proposed changes. Thank you.

Dual Credit Program

In accordance with the Dual Credit Quality Act (110 ILCS 27/40), Lake Land College offers academic and career and technical college-level courses to qualified high school students in order to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge high school students, and give students advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers.

Dual Credit Courses

Lake Land College will exchange tuition and related course fees for the instruction of dual credit courses taught by qualified high school teachers during the regular school day at the high school or college- approved facility. High school students registered in these courses are not charged tuition and course fees by Lake Land College. Depending on the course, students may be required to purchase workbooks, supplies, or other items deemed necessary for class participation. Dual credit courses offered at the high school or college-approved facility during the regular school day shall be college-level.

To ensure the academic credibility of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted rules pertaining to dual credit (ICCB Rule 1501.507(b)(11) – Credit Hour Claims). The Lake Land College Board of Trustees endorses these rules and will adhere to their intent.

1. State Laws and Regulations and Accreditation Standards
All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

2. Instructors

The instructors for these courses shall be selected, employed, and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college-level according to Lake Land Board Policy 05.02.04.

3. Qualification of Students

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to high school students ~~with junior or senior status older than sixteen (16) years of age or students deemed gifted according to Lake Land Board Policy 07.01~~. Students must have a high school grade point average of "C" or better to initially enroll in dual credit courses and maintain a Lake Land College grade point average of "C" or better to continue enrollment in the Dual Credit Program. The students will meet all college criteria and follow all college procedures for enrolling in dual credit courses.

4. Placement Testing and Prerequisites

High School students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college-level students, when applicable, to assure that they are qualified and prepared.

5. Course Offerings

Courses should be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois or from courses in ICCB-approved certificate or associate in applied science degree programs.

6. Course Requirements

The course outlines utilized for dual credit courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.

7. Concurrent Credit

The determination for whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

8. College Credit

College credit may be earned through the Dual Credit Program for any course numbered .040 and above as approved by the appropriate Division Chair. Specifically, courses numbered .040 to .099 are career/technical courses, and courses numbered .100 and above are college transfer courses. The maximum number of dual credit hours over .040 that can be obtained by a student is 32.

9. Dual Credit Fee

Lake Land College will assess all dual credit students a dual credit service fee. This fee will be set in accordance with generally accepted college practices through the Office of the Vice President for Business Services and is intended to cover textbook rental and other costs incurred by the College in operating the Dual Credit Program.

Dual Enrollment Courses

Lake Land College courses offered outside or inside the regular high school day for which Lake Land College reimburses the instructor for teaching services are regular college courses. High school students taking dual enrollment courses for college credit will be charged in accordance to the agreement between the school district and the college, which may include full tuition and related fees. Students will not be charged a separate dual credit fee.

Board Policy No. 06.19

Lake Land College reimburses the instructor and facility according to the current Lake Land College reimbursement policy. Depending on the course, students may be required to purchase workbooks, supplies or other items deemed necessary for the class participation.

Adopted November 9, 1998
Revised August 16, 1999
Revised October 13, 2003
Revised June 13, 2005
Revised April 10, 2006
Revised July 14, 2008
Revised May 8, 2017
Revised September 18, 2019
Revised December 9, 2019
Revised December 12, 2022

Revised

Admission of Students

Admission requirements are to be published in the College Catalog. All applicants for admission are required to file an official Intent to Enroll form. Students are admitted according to the current residency policy of the College. (See Board Policy No. 07.06.)

Lake Land College does not deny admission to a person on the basis of race, traits of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes. Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 - Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of "race" in the Illinois Human Rights Act effective January 1, 2023.

~~For Federal Student Aid purposes, Lake Land College admits only the following as regular Title IV eligible students:~~

- ~~• Those that have a high school diploma; and/or~~
- ~~• Those that have the recognized equivalent of a high school diploma~~

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. ~~However, in order to be eligible for Title IV financial aid, a student admitted to the College must have without a high school diploma or GED diploma must "pass" a U. S. Department of Education approved standardized test.~~
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.

Page 2 of 3

6. A student currently enrolled in a secondary school program may be accepted into a college course(s) if that student qualifies under Lake Land Board Policy 06.19 – Dual Credit Program. If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.
7. Student in a program for a special group.¹
8. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.

E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-8) above.

Lake Land College admits as regular degree seeking students only those who:

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located.

For Federal Student Aid purposes, Lake Land College admits only the following as regular Title IV eligible students:

- Those that have a high school diploma; and/or
- Those that have the recognized equivalent of a high school diploma

The Financial Aid Office will work with the Admissions office and other relevant sources such as the secondary school of attendance to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education (34 C.F.R. §668.16(p)).

¹ Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998

Revised May 8, 2000

Revised December 8, 2008

Revised December 11, 2017

Revised December 10, 2018

Revised May 13, 2019

Revised March 23, 2023

Revised

Page 3 of 3



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY2024 IGEN Membership Grant

Lake Land College has received a one-year grant for \$15,000 from the Illinois Green Economy Network (IGEN) Membership grant program. This grant opportunity was established to provide funds to IGEN community college members to support activities, programs, and projects in energy efficiency and/or renewable energy.

Grant funds will be used to upgrade campus Fieldhouse lighting, in order to become more energy efficient. This project will help the College to be a greener and more sustainable educational environment.

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



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: February 15, 2024
Subject: Approval of Allied Health PATH Grant Equipment Payment

Memo

During the FY2024 fiscal year our Allied Health Division was awarded the PATH Grant through ICCB. Through the FY2024 budget process, the nursing program would like to purchase several pieces of equipment in order to train and prepare the nursing students. The PATH Grant budget has \$90,000 for the purchase of this equipment.

The nursing program is requesting to purchase a variety of equipment including but not limited to a ventilator with compressor, catheters and catheter trays, pediatric oxygen masks, catheter supplies, tracheotomy tubing, blood supplies, suction tubing, IV injection arm trainers, medication cart, and patient care limbs in various skin tones for simulations. The total cost of the requested equipment is \$28,276.31. This purchase is exempt from bidding due to it being from a single source. The equipment we currently have was also purchased from Pocket Nurse so this will interface well with the other equipment.

I respectfully request your approval to issue payment to Pocket Nurse Simulation & Education Supplies for this equipment.

I will be available for questions.



Pocket Nurse®

Simulation & Education Supplies

610 Frankfort Rd. Monaca, PA 15061

Bill to: Lake Land College IL
5001 Lake Land Blvd
Mattoon, IL 61938

Phone: (217) 234-5001
Ship to: Lake Land College
5001 LAKE LAND BLVD
MATTOON, IL 61938

Phone: (217) 234-5209
Attn: Cassandra Porter

Quote

Quote Number : 1369789-0

Customer# : 014971

Quote Date : 02/09/2024

Expire Date : 04/09/2024

Quoted To : C. Porter

Entered By : Cindy Dunkerley

Terms : NET 30

Shipping Method : Ground

Ship Acct# :

Send Purchase Order To:
Accnt Mgr: Northeast Central
Email: cs@pocketnurse.com
Phone: 1-800-225-1600

Line	Qty	U/M	Item #	Description	Price	Per	Extension
0001	10	EA	06-54-2040	Alaris Primary Admin Set 117IN 20 Drops/mL Smartsite	18.49	EA	184.90
0002	100	EA	05-87-8999	Lubricath Foley Catheter Tray 16FR 5mL Hydrogel Coated Latex	24.99	EA	2,499.00
0003	10	EA	06-93-6001	Demo Dose® Simulated Blood O Negative	20.99	EA	209.90
0004	20	EA	06-54-8720	Clearlink Blood/Solution Set 103IN 10 Drops/mL Y-Type	25.99	EA	519.80
0005	20	EA	06-54-1420	Secondary Blood Set Macrobore 36IN 200 Micron Filter	5.89	EA	117.80
0006	20	EA	07-71-1042	Oxygen Mask Pediatric Medium Concentration	4.79	EA	95.80
0007	20	PK	06-PK-1201	Medicine Cups	0.49	PK	9.80
0008	20	EA	05-46-9304	Nasogastric Tube Holder Cath-Secure	2.99	EA	59.80
0009	10	EA	06-93-6200	Demo Dose® Simulated Platelets AB Rh Negative	18.49	EA	184.90
0010	10	EA	04-71-0040	Suction Regulator-Cannister 1200mL	22.99	EA	229.90
0011	5	BX	05-51-1626	Tegaderm Dressing Transparent 4x4.75IN Sterile	64.99	BX	324.95
0012	6	EA	07-71-0006	Tracheostomy Tube Cuffless DIC Size 6 Shiley Adult Fenestrate	91.99	EA	551.94

Continued on next page....





Pocket Nurse®

Simulation & Education Supplies

610 Frankfort Rd. Monaca, PA 15061

Quote

Quote Number : 1369789-0

Customer#: 014971

Quote Date : 02/09/2024

Expire Date : 04/09/2024

Line	Qty	U/M	Item #	Description	Price	Per	Extension
0013	10	EA	07-07-4681-6FT	Suction Tubing with Straw Connector 3/16INx6FT	3.69	EA	36.90
0014	4	EA	11-81-3311-DARK	IV Injection Arm Trainer	814.00	EA	3,256.00
Item Notes							
PLEASE NOTE - VENDOR DIRECT ITEM: This item is a special order item that we will requisition from our vendor to ship directly to you. (Drop Ship Item) Once the order is placed, we are unable to modify or cancel the order. Lead time for these items may vary. For more information, please reach out to cs@pocketnurse.com for a lead time.							
Returns are subject to our published Terms and Conditions policy in our catalog publications or can be found online at https://www.pocketnurse.com/terms_and_conditions_domestic							
0015	1	EA	04-25-8211	Cart Unit Dose Medication 20 Bin 3 Drawer NON RETURNABLE	2,912.48	EA	2,912.48
Item Notes							
This product is NON RETURNABLE							
PLEASE NOTE - VENDOR DIRECT ITEM: This item is a special order item that we will requisition from our vendor to ship directly to you. (Drop Ship Item) Once the order is placed, we are unable to modify or cancel the order. Lead time for these items may vary. For more information, please reach out to cs@pocketnurse.com for a lead time.							
Returns are subject to our published Terms and Conditions policy in our catalog publications or can be found online at https://www.pocketnurse.com/terms_and_conditions_domestic							
0016	1	EA	05-68-9525-NEW	SCD 700 Series Controller	4,282.22	EA	4,282.22
0017	1	EA	05-68-740-LGKNE	SCD Comfort Sleeve Pair	148.99	EA	148.99
0018	1	EA	05-68-740-MEDKNE	SCD Comfort Sleeve Pair	93.99	EA	93.99
0019	1	EA	05-68-741-LGTHI	SCD Comfort Sleeve Pair	170.99	EA	170.99
0020	1	CS	05-68-742-MEDTHI	SCD Comfort Tear Away Sleeve	1,032.00	CS	1,032.00
Item Notes							
PLEASE NOTE - VENDOR DIRECT ITEM: This item is a special order item that we will requisition from our vendor specifically for this order. Once the order is placed, we are unable to modify or cancel the order. Lead time for these items may take between 3-6 weeks to arrive.							
0021	1	CS	05-68-742-LGTHI	SCD Comfort Tear Away Sleeve	1,273.00	CS	1,273.00
Item Notes							
PLEASE NOTE - VENDOR DIRECT ITEM: This item is a special order item that we will requisition from our vendor specifically for this order. Once the order is placed, we are unable to modify or cancel the order. Lead time for these items may take between 3-6 weeks to arrive.							
0022	1	EA	07-71-0840-REFURB	Ventilator Puritan Bennett PB840 w/Compressor	8,906.25	EA	8,906.25

Continued on next page....





Pocket Nurse®

Simulation & Education Supplies

610 Frankfort Rd. Monaca, PA 15061

Quote

Quote Number : **1369789-0**

Customer# : 014971

Quote Date : 02/09/2024

Expire Date : 04/09/2024

Line	Qty	U/M	Item #	Description	Price	Per	Extension
Item Notes							
PLEASE NOTE - VENDOR DIRECT ITEM: This item is a special order item that we will requisition from our vendor to ship directly to you. (Drop Ship Item) Once the order is placed, we are unable to modify or cancel the order. Lead time for these items may vary. For more information, please reach out to cs@pocketnurse.com for a lead time.							
Returns are subject to our published Terms and Conditions policy in our catalog publications or can be found online at https://www.pocketnurse.com/terms_and_conditions_domestic							
SubTotal							27,101.31
Transportation charges on shipments from Pocket Nurse cover dock-to-dock or dock-to-curb deliveries. Please read our complete Shipping Disclaimer in the Terms and Conditions. If additional shipping charges are incurred by Pocket Nurse due to customer requests or refusal of shipment, charges will revert to the customer. Accessorial charges may include, but are not limited to, change of address, residential delivery, inside delivery, stair charges, redelivery, and storage.							1,175.00
All orders with a merchandise total under \$50 will be subject to a \$20 service charge.							
All orders paid by credit card will be subject to a 3% fee.							
Page: 3							
Send Purchase Order to: cs@pocketnurse.com					Total	USD	28,276.31



LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: March 4, 2024
Subject: Approval of Technology Rev Up Electric Vehicle (EV)
Grant Equipment Purchase

During the FY2024 fiscal year, our Technology Division was awarded the Rev Up EV grant through ICCB. Through the FY2024 budget process, the automotive technology program would like to purchase some Snap On equipment, which includes curriculum, in order to train and prepare automotive technology students in electric vehicle service and repair. The Rev Up EV Grant budget has \$53,765.28 for the purchase of this equipment.

The automotive technology program is requesting to purchase a variety of equipment including but not limited to electrical intro certification kits and meter certification kits. Since Snap On is the only provider that not only sells this equipment but also includes curriculum with it, the bidding process will not be necessary in order to purchase this equipment. Snap On also provides training on this equipment.

I respectfully request your approval to issue payment to Snap On for this equipment.

I will be available for questions.



Quote

Submit to Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number	IMP-001203122	Ship Via	1 - UPS GROUND
Quote Date	10/27/2023	Payment Terms	T31 - 1% 10 NET 30 DAYS
Quote Expiration Date	12/26/2023	Ship to	201140905 LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938
Customer Name	LAKE LAND COLLEGE	Bill to	200101498 LAKE LAND COLLEGE 5001 S LAKE LAND BLVD MATTOON IL 61938
Customer BP	201140905		
Contact Information:			
Name	Brian Madlem		
E-mail	bmadlem@lakelandcollege.edu		
Phone Number	217-234-5541		
Sales Rep	LEITING, JAMES		
Mobile #	414-267-7010		
E-mail Address	Jimmy.C.Leiting@snapon.com		
Customer Reference	attn: Brian Auto		

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	ELIMCAETCERTKIT	ELECTRICAL INTRO CERT KIT	1	\$15,215.00	\$13,845.65	\$13,845.65

Total Weight 363.10 lbs
Sub Total \$13,845.65
Shipping \$210.00
Tax \$0.00

Grand Total \$14,055.65

Quote Notes: To issue certifications, instructors must attend and pass NC3 Train the Trainer event - cost and dates are available at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



Quote

Submit to Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number	IMP-001203128	Ship Via	1 - UPS GROUND
Quote Date	10/27/2023	Payment Terms	T31 - 1% 10 NET 30 DAYS
Quote Expiration Date	12/26/2023	Ship to	201140905 LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938
Customer Name	LAKE LAND COLLEGE	Bill to	200101498 LAKE LAND COLLEGE 5001 S LAKE LAND BLVD MATTOON IL 61938
Customer BP	201140905		
Contact Information:			
Name	Brian Madlem		
E-mail	bmadlem@lakelandcollege.edu		
Phone Number	217-234-5541		
Sales Rep	LEITING, JAMES		
Mobile #	414-267-7010		
E-mail Address	Jimmy.C.Leiting@snapon.com		
Customer Reference	attn: Brian Auto		

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	525FMETERKIT	METER CERT KIT WITH EEDM525F	1	\$16,822.65	\$12,616.99	\$12,616.99

Total Weight 336.82 lbs
Sub Total \$12,616.99
Shipping \$210.00
Tax \$0.00

Grand Total \$12,826.99

Quote Notes: To issue certifications, instructors must attend and pass NC3 Train the Trainer event - cost and dates are available at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.

SNAP-ON®**MULTIMETER CERTIFICATION**

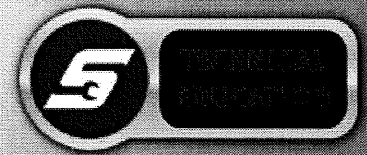
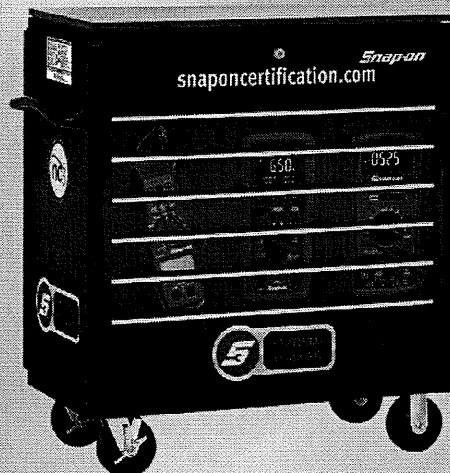
The **Snap-on Multimeter Certification** is awarded to students who have been trained in the use of Snap-on advanced electrical monitoring equipment. The knowledge and experience gained in this critical discipline are **TOOLS FOR LIFE** essential to a successful career in critical industries such as automotive repair, transportation, wind power, manufacturing, HVAC, and robotics.

This certification includes training on the problem-solving capabilities of Snap-on digital multimeters — the same technology used by professionals in the workplace. Training is focused on subjects from basic applications to advanced troubleshooting.

This certification provides a widely recognized endorsement of technical expertise and demonstrated achievement. When students successfully complete this Snap-on certification, they obtain one of the most requested skills in the industry today.

COURSE CONTENT INCLUDES:

- Multimeter controls and operation
- Meter display readings and symbols
- Importance of proper terminal connections
- Basic applications
- Troubleshooting techniques
- Hands-on operation of Snap-on multimeter models:
 - » EEDM504F auto ranging, true RMS
 - » EEDM525F auto ranging, true RMS
 - » EEDM575D digital clamp on
 - » EEDM596F true RMS, USB to PC, graphing software
 - » EEDM604D auto ranging, true RMS, CATIII certified
 - » 650 meter certification Insulation Testing of electric motor coil windings
- Lab exercises
- Online testing

**BUILDING TOOLS FOR LIFE**

Snap-on certifications provide a return on technical education investment through hands-on training and state-of-the-art tools and equipment. **The Snap-on Multimeter Certification** connects directly to the following academic subject areas:

- Auto Collision Repair & Refinishing
- Industrial Maintenance
- Automotive Maintenance Technology
- Electromechanical
- Agribusiness & Science Technology
- Nuclear Technology
- Wind Energy Technology

Students earn Snap-on certifications as proof of achievement. These NC3 stackable credentials increase employment potential and on-the-job productivity in industries such as:

- Automotive Repair
- Aviation/Aerospace
- Diesel/Heavy Duty
- Electrical
- Energy
- Engineering

For more information and to find the certification school nearest you, please visit www.snaponcertification.com, or email: education@snapon.com.

Snap-on is a proud partner of the National Coalition of Certification Centers.

**Multimeter**

Snap-on certifications are compatible with other industry recognized certifications. Certifications are developed and administered with NC3 (National Coalition of Certification Centers).

Snap-on®

SNAP-ON®

ELECTRICITY INTRODUCTION, MEASUREMENT AND CIRCUITS

The successful completion of the Snap-on Electricity Introduction, Measurement, and Circuits Certification enables graduates to demonstrate a solid understanding of the fundamentals of electricity as it pertains to direct current (DC) circuits. The skills acquired during this comprehensive training are valuable TOOLS FOR LIFE that can lead to rewarding careers in a vast array of industries in the global marketplace.

Understanding electricity, the use of a multimeter, and basic circuit design is a cornerstone in any technical field. Snap-on and NC3 combined their industrial experience and expertise to create a certification that includes extensive classroom and hands-on training. The skillsets gained in this certification are vital to career and technical education fields.

COURSE CONTENT INCLUDES:

- Basic Electrical Concepts
- Measuring Electricity
- Circuits
- Series
- Parallel
- Series Parallel



BUILDING TOOLS FOR LIFE

Snap-on Certified Training provides a return on technical education investment through hands-on training and state of the art tools and equipment. The Snap-on Hand Tool Identification, Safety, and Usage Certification connects directly to the following academic subject areas, and not limited to:

Auto Collision Repair & Refinishing

Carpentry

STEM

Automotive Technology

Aviation

Power Products

Transportation Technology

Energy Production & Distribution

Students earn Snap-on certifications as proof of achievement. These NC3 backed, stackable credentials increase employment potential and on-the-job productivity in industries such as:

Manufacturing

Transportation

Aviation

Aerospace

Construction

Energy

For more information and to find the certification school nearest you, please visit www.snaponcertification.com, or email: education@snapon.com.

Snap-on is a proud partner of the National Coalition of Certification Centers.



Snap-on®

SNAP-ON®

MULTIMETER CERTIFICATION

The **Snap-on Multimeter Certification** is awarded to students who have been trained in the use of Snap-on advanced electrical monitoring equipment. The knowledge and experience gained in this critical discipline are **TOOLS FOR LIFE** essential to a successful career in critical industries such as automotive repair, transportation, wind power, manufacturing, HVAC, and robotics.

This certification includes training on the problem-solving capabilities of Snap-on digital multimeters — the same technology used by professionals in the workplace. Training is focused on subjects from basic applications to advanced troubleshooting.

This certification provides a widely recognized endorsement of technical expertise and demonstrated achievement. When students successfully complete this Snap-on certification, they obtain one of the most requested skills in the industry today.

COURSE CONTENT INCLUDES:

- Multimeter controls and operation
- Meter display readings and symbols
- Importance of proper terminal connections
- Basic applications
- Troubleshooting techniques
- Hands-on operation of Snap-on multimeter models:
 - » EEDM504F auto ranging, true RMS
 - » EEDM525F auto ranging, true RMS
 - » EEDM575D digital clamp on
 - » EEDM596F true RMS, USB to PC, graphing software
 - » EEDM604D auto ranging, true RMS, CATIII certified
 - » 650 meter certification Insulation Testing of electric motor coil windings
- Lab exercises
- Online testing



BUILDING TOOLS FOR LIFE

Snap-on certifications provide a return on technical education investment through hands-on training and state-of-the-art tools and equipment. **The Snap-on Multimeter Certification** connects directly to the following academic subject areas:

- Auto Collision Repair & Refinishing
- Industrial Maintenance
- Automotive Maintenance Technology
- Electromechanical
- Agribusiness & Science Technology
- Nuclear Technology
- Wind Energy Technology

Students earn Snap-on certifications as proof of achievement. These NC3 stackable credentials increase employment potential and on-the-job productivity in industries such as:

- Automotive Repair
- Aviation/Aerospace
- Diesel/Heavy Duty
- Electrical
- Energy
- Engineering

For more information and to find the certification school nearest you, please visit www.snaponcertification.com, or email: education@snapon.com.

Snap-on is a proud partner of the National Coalition of Certification Centers.



Multimeter

Snap-on certifications are compatible with other industry recognized certifications. Certifications are developed and administered with NC3 (National Coalition of Certification Centers).



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY24 ICCB Access and Equity in Dual Credit Grant

Lake Land College has received a 15-month grant for \$127,500 from the Illinois Community College Board (ICCB) Access and Equity in Dual Credit. This grant program was established to incentivize the enhancement, expansion and support of dual credit in the state.

With this grant, the College plans to market dual credit courses to students and parents who are not currently participating. The College will also use grant funds to provide tuition assistance to high school teachers who are interested in teaching dual credit courses or who are currently teaching dual credit courses and need to finish their Master's degree requirements. In addition, the College will purchase instructional materials and textbooks for dual credit students as well as to provide at least one professional development activity where dual credit teachers and College Program Leads will meet face to face on the main campus to discuss dual credit challenges and program opportunities.

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



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

State Agency: Illinois Community College Board

Organization Name: Lake Land College

Notice of Funding Opportunity (NOFO) Number: N/A

Data Universal Number System (DUNS) Number (enter numbers only) : 075598359

Catalog of State Financial Assistance (CSFA) Number: N/A CSFA Short Description: Access and Equity in Dual Credit Project

Section A: State of Illinois Funds

Fiscal Year: March 1, 2024 to June 30, 2025

REVENUES			Total Revenue
State of Illinois Grant Requested		\$	
Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200		Total Expenditures
1. Personnel (Salary and Wages)	200.430	\$	
2. Fringe Benefits	200.431	\$	
3. Travel	200.474	\$	5,025.00
4. Equipment	200.439	\$	
5. Supplies	200.94	\$	102,475.00
6. Contractual Services and Subawards	200.318 & 200.92	\$	
7. Consultant (Professional Service)	200.459	\$	
8. Construction		\$	
9. Occupancy (Rent and Utilities)	200.465	\$	
10. Research and Development (R&D)	200.87	\$	
11. Telecommunications		\$	
12. Training and Education	200.472	\$	20,000.00
13. Direct Administrative Costs	200.413 (c)	\$	
14. Miscellaneous Costs		\$	
15. A. Grant Exclusive Line Item(s)		\$	
15. B. Grant Exclusive Line Item(s)		\$	
16. Total Direct Costs (add lines 1-15)	200.413	\$	127,500.00
17. Total Indirect Costs	200.414	\$	
Rate %:			
Base:			
18. Total Costs State Grant Funds (Lines 16 and 17) MUST EQUAL REVENUE TOTALS ABOVE		\$	127,500.00

Instructions found at end of document.



MEMO

TO: Dr. Josh Bullock, President

FROM: Ike Nwosu, Vice President for Academic Services

CC: Jean Anne Highland, Chief of Staff/Acting Treasurer

DATE: March 4, 2024

RE: Approval for contractual services by Brilliant Design Works (Early Childhood Access Consortium Grant for Equity Opportunity Grant)

In June of 2022, the Board moved to accept the above-referenced grant, in the amount of \$696,605.68, from the Illinois Community College Board (ICCB).

Within the approved grant, a multiyear contractual service was sanctioned for the creation of video educational material and the subsequent online hosting to bolster the Early Childhood Education Consortium Curriculum. Mr. Rick Balentine of Brilliant Design Works of Charlotte, North Carolina has been engaged to provide these services for a stipulated amount of \$99,000, as outlined in their invoice, encompassing a comprehensive range of professional services over 36 months.

Despite the initial approval embedded in the grant, it is imperative to note that per college policy and processes, this expense should have undergone a separate Board approval process specific to the proposed work and pricing by Brilliant Design Works. Regrettably, due to an oversight from the grant's Principal Investigator, this crucial step was omitted, leading to the approval of a partial payment of \$66,000 in August 2023 (for two years of services). Please note that a formal bid was not necessary due to Board Policy 10.22 (4.A.).

In light of this circumstance, I kindly request the Board's approval for the full contractual sum of \$99,000. Securing this approval is important as it allows us to settle the outstanding balance of \$33,000. This payment will be made once the remaining tasks are completed and administrative access to the website is transferred to the College. Your approval will ensure that we fulfill our financial obligations as outlined in the invoice.

Your consideration of this request is greatly appreciated.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Dr. Ikemefuna Nwosu, Vice President for Academic Services
DATE: February 28, 2024
RE: ICCTA Full-Time Outstanding Faculty Member Award

On behalf of the screening committee, it is with sincere pleasure that I nominate Mr. Matt Landrus, English Instructor, for the 2024 ICCTA Full-Time Outstanding Faculty Member Award.

As the senior English faculty member in the Humanities and Communication division, Matt has served on multiple committees and spearheaded several special projects, including the development of standardized syllabus language through his work on the Syllabus Task Force and the development of a faculty mentoring program through his co-chair role on the Faculty Mentoring Task Force. In the classroom, Matt has created a unique opportunity for his top English students by having them serve as teaching assistants and in-class tutors for peer-to-peer support. These examples are only a few of the accomplishments Matt has acquired during his tenure at Lake Land College.

I respectfully request that the Board of Trustees accept this nomination at the March 11, 2024, Board meeting.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
March 11, 2024**

The following employees are recommended for FMLA leave. Board policy

05.04.12.

Cohan, Ben	1/26/24-12/31/24	Intermittent
Kakara, Suzanne	2/26/24-8/25/24	Intermittent
Sims, Kyle	1/26/24-2/13/24	
Shoot, James	2/27/24-8/19/24	Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Estacio, Estiven	Basketball Scorers/Timers	2/13/24
	Primary Position Print Shop Technician Ast	
Zimmerle, Jerad	Adj Faculty Social Science Div Substitute	2/16/24
	Primary Position Adj Faculty Business	
Part-time - Grant Funded		
Palmer, Jessie	Remediation Specialist	2/14/24
	Primary Position Physical Therapist Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Walker, Racheal	Simulation Lab Nurse	4/1/24
Part-time		
Brummer, Madilyn	Newspaper Editor - Student Newspaper	2/12/24
Ferris, Sara	Community Learning Instructor	2/29/24
Haarman, Neal	IDOT Quality Mgt Training Program Specialist	2/12/24
Morris, Rodney	Technical Support Asst - Information Security	2/29/24
Upton, Joseph	Lab Student Assistant	2/5/24
Part-time Grant Funded		
Swinkunas, Chris	Perkins Student Worker	2/19/24
College Work Study		
Otis, Rebekah	College Work-Study	2/27/24
Stanley, Eric	College Work-Study	2/28/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Alford, Murray	Correctional Commercial Cooking Instructor	2/29/24

Arndt, Serenna	Associate Dean of Correctional Programs	2/2/24
Hampton, Tanya	Correctional Cosmetology Instructor	2/15/24
Nelson, Nic	Dir Fitness Center/Head Softball Coach	3/06/24
Pender, Diane	Correctional Office Assistant	1/31/24
Pickering, Ashley	Correctional Office Assistant	2/22/24

Part-time

Adams, Molly	Agriculture Education Intern	6/16/23
Cable, Elizabeth	Agriculture Education Intern	6/16/23
Claycomb, Taylor	Agriculture Education Intern	6/15/23
Douglas, Christina	Agriculture Education Intern	6/16/23
Dowers, Camden	Agriculture Education Intern	6/16/23
Haarman, Neal	IDOT Quality Mgt Training Program Specialist	2/8/24
Harris, Gracelyn	Agriculture Education Intern	6/16/23
Horstmeyer, Paige	Agriculture Education Intern	6/16/23
Pierson, Kadie	Agriculture Education Intern	6/16/23
Radke, Olivia	Agriculture Education Intern	6/16/23
Reed, Jenna	Library Assistant	2/1/24
Roan, Amber	Newspaper Editor - Student Newspaper	12/6/23
Sapp, Jordan	Fitness Center Specialist	7/26/23
Sullivan, Fay	Lake Land College Trustee	2/13/24
Taylor, Tiffany	Perkins Student Worker	11/9/23
Tomer, Gabriel	Digital Media Specialist	2/29/24
Wolfe, Emily	College Work-Study	1/18/2024

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenured Track		
Smith, Logan	Dental Hygiene Instructor Transferring from Allied Health Den Cln Hrly	8/16/24
Full-time		
Strader, Wyatt	Technical Support Specialist Transferring from Technical Support Assistant	3/18/24
Full-time - Grant Funded		
Fatheree, Dustyn	Director of Adult Education Transferring from Student Life Specialist	3/25/24
Jones, Rashawn	Associate Dean of Correctional Programs Transferring from Corr Career Tech - Lincoln	2/19/24
McKenzie, Michelle	Curriculum Development Manager Transferring from Associate Dean-Taylorville	3/4/24