

Lake Land College

District #517



Board of Trustees

Agenda and Board Book

May 8, 2017

Regular Meeting #605

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



Regular Meeting No. 605
Monday, May 8, 2017, 6:00 p.m.
Webb Hall 081, Mattoon
Agenda

I. ROUTINE

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of April 10, 2017, Regular Meeting.
2. Approval of Minutes of April 10, 2017, Closed Meeting – Session One
3. Approval of Minutes of April 10, 2017, Closed Meeting – Session Two.
4. Approval of Minutes of May 1, 2017, Special Meeting.
5. Approval of Agenda of May 8, 2017, Board of Trustees Meeting.
6. Bills for Payment and Travel Expenses.
This information will be reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they have been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
7. Destruction of Tape Recording of November 9, 2015, Closed Session.

II. HEARING OF CITIZENS/FACULTY/STAFF

III. COMMITTEE REPORTS

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

IV. BUSINESS ITEMS

A. Non-Action Items

	Board Book Page Number(s)
1. Appointment of Board Committees.	
2. <i>Navigator News Awards.</i>	25
3. Faculty Focus on Student Success.	
4. Commencement Update.	
5. Proposed Revisions to Board Policy 02.09 – <i>College-Wide Committees.</i>	26-27
6. Proposed Adoption of New Board Policy 06.18.01 – <i>Credit through the Illinois State Seal of Biliteracy.</i>	28-30
7. Proposed Revisions to Board Policies:	
a. 06.18 – <i>Credit through the Advanced Placement Program.</i>	28-29, 31
b. 07.01.01 – <i>Admission of International Students.</i>	28-29, 32-33
c. 07.03 – <i>Admission to Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs.</i>	28-29, 34-35
d. 07.04 – <i>Intent to Enroll Procedures and Requirements.</i>	28-29, 36
e. 07.05 – <i>Placement Tests.</i>	28-29, 37
8. Proposed Revisions to Board Policies:	
a. 07.01.02 – <i>Special Admission and Graduation Requirements for Select Technical Programs.</i>	38-40
b. 07.24 – <i>Graduation Requirements.</i>	38-39, 41-45
9. Calendar of Events.	46-47
10. Correspondence.	48

B. Action Items

	Board Book Page Number(s)
1. Approval of Homecoming 2017 Activities.	49
2. Approval of Revisions to Board Policies:	50-54
a. 03.02 - <i>Regular Meetings</i> .	
b. 03.07 – <i>Agenda and Order of Business</i> .	
c. 03.15 – <i>Dissemination of Board Agendas and Materials</i> .	
3. Approval of Revisions to Board Policy 05.02.04 - <i>Minimum Faculty Employment Requirements / Qualifications</i> .	55-60
4. Approval of Revisions to Board Policy 06.19 – <i>Dual Credit Program</i> .	61-65
5. Approval of Revisions to Board Policies:	66-69
a. 05.01.02 – <i>The Faculty</i> .	
b. 11.04.01 – <i>Prohibition of Sexual Discrimination, Harassment and Misconduct</i> .	
6. Approval of FY 2017-2018 College-Wide Standing Committees.	70-75
7. Acceptance of Reporting of March 2017 Financial Statements.	76-87
8. Approval of Recommendation for Bid of Luther Student Center Masonry Repair & Tuck Pointing Project.	88-90
9. Approval of Recommendation for Bid of Parking Lot Sealing and Reflective Crack Repair Project.	91-92
10. Approval of Recommendation for Bid of Roadway Milling and Re-Paving Project.	93-94
11. Approval of Recommendation for Renewal of Generator Maintenance and Emergency Service Contract.	95-97
12. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) [Illinois General Assembly 2015 et. Seq.], closed session is called to discuss the employment, performance or dismissal of specific employees and to consider collective negotiating matters between the College and its employees.	
[Return to Open Session - Roll Call]	
13. Approval of Human Resources Report as Discussed in Closed Session.	98-100
14. Adjournment.	

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



Regular Board Meeting No. 604
Webb Hall, Room 081, Mattoon, IL
April 10, 2017

Minutes

Call to Order.

Chairman Gary Cadwell called the April 10, 2017 regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

In the absence of Board Secretary Doris Reynolds, Chair Cadwell appointed Trustee Storm to serve as secretary pro-tem.

Chair Cadwell congratulated Trustees Luther, Reynolds and Sullivan for being re-elected to the Board during the April 4, 2017 Trustee elections.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds (arrived at 6:24 p.m.), Secretary; Mr. David Storm, Vice Chair; Mr. Mike Sullivan and Ms. Jensyn Morrison, Student Trustee.

Trustees Absent: None.

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

Approval of Consent Items.

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

1. Approval of minutes of March 13, 2017 regular meeting.
2. Approval of minutes of March 13, 2017 closed session.
3. Approval of agenda of April 10, 2017 Board of Trustees meeting.
4. Bills for payment and travel expenses which were reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they have been prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	362,836.52
Building Fund	\$	60,390.57
Site & Construction Fund	\$	83,492.73
Bond & Interest Fund	\$	1,800.00
Auxiliary Services Fund	\$	68,692.31
Restricted Purposes Fund	\$	569,471.58
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	225,302.34
Student Accts Receivables	\$	144,792.53
Total	\$	1,516,778.58

5. Destruction of tape recording of October 12, 2015 closed session and October 23, 2015 closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Reynolds. Student Advisory Vote: Morrison voted yes.

Motion carried.

Presentation of Awards.

Ms. Carol Floyd, Corporate Events Director with the American Heart Association (AHA), presented the Board with the AHA Workplace Health Solutions Award. This is the second year in a row the College has received this recognition.

Chair Cadwell presented the College's 2017 Business Partnership Award to three representatives of Coles-Moultrie Electric Cooperative including Mr. Kim Leftwich, President and CEO, Ms. Amy Borntrager, CFO, and Mr. Sam Adair, Manager of Marketing/Member Services. Chair Cadwell also thanked Dr. Mike Rudibaugh, Geography/Earth Science Instructor, for his efforts in developing the College's partnership with the Cooperative.

Hearing of citizens, faculty, and staff.

Trustees heard comments from Mr. Scott Rhine, IT Instructor, and five Lake Land College students, regarding support for Mr. James Munger, IT Instructor. The collective request was for the Board to reconsider its action from the March 13, 2017 meeting to deny the reappointment of Mr. Munger and deny the extension of his probationary period as a non-tenure instructor for one year. Chair Cadwell thanked Mr. Rhine and the students for attending the Board meeting and expressing their opinions.

There were no other public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Mike Sullivan said he had no report at this time.

Resource & Development.

Board Chair Cadwell, speaking on behalf of Committee Chair Reynolds, said that the Committee met on April 5, 2017 to discuss items that will appear later in the agenda.

Finance.

Trustee Dave Storm, Committee Chair, said the Finance Committee met on April 5, 2017 and conducted an in-depth review of the February 2017 Financial Statements, the March 2017 Bills for Payment Report, and the Investment Report for the first quarter of 2017.

Buildings & Site.

Committee Chair Dr. Robert Luther said the Committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Student Trustee Ms. Jensyn Morrison highlighted recent activities hosted by the student ambassadors and members of the Student Government Association (SGA). She also highlighted various upcoming student events. She thanked all Trustees for their support of her while she served as student trustee.

President's Report.

Dr. Bullock said:

- At the end of March, the College received its first FY 2017 payment from the Illinois Department of Corrections in the amount of \$1.068 million. We anticipate additional payments will follow in the near future.
- On March 31, Lake Land held its fourth Laker Visit Day for the 2016-2017 fiscal year. A total of 52 prospective students were on campus for the day along with 34 parents. A total of 354 students have participated in Laker Visit Days during the 2016-2017 fiscal year. The last Laker Visit Day of the 2016-2017 fiscal year is scheduled for June 22nd.
- Last Thursday and Friday, the College hosted 2,032 middle school students for the 8th Grade Career Conference. This is a wonderful event for the students and a terrific way to showcase our beautiful campus.

*Note – Trustee Doris Reynolds arrived at 6:24 p.m.

Business Items

Non-Action Items

Faculty focus on advancing student success - update on agreement with SIUE for BS in Nursing Program.

Mr. Leo Kitten, Computer Integrated Manufacturing Technology Instructor, presented on the College's Computer Integrated Manufacturing Program. He highlighted how robotics are currently being used in manufacturing and the projected future impact for manufacturing processes and employment opportunities.

Phi Theta Kappa All-Illinois/ All-USA Academic Team Nominees.

Dr. Tina Stovall, Vice President for Student Services, announced that two students, Ms. Melanie Adams, a graduate of Windsor High School, and Student Trustee Ms. Jensyn Morrison, a graduate of Cowden-Herrick High School, were nominated to represent Lake Land College as PTK All-Illinois Community College Academic Team Nominees. She said these two students were recognized at the statewide Phi Theta Kappa (PTK) banquet in Springfield on April 4, 2017 for their outstanding achievements.

IT presentation.

Mr. Lee Spaniol, Director of Information Systems and Services (ISS), provided an update on projects underway or recently completed to enhance the College's Information Technology (IT) capabilities.

Curriculum Committee activity.

Mr. Jon Althaus, Vice President for Academic Services, presented an update on activities by the Curriculum Committee since October 2016.

Summer hours of operation.

Mr. Bryan Gleckler, Vice President for Business Services, announced the College's 2017 summer work hours which will be observed from Sunday, May 14, 2017 through Saturday, August 12, 2017.

Proposed revisions to the following Board Policies:

- 03.02 - *Regular Meetings.*
- 03.07 - *Agenda and Order of Business.*
- 03.15 - *Dissemination of Board Agendas and Materials.*

Ms. Jean Anne Grunloh, Senior Executive to the President, presented proposed revisions to the above-referenced Board Policies. She said proposed revisions reflect the College's transition from hard-copy to online Board Books as well as online postings of meeting agendas. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 Board meeting.

Proposed revisions to Board Policy 05.02.04 - *Minimum Faculty Employment Requirements/Qualifications.*

Dr. Stovall and Mr. Althaus presented proposed changes to Board Policy 05.02.04 - *Minimum Faculty Employment Requirements/Qualifications.* Trustees learned that in June 2015, the Higher Learning Commission introduced policy revisions to Assumed Practice B.2, related to minimum faculty qualifications. The College's proposed revisions to Policy 05.02.04 will clarify the change from the previous minimum of 15 graduate hours to the new requirement of 18 graduate hours. This change also aligns with faculty qualification expectations of the Illinois Community College Board. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 Board meeting.

Proposed revisions to Board Policy 06.19 – *Dual Credit Program.*

Mr. Althaus recommended revisions to Board Policy 06.19 – *Dual Credit Program.* He said that revisions will align the policy with Board Policy 07.01 *Admission of Students* allowing gifted students less than 16 years of age the opportunity to participate in the dual credit program if they meet certain criteria. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 Board meeting.

Calendar of events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustee reviewed three items of correspondence.

Action Items

Approval of certification of student government election results and seating of new student trustee.

Trustees heard a request from Dr. Stovall to accept the above-referenced elections results and seat the newly elected student trustee.

Trustee Luther moved and Trustee Reynolds seconded to accept the certificate declaring the 2017 winners of the sophomore Student Government Association (SGA) election and the student trustee election and seat Mr. Charles (CJ) Meaker as the new student trustee.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Morrison voted yes.

Motion carried.

Recognition of outgoing student trustee.

Chair Cadwell recognized Ms. Jensyn Morrison for her numerous contributions during the past year as the 2016-2017 student trustee.

Approval of proposed revisions to Board Policies:

02.14 – *Auditors*.

10.12 – *Annual Financial Audit*.

Trustee Deters moved and Trustee Sullivan seconded to approve revisions as presented to Board Policy 02.14 – *Auditors* and Policy 10.12 – *Annual Financial Audit*.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of proposed revisions to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

Trustee Storm moved and Trustee Owen seconded to approve proposed revisions as presented to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None. Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of proposed revisions to Board Policy 05.04.15 – *Absence Due to Inclement Weather.*

Trustee Luther moved and Trustee Reynolds seconded to approve proposed revisions as presented to Board Policy 05.04.15 – *Absence Due to Inclement Weather.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None. Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of proposed revisions to Board Policy 09.12 – *Recycling.*

Trustee Owen moved and Trustee Sullivan seconded to approve proposed revisions as presented to Board Policy 09.12 – *Recycling.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None. Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of reporting of February 2017 Financial Statements.

Trustees reviewed the February 2017 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, highlighting variances for the statements. This information also included details for Funds 1 and 2 (General Fund) and a breakdown of the year-to-date spending by category and specific detail on salary and benefit spending. Mr. Gleckler reported on significant variances.

Trustee Storm said the Finance Committee met on April 5, 2017 for an in-depth review of the February 2017 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Storm moved and Trustee Reynolds seconded to accept the February 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Final Completion Reports for Vo Tech Building Safety and Accessibility Renovations and Geothermal Phase 1 West Building.

Trustees heard a recommendation from Mr. Gleckler to approve the above-referenced reports for submission to ICCB. Trustees learned that both buildings are performing as well as expected as a result of these projects.

Trustee Owen moved and Trustee Reynolds seconded to approve as presented the Statement of Final Completion Reports for the Vo Tech Building Energy Savings Renovations and Building Safety and Accessibility Renovations (ICCCB Project 2432-1115) and Geo Thermal Phase 1 West Building (ICCB Project 2367-1214).

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of bid for Lake Land College Magazine.

Trustees heard a recommendation from Dr. Stovall to approve the bid from Kingery Printing of Effingham for the printing and mailing of three issues of the College's magazine in FY 2018. Trustees reviewed the bid tabulation sheet detailing bids received from three vendors.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the bid from Kingery Printing, Effingham, as presented in the amount of \$45,398 for the printing and mailing of the *Lake Land College* magazine for FY 2018, including the summer, fall and spring editions.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Associate in Applied Science (AAS), and corresponding certificate for Medical Assistant.

Trustees heard a recommendation from Mr. Althaus to approve the above-referenced Medical Assistant Programs. Mr. Althaus said a recent assessment of area employer needs revealed a 30 percent anticipated growth in this field. He also said the College's Medical Assistant Program criteria was developed based on Accreditation Standards set forth by the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), including the required externship hours. Mr. Althaus said that the administration hopes to begin the programs with the Fall 2017 semester pending final ICCB and IBHE approval, that many of the equipment needs for the new programs will be funded by the Perkins program, and also that the programs will be offered at the College's main campus.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met on April 5, 2017 for an in-depth discussion and review of the proposed programs. She said the Committee asked numerous questions of Mr. Althaus and Ms. Karla Hardiek, Allied Health Division Chair, who had presented to the Committee on the proposed programs. Trustee Reynolds said the Committee's consensus was to recommend to the Board approval of the two programs as presented. Trustee Reynolds also commended the administration for its efforts to incorporate these programs into the College's educational offerings.

Trustee Reynolds moved and Trustee Deters seconded to approve the Associate in Applied Science, Medical Assistant Program and corresponding Medical Assistant Certificate Program pending ICCB and IBHE approval.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Director of Medical Assistant Program position.

Trustees heard a recommendation from Mr. Althaus to approve the Director of Medical Assistant Program position. Mr. Althaus said that with final approval of the two new programs for Medical Assistant that the College will be required to have a director of the program to oversee compliance in accordance with accreditation standards set forth by the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met on April 5, 2017 for an in-depth review of this agenda item and that the Committee's consensus was to recommend to the Board approval of the Director of Medical Assistant Program position.

Trustee Reynolds moved and Trustee Storm seconded to approve the Director of Medical Assistant Program position.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Resolution No. 0417-041 – Safe Deposit Signature.

Trustees heard a recommendation from Mr. Gleckler to approve Resolution No. 0417-041 so that he, as College Treasurer, would have access to the safe deposit box with First Mid-Illinois Bank and Trust of Mattoon. Trustees reviewed the proposed resolution.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented Resolution No. 0417-041 – Safe Deposit Box Signature for First Mid-Illinois Bank and Trust, Mattoon.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Closed Session #1.

7:37 p.m. – Trustee Reynolds moved and Trustee Luther seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2) [Illinois General Assembly 2015 et. Seq.], to consider collective negotiating matters between the College and its employees.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Return to Open Session – Roll Call.

8:48 p.m.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Secretary; Mr. Dave Storm, Vice-Chairman; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: None.

Break:

The Board took a break from 8:48 p.m. to 8:51 p.m.

Prior to reviewing the Human Resources Report, Chair Cadwell suggested that the Board consider convening to an additional closed session to discuss the performance of a College employee as a result of the public comments received by the Board earlier in the meeting.

Closed Session #2.

8:52 p.m. – Trustee Storm moved and Trustee Luther seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2015 et. Seq.], to consider the performance of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Return to Open Session – Roll Call.

9:01 p.m.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Secretary; Mr. Dave Storm, Vice-Chairman; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: None.

Approval of Human Resources Report.

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

Trustee Reynolds motioned and Trustee Sullivan seconded to approve the Human Resources Report as follows:

The following employees have a family medical eligible event:

Blomquist, Matt	FMLA	03/03-03/10/2017
Byard, April	FMLA	03/07/2017
Jabs, Hayley	FMLA	04/07/2017
Noel, Tracy	FMLA	03/13/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bright, Eric	CTPD Staff Development Presenter Primary Position is Adj Faculty Math/Science	04/06/2017
Brumleve, Gregory	Adjunct Faculty Math/Science Primary Position is Adj Faculty Technology	03/13/2017
Coit, Jonathan	CTPD Staff Development Presenter Primary Position is Outreach Advisor TRIO	04/06/2017
Fields, Terri	CTPD Staff Development Presenter Primary Position is Psychology Instructor	04/06/2017
Mboma, Christian	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Mboma, Christian	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Morris, Brittany	CTPD Staff Development Presenter Primary Position is Outreach Advisor TRIO	04/06/2017
Satterwhite, Marcy	Adjunct Faculty Business Division Sub Primary Position is Bus Instructor	03/03/2017
Stolz, Cheryl	Non-Credit Instructor Primary Position is Adj Faculty Humanities	06/20/2017

Part-time - Grant Funded

Dust, Holly	Adjunct DOC College Funded Instructor Primary Position is Adj Faculty Math/Science	03/21/2017
Grimes, Chloe	Perkins Student Worker - Humanities Primary Position is Special Needs Note Taker	03/24/2017
Mboma, Christian	Tutor Student TRIO SSS Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Mboma, Christian	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Baumann, Norma	Dual Credit Instructor	03/29/2017
Bone, Margaret	Dual Credit Instructor	03/20/2017
Edwards, Matthew	Adult Education Volunteer	03/07/2017
Endsley, Kay	Dual Credit Instructor	03/07/2017
Full-time - Grant Funded		
Bradford, James	Correctional Commercial Cooking Instructor (IYC Harrisburg)	03/21/2017
Epting, Antonio	Correctional Custodian Instructor	03/20/2017

(IYC St. Charles)

Part-time

Carpenter, Nathan	Chemistry Lab Student Assistant	03/13/2017
Mboma, Christian	Tutor - Student Learning Assistance Ctr	01/23/2017

Part-time - Grant Funded

Eldridge, Michael	Adjunct DOC College Funded Instructor	03/13/2017
Erickson, Ryan	Adjunct DOC College Funded Instructor	03/17/2017
Fitzgerald, Andrew	Perkins Student Worker - Technology	02/22/2017
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/13/2017
Simon, Suzanne	Adjunct DOC College Funded Instructor	03/13/2017

College Work Studys

Kuhlman, Alyssa	College Work Study - Business	03/22/2017
Powers, Taylor	College Work Study Academic Services	03/01/2017
Scott, Jacob	College Work Study - Student Life	03/01/2017

Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Full-time		
Drake, Steve	Associate Dean Vandalia CC (Retiree)	04/28/2017
Mohlenhoff, Mark	Director TRIO Student Support Services	04/07/2017
Part-time		
Hooker, Geoffrey	Adj Faculty Math/Science	12/31/2016
Maitland, Abby	Library Assistant	03/29/2017
Moss, Tamesha	Newspaper Ed Student News	01/29/2017
Summers, Kent	Automotive Lab Assistant	07/03/2016
Urfer, Matthew	Adj Faculty Math/Science	12/31/2015
College Work Study		
Albritton, Kathy	College Work Study-Business	12/31/2016

Transfers/Promotions**The following employee is recommended for a change in position**

	Position	Effective Date
Full-time		
Stroud, Beckie	Administrative Assistant to Juvenile Justice (FT) Tranferring from Test Proctor (PT)	04/10/2017

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Adjournment.

Trustee Reynolds moved and Trustee Storm seconded to adjourn the April 10, 2017 meeting of the Lake Land College Board of Trustees at 9:03 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

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

Lake Land College
Board of Trustees
District No. 517



Special Board Meeting
Webb Hall, Room 081, Mattoon, IL
May 1, 2017

Minutes

Call to Order.

Chairman Gary Cadwell called the May 1, 2017, special meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Chairman; Dr. Robert Luther; Ms. Doris Reynolds, Secretary; Mr. David Storm, Vice Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Ms. Ann Deters and Mr. Bruce Owen.

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

Hearing of Citizens, Faculty, and Staff.

President Bullock informed the Board that Trustee Sullivan will be honored with three awards at the annual meeting of the Illinois Community College Trustees Association (ICCTA) to be held June 2, 2017. Dr. Bullock said Trustee Sullivan has been selected by ICCTA to receive the 30-Year Trustee Service Award, the Ray Hartstein Trustee Achievement Award and the Linden A. Warfel Trustee Education Award.

There were no other public comments.

Approval of Resolution No. 0517-042 to Acknowledge Results of the April 4, 2017 Board Member Election.

Trustee Reynolds motioned and Trustee Sullivan seconded to approve Resolution No. 0517-042 as presented to certify and proclaim that, as a results of the election held April 4, 2017, Dr. Robert Luther, Ms. Doris Reynolds and Mr. Mike Sullivan were each elected to serve a six-year term on the Board of Trustees of Community College District No. 517. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Adjournment *Sine Die*.

Trustee Luther motioned and Trustee Storm seconded to adjourn sine die at 6:02 p.m.

There was no further discussion.

Motion carried with unanimous voice vote approval.

Organization of the Board.

Seating of Newly Elected Board Members.

Chair Cadwell acknowledged Trustees Luther, Reynolds and Sullivan as re-elected incumbent Trustees.

Call to Order and Appointment of Secretary Pro Tem.

Chairman Cadwell called the meeting to order at 6:03 p.m. and appointed Trustee Reynolds to act as secretary pro tem.

Roll call.

Trustees Present: Mr. Gary Cadwell, Dr. Robert Luther, Ms. Doris Reynolds, Mr. David Storm, Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Ms. Ann Deters and Mr. Bruce Owen.

Election of Chairperson Pro Tem.

Trustee Storm nominated Trustee Cadwell to act as Chairperson Pro Tem. Trustee Luther seconded the nomination.

There being no further nominations, Chairman Cadwell declared the nominations to be closed.

Chairman Cadwell asked for a roll call vote on the motion to appoint the Chairperson Pro Tem.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Election of Secretary Pro Tem.

Trustee Luther nominated Trustee Reynolds to the position of Secretary Pro Tem. Trustee Storm seconded the nomination.

There being no further nominations, Chairman Pro Tem Cadwell declared the nominations to be closed.

Chairman Cadwell asked for a roll call vote on the motion to appoint the Secretary Pro Tem.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Election of Board Chair and Length of Term.

Trustee Reynolds nominated Trustee Storm to serve as Chairman of the Board for a period of one year. Trustee Sullivan seconded the nomination.

There being no further nominations, Chairman Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Storm as the Board Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Election of Board Vice Chair and Length of Term.

Trustee Storm nominated Trustee Reynolds to serve as Vice Chairperson of the Board for a period of one year. Trustee Sullivan seconded the nomination.

There being no further nominations, Chairman Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Reynolds as the Board Vice Chairperson for a period of one year.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Election of Board Secretary and Length of Term.

Trustee Storm nominated Trustee Deters to serve as Secretary of the Board for a period of one year. Trustee Reynolds seconded the nomination.

There being no further nominations, Chairman Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Deters as the Board Secretary for a period of one year.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

The new officers took their seats, and Chairman Storm took responsibility for the meeting.

Approval of Resolution No. 0517-043 to Appoint College Treasurer and Authorization for College Treasurer to Act as College Fiscal Agent.

Trustee Luther motioned and Trustee Cadwell seconded to Approval Resolution No. 0517-043 as presented to appoint Mr. Bryan Gleckler, Vice President for Business Services, as College Treasurer and authorize the Treasurer to act as the College's fiscal agent. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Recognition of Outgoing Board Chairman.

Chair Storm presented a plaque to outgoing Chairman Cadwell and thanked him for his outstanding service as Board Chair during the past two years.

Adjournment.

Trustee Luther moved and Trustee Reynolds seconded to adjourn the May 1, 2017, meeting of the Lake Land College Board of Trustees at 6:11 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

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

MEMO

TO: Dr. Tina Stovall, Vice President of Student Services
FROM: Valerie Lynch, Director of Student Life
CC: Kelly Allee, MPR
DATE: April 10, 2017
RE: Illinois Community College Journalism Conference and Awards Banquet

On April 6th and 7th, 2017 the Lake Land College *Navigator News* staff attended the Spring 2017 Illinois Community College Journalism Association (ICCJA) conference held at Godfrey, IL at Lewis and Clark Community College. The staff had the opportunity to attend education sessions taught by seasoned journalism faculty, current journalists and graphic designers.

The closing awards banquet was held on Friday, April 7th and the staff took home several awards.

Listed below are the awards obtained by the *Navigator News*:

- 2nd Place Front Page Design, Derby Roan
- 2nd Place Front Page Design, Allison Wheeler
- 2nd Place Front Page Design, Tamesha Moss
- 3rd Place Headline, Tamesha Moss
- 3rd Place Website, Staff of the Navigator News
- 3rd Place Sports Column, Dalton Kemper
- 3rd Place Advertising, Staff of the Navigator News
- 3rd Place Sports Photo, Bailey Zacha
- Honorable Mention News Story, Bailey Rueff

The Board of ICCJA met during the conference and the Advisor of the Navigator News, Valerie Lynch, was elected as Vice President for a two-year term.

MEMO

TO: Josh Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: April 25, 2017
RE: Revisions to Board Policy 02.09 – *College-Wide Committees*

It is respectfully requested that the Board approve revisions to Board Policy 02.09 – *College-Wide Committees*. Proposed changes clarify the role of review boards.

Proposed revisions are submitted as first reading for Board consideration and will be brought to the Board for action during the June 12, 2017, Board meeting.

Attachment

College-Wide Committees

Upon the recommendation of the President, college-wide committees (Standing Committees) shall be established. The President annually will recommend to the Board of Trustees the list of Standing Committees, their purposes, and their membership composition. Employee collective bargaining agreements also identify respective association membership on committees which have been agreed upon during negotiations.

Standing Committees

Appointed to advise, make proposals, and, when applicable, render decisions concerning educational needs and policy adherence of the institution.

Upon the approval of the President, the College will also establish:

Task Forces

Appointed for a specific period of time (short- or long-term). Periodic review will be conducted to determine need for continuation.

Review Boards

Appointed to respond to specific ~~student~~ requests.

Adopted November 9, 1998
Revised July 14, 2003
Revised April 12, 2004
Revised July 11, 2005
Revised August 11, 2008
Revised September 13, 2010
Revised April 11, 2016
Revised

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: April 28, 2017

RE: Proposed Revisions to Board Policies from Academic Standards Committee

The role of the Academic Standards Committee is to establish and review academic standards and requirements and recommend related changes in board policy to the College President. Following are recommendations based on their work during the Spring 2017 semester.

Proposal for new Board Policy 06.18.01 – Credit through the Illinois State Seal of Biliteracy

In 2014-2015, the State of Illinois amended the School Code (105 ILCS 5/2-3.159) to allow Illinois high schools to award a “State Seal of Biliteracy” to recognize high school graduates who have demonstrated a high level of proficiency in one or more languages in addition to English. High schools must receive approval from the Illinois State Board of Education (ISBE) to award the Seal and students must demonstrate proficiency through specific assessments approved by ISBE. Schools indicate the Seal on the high school transcript of students who have met the state-defined/tested level of proficiency. Currently, the following high schools in our district/region have been approved by ISBE to award the Seal: Arcola, Brownstown, Dieterich, Kansas, Pana, Paris, Teutopolis, Edgar County CUSD, and Jasper County CUSD.

Illinois Public Act 99-0600, effective January 1, 2017, further amended the School Code, now requiring Illinois community colleges and public universities to: 1) Accept the State Seal of Biliteracy as equivalent to 2 years of high school foreign language for admissions purposes and 2) Establish criteria to translate a State Seal of Biliteracy into course credit based on foreign language course equivalencies.

Because Lake Land College does not require foreign language for admission purposes, no action is needed in relation to the first requirement. To accommodate the requirement that we award college course credit based on the Seal, the Academic Standards Committee is recommending approval of a new Board Policy 06.18.01 as attached. The course equivalencies were determined through collaboration with Casey Reynolds, Spanish/English Instructor, and Salisa Olmsted, Division Chair for Humanities and Communications.

Revision to Board Policy 06.18 Credit through the Advanced Placement Program

Illinois Public Act 99-0624, expands the *College and Career Success for All Students Act* to require that beginning with the 2017-2018 academic year, all Illinois colleges and universities award college credit based on subject examination scores for International Baccalaureate Diploma Program (IB) participants. IB is a rigorous two-year university-preparation program through which students may demonstrate mastery through a standardized exam for over 30 courses. Currently, no high schools in the Lake Land College district offer the International Baccalaureate program; however, the college must have a policy in place to award credit for those students graduating from high schools where the program is available.

To accommodate this new requirement, the Academic Standards Committee is recommending revisions to Board Policy 06.18 as attached. As noted in the policy, and as is current practice with Advanced Placement credit, information on required scores and credit available will be listed in the most recent edition of the college catalog and on the college's website. The college's required scores and equivalent courses have been determined by faculty and division chairs and include opportunities for students to receive credit for approximately 25 different courses.

Revision to Board Policies: 07.01.01 Admission of International Students; 07.03 Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs; 07.04 Intent to Enroll Procedures and Requirements; and 07.05 Placement Tests

After being informed that ACT was discontinuing Compass, the placement test used by the college since 2011, a college-wide committee conducted an in-depth analysis of college placement tests and selected Accuplacer, a College Board product, as the college's placement test beginning Spring 2017. At the same time that ACT discontinued Compass, the Illinois State Board of Education changed the state-funded college entrance exam provided free to all public high school juniors from the ACT to SAT, also a College Board product. All high school juniors participated in SAT for the first time in Spring 2017.

The attached proposed revisions to the four policies identified above reflect the changes from Compass to Accuplacer and ACT to SAT for Lake Land College placement testing requirements.

With your approval, I would like to present these proposed additions/revisions to Board Policies 06.18.01, 06.18, 07.01.01, 07.03, 07.04, and 07.05 for first reading at the May 8, 2017, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

Thank you.

2016-2017 Academic Standards Committee: Bryan Burrell, Academic Counselor; Kathy Black, Division Chair for Business; Cheryl Beam, Nursing Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Kaitlyn Slifer, Student; Tina Stovall, VP for Student Services; Michelle Zumbahlen, Committee Assistant.

06.18.01

Credit through the Illinois State Seal of Biliteracy

Lake Land College grants course credit for two semesters of foreign language, including sign language, if a student's high school transcript indicates that the student has been awarded the Illinois State Seal of Biliteracy. The student must request the course credit through the Lake Land College Admissions and Records Office within three (3) academic years after graduating from high school. Credit is based on criteria established by the State Board of Education and the following provisions apply:

1. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy.
2. Students must request course credit for the Seal within three (3) academic years after graduating from high school and must be currently enrolled at Lake Land College at the time of the request.
3. Credit will be limited to the foreign languages the college is approved to offer as follows:
 - a. ENG110/111: Manual Communication-Deaf and Advanced Signing
 - b. FLG130/131: Elementary French I and II
 - c. FLG140/141: Elementary Spanish I and II
 - d. FLG150/151: Beginning German I and II
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
5. No tuition or fees will be assessed for the credit to be awarded.
6. Students should be aware that the credit may not be accepted by another college or university.

Adopted

06.18

Credit through the Advanced Placement ~~Program~~ or
International Baccalaureate Diploma Programs

Lake Land College grants credit for courses taken by high school students who participate in the Advanced Placement and International Baccalaureate Programs. Credit is based on ~~course examinations administered by the College Entrance Examination the College Board~~ Advanced Placement examination and International Baccalaureate Diploma subject scores, ~~and according to~~ the following provisions ~~apply~~:

1. Students must have scores sent directly to the Lake Land College Admissions and Records Office. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded. Information on required scores and credit available will be listed in the most recent edition of the College Catalog and on the College's website.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for Advanced Placement or International Baccalaureate credit.
6. Students should be aware that Advanced Placement and International Baccalaureate credit may not be accepted by another college or university.

Adopted November 9, 1998
Revised October 8, 2001
Revised June 8, 2015
Revised

07.01.01**Admission of International Students**

Lake Land College, in accordance with regulations of the U. S. Immigration and Naturalization Service, will admit citizens from other countries who meet the following admission requirements.

International students are accepted on the basis of available space in the various educational programs. Consideration is also given to selecting a diversified international student population. *All documents should be written in English or accompanied by an official English translation.* The admission of international students will be determined based upon the following criteria:

1. Completion of an International Student Application for Admission.
2. Submission of official transcripts showing completion of the equivalent of a high school (secondary) education.
3. Submission of official transcripts from any previous colleges or universities attended, including training in English as a Second Language. If student plans to transfer credit from a college or university outside of the United States, student must provide an evaluation completed by one of Lake Land College approved credential evaluation services.
4. Submission of a completed International Student Financial Affidavit and corresponding official bank statements or documentation supporting the ability to cover all expenses for an academic year. Tuition is charged at the out-of-state rates for international students, except students who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school, who will be charged tuition at the in-district rate.

5. Submission of proof of health insurance coverage. Students who do not provide proof of health insurance must immediately purchase a policy and submit documentation to the Director of International Studies Program¹
6. Students who have satisfied the English Proficiency requirement will be allowed to enroll in regular academic courses without any support from the Intensive English Language Program.

Students who have not met the English proficiency requirement will be required to enroll in the Intensive English language Program until they are adequately prepared for regular academic courses. Assignment to the appropriate level will be based on Lake Land College placement testing prior to registration.

7. Completion of the Lake Land College placement test consisting of math, reading, and English, or submission of ACT or SAT scores. This placement test will be deferred for students enrolled in the Intensive English Language Program.
8. Enrollment as a full-time student.
9. Students who already possess an F-1 visa and wish to transfer to Lake Land College must submit copies of current I-20 and F-1 visa.

¹ Board Policy No. 10.28.02

Adopted November 9, 1998
Revised May 12, 2003
Revised November 10, 2003
Revised November 14, 2005
Revised April 14, 2014
Revised December 8, 2014
Revised

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

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

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

Students must meet general admission requirements.

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

New Students

All first time, degree-seeking college students will be required to complete placement testing in English, mathematics, and reading and participate in scheduled orientation activities prior to registering for classes. Students who have taken the ACT or SAT college entrance exam or Compass Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Compass Accuplacer scores or request that a copy of their ACT or SAT scores be sent to Lake Land College directly from ACT.

Transfer Students

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

Readmit Students

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

Continuing Students

Continuing students requesting a curriculum change into an A.A., A.E.S., or A.S. degree program must meet the placement testing requirements in effect at the time of the requested curriculum change.

Adopted November 9, 1998
Revised November 10, 2003
Revised January 10, 2011

07.04**Intent to Enroll Procedures and Requirements**

At a minimum, Intent to Enroll forms will be available in the Lake Land College Admissions and Records Office, the Lake Land College Kluthe Center for Higher Education and Technology, at in-district high schools or online for all students who wish to enroll in the College.

Students must complete the intent form. Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, ~~ACT~~ these scores may be used ~~to replace in lieu of~~ college placement test scores. Some vocational/technical programs may require additional tests prior to registration.

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

Adopted November 9, 1998

Revised May 12, 2003

Revised June 14, 2004

Revised January 10, 2011

Revised

07.05**Placement Tests**

As part of the registration process, all degree-seeking students and all non-degree students who wish to enroll in an English or math course will be required to complete placement testing in reading, math and English prior to registration. Students who have taken the ACT or SAT college entrance exam or Compass-Accuplacer placement tests at another college may choose to use those scores in lieu of taking the placement tests. In order to use those scores, students must present a copy of their Compass-Accuplacer scores or request that a copy of their ACT or SAT scores be sent to Lake Land College -directly from ACT-. Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university are not required to complete the reading placement test. Students who have previously completed college-level English and math courses may not be required to complete the English and math placement tests. In order to be considered for a placement test waiver, students must present, or have on file, documentation of their previous college work. (Some vocational programs may require use of other instruments.) Depending upon the students' placement test -or ACT or SAT scores, mandatory placement, including placement in developmental courses, will be required for specific courses in English, reading and math.

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

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

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: April 28, 2017

RE: Special Admission and Graduation Requirements for Medical Assistant
Proposed revisions to Board Policies 07.01.02 and 07.24

At their April 10, 2017, meeting, the Board of Trustees approved the new Associate in Applied Science, Medical Assistant and the corresponding Certificate, Medical Assistant pending ICCB and IBHE approval.

Karla Hardiek, Division Chair for Allied Health, has been working with the Academic Standards Committee throughout the spring semester to seek approval to establish both special admission criteria and unique graduation requirements for the Medical Assistant program. In accordance with Board Policy 07.01.02, all requests to establish special admission criteria and/or unique graduation requirements must be submitted to the Academic Standards Committee for review and recommendation to the President and Board of Trustees.

In presenting to the Academic Standards Committee, Karla indicated that similar to other Allied Health Division programs (Nursing, Dental Hygiene, and Physical Therapist Assistant), special admission criteria are needed to ensure that applicants admitted to the limited enrollment Medical Assistant program have the academic background and/or prerequisite skills needed to achieve success. Through her work with Allied Health division faculty and the Academic Standards Committee, Karla presented special admission criteria that will help screen applicants with that intent. Additionally, the special admissions criteria define for students steps they may take in order to prepare themselves for admission to the program.

In order to ensure well-prepared graduates and meet accreditation standards, Karla also proposed unique graduation requirements for the Medical Assistant programs. Specifically, it was proposed that students enrolled in the Medical Assistant Program must earn a grade of "C" or higher in all Medical Assistant (MAP) courses as well as MCS-095 Medical Office Procedures, in order to remain in, and graduate from, the program. These requirements are consistent with graduation requirements for other Allied Health programs.

The Academic Standards Committee has approved the request to establish special admission criteria and unique graduation requirements for the Medical Assistant Program, pending approval of the programs by ICCB and IBHE, and has proposed changes to the following board policies to support that recommendation:

Board Policy 07.01.02 – Special Admission and Graduation Requirement for Select Technical Programs

Board Policy 07.01.02 requires that all requests to establish special admission criteria for technical programs be submitted to the Academic Standards Committee for consideration for approval and recommendation to the Board of Trustees. There is no policy, however, that identifies what programs have been approved to have special admission criteria. It is the recommendation of the Academic Standards Committee that the approved programs be added to this policy page. As noted in the attached proposed revisions, the Medical Assistant program is included on the list of current programs that have been approved to have special admission criteria.

Board Policy 07.24 Graduation Requirements

The attached proposed revisions to Board Policy 07.24 identify the proposed unique graduation requirements for both the Medical Assistant Associate in Applied Science and Certificate, specifically, a minimum grade of C in all MAP courses and MCS-095 as previously described and approved by the Academic Standards Committee. Additional proposed changes are included to create consistency in wording throughout the policy and to clarify that both the Massage Therapy and Practical Nursing Certificate programs have the same unique graduation requirements of their "parent" associate degree programs of PTA and Associate Degree in Nursing.

In reviewing this policy, the Academic Standards Committee identified additional related revisions needed. Most notably is the revision changing the minimum hours for an associate degree from 64 semester hours to "the minimum semester hours required for the specific degree." This change is recommended based on ICCB and HLC recommendations that all associate degree programs require 60 semester credits and that any variation from that 60 hours is explained and justified. ICCB now requires that colleges submit that explanation and justification when a new associate degree is submitted.

Because the minimum number of hours needed for our work-force ready associate degrees varies dependent upon the particular needs of the specific degree, the Academic Standards Committee recommends that Board Policy 07.24 not state a minimum number of hours required for the degree. Additionally, because there was no justification for requiring more than 60 semester credits for the Medical Assistant degree, it was submitted to ICCB with 60 credit hours rather than 64 credit hours. The proposed change to require that "one-half of the total number of semester hours required for the degree" be completed at Lake Land is an accordance with this change.

With your approval, I would like to present these proposed additions/revisions to Board Policy 07.01.02 and 07.24 for first reading at the May 8, 2017, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

Thank you.

2016-2017 Academic Standards Committee: Bryan Burrell, Academic Counselor; Kathy Black, Division Chair for Business; Cheryl Beam, Nursing Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Kaitlyn Slifer, Student; Tina Stovall, VP for Student Services; Michelle Zumbahlen, Committee Assistant.

07.01.02

Special Admission and Graduation Requirements for Select Technical Programs

It is a statutory duty and responsibility of the Board of Trustees to approve policies for the admission of students and graduation requirements.¹ All requests to establish special admission criteria and/or unique graduation requirements for technical programs must be submitted to the Academic Standards Committee. These requests should include a rationale that sets forth the uniqueness of the program in regards to establishing special admission or graduation requirements. When a division chair wishes to change or eliminate an approved special admission criterion or graduation requirement, he/she is required to bring the requested change along with the rationale for the change to the Academic Standards Committee for consideration.

The Academic Standards Committee will act upon requested special admission and unique graduation requirements in a timely manner. If the committee approves a program to establish or eliminate special admission criteria or unique graduation requirements, it will forward the recommendation to the President and Board of Trustees for final action. All programs approved by the Board of Trustees to have special admission criteria or graduation requirements will be identified in the College catalogue. Specific admission criteria and graduation requirements will be updated on the Special Admissions program page of the Lake Land College website.

Programs with approved special admission and unique graduation requirements:

Associate Degrees

Associate Degree in Nursing, Dental Hygiene, John Deere Tech, Medical Assistant, Physical Therapist Assistant.

Certificates

Cosmetology, Esthetics, Massage Therapy, Medical Assistant, Practical Nursing.

¹ See Board Policies 02.03 and 07.24.

Adopted May 8, 2000

Revised June 11, 2012

Revised

Graduation Requirements

Graduation Requirements

Lake Land College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed curricula:

- Associate in Arts
- Associate in Science
- Associate in Engineering Science
- Associate in Applied Science
- Associate in Liberal Studies (ALS)

Certificates are granted in technological fields to students who completed the required courses in accordance with prescribed standards developed by the College.

The requirements for each degree and certificate will be recommended by the faculty and approved by the President. The requirements shall be based upon the needs and interests of the students and of the community and shall reflect requirements of the Illinois Community College Board, transfer institutions, and/or accrediting associations.

1. Required of All Students in Degree Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the associate degree curriculums listed in the catalogue. Associate in Science or Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college requirements.

-
- C. Accumulated a the minimum ~~of sixty-four (64)~~ semester hours required for the specific degree.
- D. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the .040 course level or above will count toward graduation.
- (1) The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
 - (2) The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. Accredited is defined to include only the Higher Learning Commission North-Central Association or other regional accrediting agencies.
 - (3) Students enrolled in the Associate Degree in Nursing, Dental Hygiene, and Physical Therapist Assistant programs are required to must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program. maintain final grades of "C" or better each semester in every required course in the curricula.
 - (4) Students enrolled in the Medical Assistant program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
 - (45) Students enrolled in the John Deere Tech program must achieve earn a grade of "C" or higher in all JDA classes and TEC-048 to remain in, and graduate from, the program. Any student receiving less than a "C" in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.

(56) A grade of “C” or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science, or Associate in Engineering Science Degree.

- E. Completed at Lake Land College at least ~~thirty-two (32) one-half of the total number of~~ semester hours required for the degree. Hours earned through Advanced Placement, International Baccalaureate and CLEP, ~~proficiency examination and life experience credit~~ do not count toward this one-half in the 32 hours. Credits transferred from other colleges are evaluated on a course-by-course basis.
- F. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

2. Requirements for More than One Associate Degree

Students may earn one Associate in Arts and one Associate in Science degree. Students may earn multiple Associate in Applied Science degrees. To earn more than one degree, if they students must meet all general and specific curriculum requirements for each degree. ~~However, s~~Students completing more than one degree according to catalog requirements in effect prior to Fall 2016 may not earn both an Associate in Science (A.S.) and an Associate in Arts (A.A.) degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for, or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file an Intent to Graduate form with the Admissions and Records Office for each degree.

3. Required of All Students in Certificate Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the certificate programs listed in the Catalogue.
- C. Achieved a “C” (2.00) average or received a grade of P (Pass) in those courses applicable to meet the requirements of the certificates.

(1) Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of “C” or higher in all required courses to remain in, and graduate from, the program.

(2) Students enrolled in the Medical Assistant program must earn a grade of “C” or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.

- D. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advanced Placement, International Baccalaureate and CLEP, ~~proficiency examination and life experience credit~~ do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- E. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

A student who discontinues attendance for a full year or more will be subject to requirements in the current catalogue at the time of registration. The student is responsible for proper registration each semester and satisfying all graduation requirements.

Adopted November 9, 1998
Revised May 10, 1999
Revised November 8, 1999
Revised May 12, 2003
Revised July 11, 2005
Revised December 8, 2008
Revised April 11, 2011
Revised November 11, 2013
Revised February 17, 2014
Revised June 8, 2015
Revised February 8, 2016

Revised

Calendar of Events

Friday, May 5, 2017	Johnston Music Festival 6 p.m. – Field House
Sunday, May 7, 2017	Laker Athletics Academic Awards Gala 5 p.m. – Field House
Monday, May 8, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Friday, May 12, 2017	Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in the Field House
Tuesday, May 16, 2017	Adult Education GED Graduation Ceremony 6 p.m. – Lake Land College Theater
Wednesday, May 17, 2017	Special Board of Trustees Meeting 4 p.m. – Webb Hall 081
Fridays, May 19 - August 11, 2017	Energy Savings Summer Hours begin and end. College is closed.
Friday, May 26, 2017	Foundation Golf Outing Time TBD - Meadowview Golf Course
Friday-Saturday, June 2-3, 2017	ICCTA Annual Convention – Normal, IL
Thursday, June 8, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, June 12, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, July 6, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, July 10, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, August 10, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, August 14, 2017	6 p.m. – Board Meeting – Kluthe Room 220*
Thursday, September 7, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081

Monday, September 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Friday, Sep. 29 – October 1, 2017	Lake Land College 50 th Anniversary Homecoming Weekend
Thursday, October 5, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, October 9, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, October 26, 2017	Fall Board Retreat 12 Noon – 4:30 p.m. West Building Conference Room 072
Thursday, November 9, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, November 13, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, December 7, 2017	Finance Committee Meeting 3 p.m. – Webb Hall 081 Resource and Development Committee Meeting 4 p.m. – Webb Hall 081
Monday, December 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*

Lake Land College:

4/3/17

A sincere thank you to those in charge of making the decision to offer dance classes thru Lake Land College.

We are fortunate to have excellent instructors in the area who are so eager & willing to share their knowledge of this sector of the performing arts.

We also are appreciative of the location where the classes are held. Had it been a much further drive, we would not have been able to take the classes due to our jobs.

We have challenged ourselves & enjoyed ourselves. Again, thank you for offering the dance classes.

Tony & Karen Siddens

MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: David Cox, Director of Alumni Relations and Annual Giving

CC: Jacqueline Joines, Executive Director for College Advancement

DATE: April 18, 2017

RE: Approval of 2017 Homecoming activities

Homecoming 2017 is scheduled for September 29th and 30th with various activities on campus and in Effingham.

The homecoming festivities will culminate with a concert by Nashville recording act The Henningsens with alumnus Brian Henningsen ('81) on Saturday the 30th. Pertaining to Board Policy 11.12, with BOT approval the Alumni Association board of directors plan to host an alumni tent with food and beverage service, including alcohol, as a fundraiser prior to the concert. Service will be provided by Gateway Liquor of Charleston which is a licensed liquor caterer. No liquor license or special use permit is needed if we do not "sell" alcohol. The entry fee into the alumni tent will allow for the exchange of tickets for food and beverage including soda and water. My understanding is there is no need for a liquor license or special use permit from the city of Mattoon as long as the marketing of the event is for food and beverage and not specifically for alcohol. Dram shop insurance will be obtained for the event.

The alumni tent will be a gated area outside of the Field House and ID's will be checked upon entry. I have discussed this proposal with Chief Ervin who indicates that an extra officer or two would be available for visibility as well as assisting people prior to the concert.

I respectfully ask the board of trustees to approve this event and fundraising effort for homecoming 2017.

Thank you.

MEMO

TO: Josh Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: April 25, 2017
RE: Revisions to Three Board Policies regarding Website Posting of Board Meeting Agendas

It is respectfully requested that the Board approve revisions to the following three Board Policies. Proposed changes reflect the College's ongoing compliance of the Illinois Community College Act for website postings of Board meeting agendas.

- 03.02 - *Regular Meetings.*
- 03.07 - *Agenda and Order of Business.*
- 03.15 – *Dissemination of Board Agendas and Materials.*

Proposed revisions were submitted as first reading for Board consideration during the April 10, 2017, Board meeting. No additional recommended changes have been received since that time.

Attachments

03.02**Regular Meetings**

The Board of Trustees shall meet on the second Monday of each month at 6:00 p.m. At the beginning of each calendar year, the Executive Secretary to the Board of Trustees shall prepare and make available on the College's website and in the Office of the President a schedule of all regular meetings for that year, listing the times and places of such meetings.

If a change is made in a regular meeting date or location, at least ten (10) days' notice of such change shall be given by publication in a newspaper of general circulation in the district. Notice of the change shall also be posted on the College's website, at the Office of the President and supplied to those news media which have filed an annual request for notice.

Adopted November 9, 1998

Revised November 8, 1999

Revised April 12, 2004

Revised

03.07**Agenda and Order of Business**

The President, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members the agenda for each meeting of the Board. The agenda book shall include, but not be limited to, bills for payment, minutes of previous meetings, financial reports, bids, contracts, special reports, resolutions, correspondence, personnel report, charge-back report, and approved committee minutes. If Board members wish an item to be placed on the agenda, the President or the Chairperson of the Board should be informed by the Monday preceding the Board meeting.

Items must be listed on the meeting agenda before final action can be taken. If an item comes forth after the meeting agenda has been posted and the topic is not specified on the agenda, the Board of Trustees may only discuss the item, not take final action. If final action is desired, the Board is required to hold a special meeting with the items on the posted agenda or take action at the next Board meeting, only after the item is placed on the posted agenda.

The agenda for each regular meeting of the Board must be posted on the College's website, in the President's office and at the location where the meeting will be held at least forty-eight (48) hours in advance of the holding of the meeting. If the meeting is held in the Board Room at the College, the agenda must be posted on the bulletin board directly outside the door to the Board Room.¹

At all regular meetings of the Board of Trustees, the business shall be carried on in the following manner, with the understanding that an omnibus agenda with a consent motion is the prerogative of the Board of Trustees.

1. Call to Order.
2. Roll Call.
3. Approval of Previous Minutes.
4. Approval of Agenda and Addendums.
5. Approval of Bills and Warrants.
6. Hearing of Citizens, Faculty and Staff.
7. Committee Reports.
8. Non-Action Items.
9. Action Items.
10. Other Business.
11. Adjournment.

¹ 5 ILCS 120/2.02(A) Illinois Public Community College Act

Adopted November 9, 1998

Revised May 13, 2002

Revised July 14, 2003

Revised

03.15**Dissemination of Board Agendas and Materials**

Board agendas and materials, excluding information pertaining directly to closed session minutes, closed session support materials, and presidential notes to Board members, will be posted on the College's website at least 48 hours in advance of the holding of the meeting. ~~made available to media representatives who have attended five (5) consecutive meetings of the Board of Trustees.~~ News media which have filed an annual request for notice will receive notification of the online availability of the agenda and materials.

Board members shall receive the agenda and materials of regular meetings no later than Thursday previous to the meeting on Monday.

~~At the discretion of the College President, additional agendas and materials may be distributed to staff members on campus.~~

Adopted November 9, 1998
Revised July 14, 2003

Revised

MEMO

TO: Josh Bullock, President
Jon Althaus, Vice President for Academic Services and
FROM: Tina Stovall, Vice President for Student Services
DATE: May 2, 2017
RE: Proposed Revisions to Board Policy 05.02.04 – *Minimum Faculty Employment Requirements/Qualifications*

In June 2015, the Higher Learning Commission introduced policy revisions to Assumed Practice B.2., which “restated HLC’s longstanding expectations regarding the qualifications of faculty and the importance of faculty members having appropriate expertise in the subjects they teach.” After significant feedback from higher education institutions, a March 2016 document entitled, *Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers*, was issued to offer assistance to institutions in determining minimum faculty qualifications.

The most substantial aspect of the revisions to Assumed Practice B.2. addresses the minimum credentials required of faculty members teaching undergraduate coursework, as noted below:

When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. This revision is effective September 1, 2017.

Since 2015, Lake Land College has been working to ensure compliance with the HLC Assumed Practice B.2. revisions regarding faculty qualifications. The proposed revisions to policy 05.02.04 attached clarify the change from the previous minimum of 15 graduate hours to the new requirement of 18 graduate hours. This change also aligns with faculty qualification expectations of the Illinois Community College Board.

In addition to revisions to support HLC and ICCB requirements, the proposed policy revisions seek to update minimum qualifications related to academic support faculty positions in Student Services utilizing guidance from the CAS Professional Standards for Higher Education. The proposed revisions also delete the positions of Financial Aid Specialist and Admissions Specialist, both of which are no longer faculty positions, and add the position of Director of Student Life, which is a faculty position.

We respectfully request the Board approve proposed revisions to Board Policy 05.04.02--*Minimum Faculty Employment Requirements/Qualifications* at the May 8, 2017 Board meeting. Revisions were

submitted as first reading at the April 10, 2017 Board meeting. We will both be available for questions. Thank you.

05.02.04

Minimum Faculty Employment Requirements/Qualifications

The Vice President for Academic Services and the Vice President for Student Services will determine the need for faculty personnel to fill vacancies or to meet changing enrollment or changing demands within each area of instruction or academic support and follow the minimum qualification requirements as enumerated below:

Instructors

1. Workforce Ready/Career and Technical ~~Technology~~ Curriculum
 - a. Professional Competency
Preparation shall include instructional organization, preparation of instructional materials, methods, and techniques of instruction speciality areas.
 - b. Field Experience and Academic Training ~~Employment Experiences~~
~~One-year~~A minimum of two-thousand (2,000 ~~hours~~) hours of experience in the occupational field and/or a bachelor's degree in the field of instruction from an institution accredited by a recognized agency. ~~employment experience in the specific occupational area to be taught.~~
 - c. Compliance with legal, governmental, and professional requirements. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.
2. Pre-Baccalaureate Programs
 - a. Professional Competency
Preparation shall include ~~course-work~~ and/or experience in the teaching-learning process, instructional objectives, motivation, test construction, measurement, classroom management and related areas.
 - b. Academic Training
~~Preparation shall include the m~~Master's degree from an institution accredited by a recognized agency with a minimum of ~~fifteen-eighteen~~ (185) semester-graduate hours ~~in-or-twenty-two-(22) quarter-hours-of-graduate-work-in~~

~~the each~~ field of specialization for which courses are taught, except in such areas in which work experience and related training ~~are~~^{is} the principal learning medium~~s~~ and tested experience qualifications appropriate to the assignment are met. ~~If the person teaches in more than one field of specialization, he/she shall be expected to possess a minimum of fifteen (15) graduate semester hours or twenty two (22) quarter hours in each field for which courses are taught.~~

3. Basic Skills Instructors

a. Professional Competency

Preparation shall include course work and/or experience in the teaching-learning process, instructional objectives, motivation, test construction, measurement, classroom management and related areas.

b. Academic Training

Bachelor's degree from an institution accredited by a recognized agency with course work in academic area to be taught.

Academic Counselors

1. Professional Competency

~~Professional competency should~~ Preparation shall include knowledge of principles and techniques of guidance, appraisal techniques, human growth and development; learning principles; student needs assessment; provision of academic, career and personal counseling and consultation; multicultural counseling; crisis intervention and referral; and information management. ~~principles and practices in counseling and development, principles and practices in counseling, occupational, personal and social information, mental hygiene and/or personality dynamics, organization of guidance services.~~

2. Academic Qualifications

~~Master's degree in guidance and counseling or college student affairs student personnel from~~ from an institution accredited by a recognized agency. ~~a recognized college or university. The master's degree approved program must include supervised practicum experience.~~

Financial Aid Specialist

1. Professional Competency

~~Preparation shall include work related to the organization and administration of financial aid including materials, methods and techniques of carrying out the financial aid program, reporting and fiscal management.~~

2. Academic Qualifications

~~Bachelor's degree from a recognized accredited college or university.~~

Financial Aid Advisor

1. **Professional Competency**
Preparation shall include knowledge of work related to student financial assistance and/or veterans educational benefits; student needs assessment student advisement practices; information management and record keeping; including advising and counseling of students.
2. **Academic Qualifications**
Bachelor's degree from a-an institution accredited by a recognized agency. recognized accredited college or university.

Admissions Specialist Director of Student Life

1. **Professional Competency**
Preparation shall include knowledge of the -in the organization- and administration and coordination -of campus activity programs; assessment of student interests and needs; implementation and evaluation of programs for students; assistance to student organizations in planning and implementing their programs; advisement of student governance organizations and provision of training, education and development opportunities for students and advisors involved in student organizations. college admissions programs, including student records, academic standards, and data processing.
2. **Academic Qualifications**
Master's degree in counseling, college student affairs, or higher education administration student personnel, business, or communications required from an institution accredited by a recognized agency. a recognized college or university in counseling, student personnel, business, or communications.

Director of Career Services

1. **Professional Competency**
Preparation shall include knowledge of the administration and coordination of career service programs; career counseling and consultation; provision of career development training; human growth and development; program and event management; information management; and marketing and outreach. the educational leadership to plan and initiate a career placement program that provides students with current occupational information about employment opportunities, requirements for persons entering or involved in the world of work, and follow-up.
2. **Academic Qualifications**
Master's degree in counseling, college student affairs student personnel, or business-related field from an institution accredited by a recognized agency. recognized college or university in counseling, student personnel, or business related field.

Librarian/Resource Specialist

1. Professional Competency
Preparation shall include library organization, preparation of library materials, methods and techniques of library organization.
2. Academic Qualifications
Master's degree in library science [from an institution accredited by a recognized agency](#).

Prior to assuming their respective duties, faculty members will be required to file the following forms with [the Personnel Office](#) [Human Resources](#):

1. Official transcript([s](#)) of all college work.
2. [Completed](#) Lake Land College [Application for eEmployment](#) ~~form~~.
3. Other ~~forms~~ [documents](#) required by the College or [by](#) state or federal law.

MEMO

TO: Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
CC:
DATE: March 31, 2017
RE: Proposed Revisions to Board Policy 06.19 – *Dual Credit Program*

Academic Services has received multiple requests from our many district high school principals to allow gifted high school sophomore students access to Lake Land's dual credit courses' however, the current Board Policy 06.19 – *Dual Credit Program* restricts dual credit courses to high school juniors and seniors. The proposed policy revisions align the Dual Credit Program policy with Board Policy 07.01 – *Admission of Students*, which states:

A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is endowed with a high degree of mental ability and has an innate general ability which rises above the norm. A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be in the upper 10% of his/her class, as certified by school officials.
- B. Have a 3.75% grade point average (based on a 4.00 scale) for prior semester or term.
- C. Have joint approval of the President of Lake Land College and the chief executive officer of the school on the Gifted Student Admissions form.

Lake Land College reserves the right to request testing of prospective gifted students.

Other revisions include policy updates in accordance with ICCB System Rules, as well as alignment with proposed revisions to Board Policy 05.04.02 – *Minimum Faculty Employment Requirements/Qualifications*.

I respectfully recommend the Board approve the revisions to Board Policy 06.19 – *Dual Credit Program*.

Dual Credit Program

Lake Land College offers academic and occupational 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 students in their junior and/or senior years of high school, 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.

Non-Tuition Based Dual Credit Classes

Lake Land College will exchange tuition and related 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 by Lake Land College. Depending on the class, 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 North Central Association, 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 ~~will~~ shall be selected, employed, and evaluated by the community college. They shall be selected from ~~full-time faculty and/or from adjunct faculty~~ 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 ~~are~~ shall be made in consultation with high school counselors and/or principals and are restricted to students in the junior and senior years of high school 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 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 ~~have the same qualifications~~ are qualified and ~~preparation as other college students~~ prepared.

5. Course Offerings

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

6. Course Requirements

The course outlines utilized for these 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 ~~are~~ 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 ~~secondary school~~-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.

Tuition Based Dual Credit Classes

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 these courses for college credit are charged tuition and related fees. Since these students pay regular tuition and fees, they will not be

Board Policy No. 06.19

charged the separate dual credit fee. Lake Land College reimburses the instructor and facility according to the current Lake Land College reimbursement policy. Depending on the class, 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](#)

Page 4 of 4

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: April 28, 2017

RE: Proposed revision to Board Policies 05.01.02 and 11.04.01 – Title Changes

Attached are proposed revisions to two board policies to correct title changes. With your approval, I would like to present them for approval under Action items at the May 8, 2017, meeting of the Board of Trustees.

Board Policy 05.01.02 The Faculty

At the April 10, 2017, meeting of the Board of Trustees, Jon Althaus and I presented proposed changes to Board Policy 05.02.04 *Minimum Faculty Employment Requirements/Qualifications*. In addition to updating the minimum faculty requirements, those proposed changes included clarifying titles of faculty positions. Attached are proposed revisions to Board Policy 05.01.02 *The Faculty* recommending the same changes in clarifying titles of faculty positions.

Board Policy 11.04.01 Prohibition of Sexual Discrimination, Harassment and Misconduct

Title IX requires that colleges and universities designate a Title IX Coordinator to oversee the college's response to all Title IX reports. The Title IX Coordinator also provides and/or guides the investigation process. To provide assistance to the Title IX Coordinator in these duties, the college may appoint a Deputy Title IX Coordinator.

Attached are proposed revisions to Board Policy 11.04.01 recommended by Dustha Wahls, Director of Human Resources, identifying the Director of Human Resource as the Title IX Coordinator and the Senior Human Resources Generalist and College Compliance Coordinator as the Deputy Title IX Coordinator.

05.01.02

The Faculty

The faculty is the component directly responsible for providing challenging and meaningful learning experiences and academic support functions in a variety of appropriate settings or learning delivery systems designed to assist students to meet their individual education goals. The faculty assists in developing an environment that permits a free exchange of ideas and adequate educational resources throughout the college community. Individuals employed in these positions shall be eligible for tenure according to the Illinois Community College Act (110 ILCS 805/B-2). Faculty are identified in the collective bargaining agreement with the Lake Land College Faculty Association by the titles of: Instructor, Basic Skills Instructor, Academic Counselor, ~~Financial Aids Specialist~~, Financial Aids Advisor, ~~Admissions Specialist~~, Director of Student Life, Director of Career Services, and Librarian.

Adopted November 9, 1998

Revised July 14, 2003

Revised

11.04.01**Prohibition of Sexual Discrimination, Harassment and Misconduct**

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity.

Sex discrimination includes sexual harassment, sexual misconduct and sexual violence. It is the policy of the College that no staff member, student or other members of the College community shall be subject to sexual discrimination, harassment or misconduct.

Individuals found to have violated this policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or collective bargaining agreement.

Jurisdiction

This policy applies to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if:
 - 1. The conduct was in connection with a College or College-recognized program or activity; or
 - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

Title IX Coordinator

The College has designated the [Director of Human Resources as the Title IX Coordinator and the Senior Human Resources Generalist](#) and College Compliance Coordinator as the [Deputy](#) Title IX Coordinator.

11.04.01**Retaliation Prohibited**

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited.

Implementing Procedures

The College will maintain and publish procedures implementing this policy which set forth:

1. Definitions of prohibited conduct;
2. Responsibilities of and contact information for the College's Title IX Coordinator;
3. Options for assistance following an incident of sexual discrimination, harassment and/or misconduct;
4. Procedures for reporting and confidentially disclosing sexual discrimination, harassment and/or misconduct;
5. Complaint investigation and appeal procedures;
6. Prevention and education programming provided to College students and employees; and
7. Training and education provided to College employees involved in responding to, investigating or adjudicating sexual discrimination, harassment and misconduct incidents, or in the referral or provision of services to survivors.

The procedures will be published in the Student Guide to Addressing Sexual Harassment and Sexual Misconduct section of the online Student Handbook available on the College's website. Printed copies will be available from the offices of Counseling Services, Health Services, Human Resources and Vice President for Student Services.

Adopted August 8, 2016

[Revised](#)

MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 2, 2017
RE: College-Wide Standing Committees FY 2017/18

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2017/18 College-Wide Standing Committees. This is being presented per Board Policy 02.09 which states that the College President shall annually recommend to the Board the list of standing committees, their purposes and their membership composition. This recommendation is being submitted following a thorough review of the past year's accomplishments by each committee, ensuring the on-going need for each committee included on the recommended list. Upon approval by the Board, the administration will begin the process to confirm individuals to serve in the various positions as identified by job position for each committee. This process will also include verification of individuals to serve on the College's task forces and review boards. This verification will be done in consultation with each of the association presidents.

Attachment

Lake Land College Standing Committees 2017-2018

Standing Committees:

Appointed to advise, make proposals, and when applicable, render decisions concerning educational needs and policy adherence of the institution. Committees noted with an * are referenced for faculty membership representation in the faculty association collective bargaining agreement. Unless otherwise noted, faculty appointments may include instructional or academic support faculty.

Academic and Enrollment Calendar Committee

Purpose: Develop and recommend to the College President the College academic calendar. Establish enrollment calendars.

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to VP for Student Services

Members:

Director of Marketing & Public Relations

Comptroller

Academic Counselor/Coordinator for Orientation

Director of Grants and Academic Operations

Director of Information Systems & Services

Dean of Admissions Services

Director of Auxiliary Services

One Teaching Faculty

One Career Division Chair

One Transfer Division Chair

Sponsor: VP for Student Services

Academic Standards Committee

Purpose: Establish and review academic standards and requirements and recommend related changes in Board Policy to the College President.

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to VP for Student Services

Members:

Dean of Admissions Services

One Academic Counselor

One Division Chair

Two Faculty

Student selected by Student Government Association

Sponsor: VP for Student Services (DC and faculty appointments are three-year terms)

Advising Committee

Purpose: Develop, implement, and assess advising practices that promote retention, persistence, and completion.

Chair: Academic Counselor/Coordinator of Advising

Committee Assistant: Counseling Services Specialist

Members:

One to two Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Two Academic Counselors

Two students selected by Student Government Association

Sponsor: VP for Student Services

Assessment Committee

Purpose: Support continuous improvement by leading College-wide participation and integration of assessment activities and results.

Chair: Director of Academic Support and Assessment

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

AVP for Educational Services (Thru. Dec. 2016)

One Business Services Staff

One Student Services Staff

One Academic Services Staff

Director of Institutional Research

One Teaching Faculty from each division:

Allied Health

Lake Land College Standing Committees 2017-2018

Agriculture
Business
Humanities
Technology
Math/Science
Social Science

Sponsor: VP for Academic Services

Behavioral Intervention and Violence Prevention Committee

Purpose: Assist faculty, staff and administration in responding to students displaying concerning behaviors and implement violence prevention programming.

Chair: Intervention and Compliance Coordinator

Committee Assistant: Counseling Services Specialist

Members:

Chair for Counseling & Judicial Affairs
Chief of Police
Two Teaching Faculty

Sponsor: VP for Student Services

College and Career Day Committee

Purpose: Plan, implement, and assess annual College-wide College/Career Day event. Develop and foster interdepartmental/co-curricular participation.

Chair: Director of New Student Admissions

Committee Assistant: Administrative Assistant to the Dean of Admissions Services

Members:

Administrative Assistant to VP of Student Services
Director of Student Life
Director of Career Services
Director of TRiO Destination College
Two Admission Representatives
One Teaching Faculty from each division:
Allied Health
Agriculture
Business
Humanities
Technology
Math/Science
Social Science

One Student Ambassador
Sponsor: VP for Student Services

Curriculum Committee

Purpose: Foster innovative course, credential, and program offerings. Facilitate and recommend the addition, revision or elimination of courses, credentials, and programs.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

Director of Grants and Academic Operations
All Division Chairs
Director of Library Services
One Member from Workforce Solutions and Community Ed.
One Admissions and Records Staff
One Academic Counselor
Dean of Admissions
One Career Faculty
One Transfer Faculty
Two students selected by the Student Government Association

Sponsor: VP for Academic Services

Developmental Education Committee

Purpose: Improve student retention, persistence, and completion through communication and integration of developmental education best practices and continuous improvement strategies.

Chair: Division Chair for Math/Science or Humanities

Committee Assistant: Administrative Assistant to above

Members:

Director of Tutoring and Testing Center
Director of Institutional Research
Developmental Reading/Writing Coordinator
Developmental Math Instructor
Counselor/Retention Coordinator
Counselor/Coordinator of Student Accommodations
Director of TRIO SSS
Division Chairs for Mathematics and Humanities
Student identified by Director of Tutoring and Testing Center

Lake Land College Standing Committees 2017-2018

Sponsor: VP for Academic Services

Employee Development Committee*

Purpose: Plan the three scheduled faculty and staff development days (per academic year).

Chair: Director of Academic Support and Assessment

Committee Assistant: Administrative Assistant to Math/Science and SSE

Members:

*Five faculty members

One Paraprofessional

Two Supervisory/Support Staff

One Human Resources Staff

Sponsor: VP for Academic Services

(One member also serves on Inclusion and Diversity Education Committee)

Employee Reward and Recognition Committee

Purpose: Coordinate and implement College-wide employee celebrations and initiatives that foster a sense of teamship to recognize and reward employees demonstrating the College's vision and values.

Chair: Director of HR

Committee Assistant: Administrative Assistant to Human Resources

Members:

One Marketing & Public Relations

One Audio-Visual Services

One Supervisory/Support

One Physical Plant

One Human Resources staff

One Adjunct Faculty

One Faculty

One Paraprofessional

Co-Sponsors: VP for Business Services and President

Faculty Sabbatical Leave Committee*

Purpose: Evaluate and make recommendations regarding requests for faculty sabbatical leaves.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

*One teaching faculty from each division

*One Non-teaching faculty

VP for Student Services

Sponsor: VP for Academic Services (Faculty appointments are for three-year rotating terms.)

General Education Committee

Purpose: Establish and promote the general education philosophy and learning goals. Recommend strategies for integration and assessment of general education and learning goals within the college curriculum.

Chair: Transfer Faculty Member (3 year term)

Committee Assistant: Administrative Assistant to above

Members:

Director of Academic Support and Assessment

Faculty members should represent all academic divisions -

Five Transfer Faculty

Three Career faculty including Chair

Two non-teaching Faculty

Student selected by Student Government Association

Sponsor: VP for Academic Services

Health Insurance Committee*

Purpose: Provide annual evaluation and recommendations regarding College programs for employee wellness and health insurance.

Chair: VP for Business Services

Committee Assistant: Administrative Assistant to VP for Business Services

Members:

College Nurse

Three Administrators

*Three Faculty (Teaching or Non-Teaching)

One Paraprofessional

One Custodial

Two Supervisory/Support:

Lake Land College Standing Committees 2017-2018

Sr. Human Resources Generalist and
College Compliance Coordinator
Sponsor: VP for Business Services

**Inclusion and Diversity Education
Committee**

Purpose: Provide leadership to educate,
advocate and celebrate diversity to facilitate
an inclusive environment.

Chair: Marketing Design Coordinator (3 year
term)

Committee Assistant: Administrative
Assistant to Student Life

Members

Director of Student Life
Director of International Studies
Counselor/Coordinator of Student
Accommodations
One Human Resources Staff
One Supervisory/Support Staff
One Paraprofessional
One Custodial
Five Faculty Members
One Adjunct Faculty Member
Two students selected by the Student
Government Association.

Sponsor: VP for Student Services
(One member also serves on Employee
Development Committee)

Information Technology Committee

Purpose: Review, evaluate, and prioritize
information technology projects and make
recommendations to the Cabinet for final
approval. Provide guidance to technology project
requesters for all areas of the College.

Chair: Director of Information Systems and
Services

Committee Assistant: Administrative Assistant
to the VP of Business Services

Members:

Dean of Admissions and Records
Director of Counseling
Business Analyst of ISS
Director of Financial Aid & Veteran Services
Comptroller
Director of Human Resources

Director of Grants and Academic Operations
Director of Dual Credit
Director of Marketing & Public Relations
Director of Institutional Research
One Member from Workforce Solutions and
Community Ed.

Sponsor: VP for Business Services

Innovative Modality Committee*
(Pending New LLCFA-CBA).

Purpose: Facilitate the development of new
modalities and innovative ideas that enhance
learning. Implement procedures for creation
and approval of ideas, make decisions on the
approval, and re-approval of the innovative
modality.

Chair: VP for Academic Services

Committee Assistant: Administrative
Assistant to VP for Academic Services

Members:

Four Teaching Faculty (3 year terms)
One Non-teaching Faculty (3 year term)
Five Staff/Administrators

Sponsor: VP for Academic Services

**NIMS (National Incident Management
System) Committee**

Purpose: Ensure the college is prepared to
respond to critical incidents. Maximize the
safety and well-being of students, employees
and visitors by executing the appropriate
response to mitigate the crisis.

Chair: Chief of Police

Committee Assistant: Administrative
Assistant to the President's Office

Members (executive team):

President
VP for Academic Services
VP for Business Services
VP for Student Services
VP for Workforce Solutions and Community
Education
Director of Marketing and Public Relations
Senior Executive to the President
Director of Information Systems and Services

Sponsor: President

Lake Land College Standing Committees 2017-2018

Occupational Safety Committee

Purpose: Promote occupational safety and ensure that the College is in compliance with related state and federal occupational safety regulations.

Chair: Sr. Human Resources Generalist and College Compliance Coordinator

Committee Assistant: Human Resources Assistant

Members:

College Nurse

Director of Physical Plant

One Custodial Staff

One Paraprofessional

Two Faculty

One Supervisory/Support Staff

Sponsor: VP for Business Services

Security and Emergency Preparedness Committee

Purpose: Implement college-wide plans for confidential and sensitive information security and emergency preparedness.

Ensure that the college is in compliance with related state and federal regulations.

Chair: Chief of Police

Committee Assistant: Administrative Assistant to VP for Business Services

Members:

Comptroller

College Nurse

Director of Physical Plant

Director of Information Systems and Services

Director of Marketing and Public Relations

One Emergency Medical Services

Representative

One Extension Center Representative

One Support/Supervisor

One Faculty

Student selected by the Student Government Association

Sponsor: VP for Business Services

Strategic Planning Committee

Purpose: Assist with facilitating the development and maintenance of the College's strategic plan. Serve as a resource to the President's Cabinet on issues related to the strategic plan. Be champions for the planning process and aid in communicating the process with the College community.

Chair: Senior Executive to the President

Committee Assistant: Administrative Assistant to the President's Office

Members:

Director of Institutional Research

One Faculty Association

One Paraprofessional

One Custodial

Two Support (Business Services and Student Services)

One Career Tech Faculty

One Transfer Faculty

One Division Chair

Three Appointed Team Members (Academic Services, Student Services, Business Services)

Sponsor: President

Training/Retraining Committee*

Purpose: Discuss problem areas and determine faculty members who will be affected when there is retrenchment at the College.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the VP for Academic Services

Members:

Membership is appointed as needed.

Sponsor: VP for Academic Services

LAKE LAND COLLEGE

MEMO

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

FROM: Ms. Madge Shoot, Comptroller

DATE: April 24, 2017

RE: March 2017 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of March and year to date for Fiscal Year 2017:

Overall Variances:

- *Revenue* – Total March revenue was \$584,826 resulting in an overall unfavorable variance of \$134,153. Due to budgeting state funding to be received throughout the year and receiving 100% in September. Year to date revenue totals \$31,331,192 resulting in a favorable variance of \$2,499,383. This is due to already receiving 100% of state funding plus unbudgeted supplemental funding received in March in the amount of \$428,571.42.
- *Expenditures* – Total March expenditures were \$2,039,189 resulting in an overall favorable variance of \$211,865. Year to date spending totals \$22,862,778 resulting in a favorable operating expenditure variance of \$34,467.

Revenue Variances:

- *ICCB Credit Hour Grant* – March unfavorable variance of \$178,234 due to receiving 100% of state funding in September instead of monthly. Year to date this has a favorable variance of \$283,176.
- *ICCB Equalization Grant* - March unfavorable variance of \$231,163 due to receiving 100% of state funding in September instead of monthly. Year to date this has a favorable variance of \$763,436
- *Tuition & Fees* – March unfavorable variance for tuition of \$79,827 and \$26,147 for fees due to timing of when drops occurred for Mod II classes. Year to date, tuition is unfavorable by \$201,044 (however only off \$43,455 as compared to annual budget amount). Fees are favorable by \$12,838 year to date.
- *Other Revenue* – March had a favorable variance of \$356,029. This is due to receiving \$428,571.42 in "emergency funds" awarded from the State. Year to date the favorable variance is \$1,410,965 due to the Workforce Development Center revenue being posted and the unanticipated March revenue that was received.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in March of \$2,378.07. However, year to date these lines have a favorable variance in the amount of \$629,974.29.
- *Employee Benefits (overall)* – Due to timing, there was a large favorable variance in employee benefits in March in the amount of \$198,291.52. April will most likely have an unfavorable variance in this line due to the timing of when payrolls posted. Year to date these lines have a favorable variance of \$270,768.43.
- *Instructional* – Had a favorable variance in March of \$50,847. This is primarily due to favorable variances in benefits of \$73,294 (timing) and materials and supplies of \$22,411 (reduced ordering). The unfavorable variance of \$48,537 in salaries will likely continue through May as the budgeted amounts for these months are lower than actual payrolls. Year to date this area has a total favorable variance of \$432,920.
- *Academic Support* – Had a favorable variance in March of \$85,633. This is primarily due to favorable variances in salaries and employee benefits. Year to date this area has a favorable variance totaling \$498,603. While all lines have a favorable variance, the largest variances are salaries (\$373,402 due to structural changes not accounted for at budget development), benefits (\$72,374 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat), and general materials and supplies (\$33,301) due to a focus on limiting purchases.
- *Student Services* – Had a favorable variance in March of \$80,899 with the largest variances in salaries, benefits, and general materials and supplies. Year to date this area has a favorable variance totaling \$485,291 with the largest variances being in salaries (\$192,482 due to structural changes not accounted for at budget development), benefits (\$78,497 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat), and general materials and supplies (\$184,342) due to a focus on limiting purchases.
- *Public Service/Continuing Education* – This area had a favorable March variance of \$27,844, primarily in salaries. Year to date this area has a favorable variance totaling \$263,787, primarily driven by a favorable variance in salaries of \$263,787 (again, due to structural changes not accounted for at budget development). The contractual services line has an unfavorable variance of \$10,944 due to the additional CBI consultant spending needed for scheduled trainings. This unfavorable variance is offset by additional revenue received by providing these trainings.
- *Operations & Maintenance* – This area had an unfavorable March variance of \$103,914. This is primarily due to a timing issue in utilities (unfavorable \$113,473) due to receiving the Coles Moultrie invoices earlier than normal. This timing blip should result in more favorable variances in utilities over the course of the remainder of the year. Year to date this area has a favorable variance totaling \$271,467. All lines are favorable with the exception of fixed charges (unfavorable by \$112,691). This is due to the purchase of the Kubota tractor and RTV (which will save money in FY2018) but also not budgeting for the rent cost associated with the Workforce Development Center. Due to the fact that CBI is charged for the rent costs associated with this space, there is also unbudgeted revenue coming in to offset this unbudgeted expenditure.

- *Institutional Support* – Had an unfavorable March variance of \$19,857. Because of the structural changes not accounted for during budget development, the salary and wages line continues to track unfavorably (\$81,670) and will continue throughout the remainder of the fiscal year. There was an unbudgeted purchase of an air compressor needed for the Automotive program that is resulting in an unfavorable variance of \$5,649 in the Capital Outlay line. Year to date the Institutional Support line is unfavorable by \$397,788. The salary and wage line is unfavorable by \$491,036 for reasons previously mentioned. Benefits have a favorable variance of \$137,235 due to assuming a 6% increase in insurance premiums for the final 6 months of the fiscal year and we were able to keep premium costs flat. Contractual services is unfavorable by \$66,814 due to the Recruiter consulting and the IT maintenance contract renewals coming due earlier than budgeted. General materials and supplies is unfavorable by \$38,675 due to the need to purchase textbooks that were not budgeted for but necessary to meet student needs. Finally, fixed charges are unfavorable by \$29,722 due to the lowa Lakes invoice for Datatel access being approximately \$30,000 higher than budgeted for.
- *Scholarships, Grants, Waivers* – this shows an overall unfavorable variance of \$1,519,813. As previously discussed, this is due to recording the offset from tuition revenues accrued for the Dual Credit program given the fact that tuition is not collected for Dual Credit.

As a comparison, in FY2016, spending through March was \$23,732,759. This year, spending through March is nearly \$870,000 less than FY2016 at \$22,862,778.

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

The corresponding monthly financial spreadsheets include a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY2017 projected final spending levels, and year to date spending through March 2017 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12).

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY16 Final Audited Numbers	FY17 Annual Budget
Revenues:										
1,477	2,500	(1,023)	Local Sources	7,916,458	8,053,253	(136,795)	-1.70%	6,964,315	6,972,533	8,060,752
-	178,234	(178,234)	ICCB Credit Hour Grant	1,887,282	1,604,106	283,176	17.65%	-	1,263,864	2,138,808
-	231,163	(231,163)	ICCB Equalization Grant	2,843,905	2,080,469	763,436	36.70%	-	1,382,884	2,773,959
44,445	18,232	26,213	Other State Sources	879,827	513,019	366,808	71.50%	268,568	725,454	1,017,044
(81,045)	(1,218)	(79,827)	Tuition	11,288,813	11,487,857	(201,044)	-1.75%	9,375,258	9,366,709	11,330,268
136,940	163,087	(26,147)	Fees	4,052,347	4,039,509	12,838	0.32%	3,949,165	4,101,281	4,100,609
483,010	126,981	356,029	Other Revenue	2,464,561	1,053,596	1,410,965	133.92%	4,115,701	4,241,372	1,469,864
584,826	718,979	(134,153)	Total Revenues	31,331,192	28,831,809	2,499,383	8.67%	24,673,007	28,054,097	30,891,304
Expenditures:										
Instructional										
928,015	877,478.07	(48,537)	Salary and Wages	8,701,101	8,869,958	168,857	1.90%	8,955,076	10,834,407	10,269,748
82,827	156,121.03	73,294	Employee Benefits	1,476,896	1,445,623	(31,273)	-2.16%	1,439,353	1,862,973	1,804,496
77,115	69,875.67	(7,240)	Contractual Services	307,234	334,518	27,284	8.16%	353,587	517,170	460,975
29,054	51,464.21	22,411	General Materials and Supplies	349,424	543,961	194,538	35.76%	339,487	444,295	722,120
3,780	12,728.37	8,949	Travel and Meeting Expenses	20,992	80,033	59,041	73.77%	40,840	56,020	123,592
8,859	10,430.00	1,771	Fixed Charges	32,321	43,260	10,939	0.00%	32,809	59,514	72,025
-	200.00	200	Capital Outlay	7,375	10,910	3,535	32.40%	-	-	83,246
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
1,127,450	1,178,297	50,847	Total Instructional	10,895,343	11,328,263	432,920	3.82%	11,161,152	13,774,380	13,536,202
Academic Support										
27,036	88,661.93	61,626	Salary and Wages	358,420	731,822	373,402	51.02%	618,487	801,131	1,008,467
3,989	21,917.85	17,929	Employee Benefits	90,857	163,230	72,374	44.34%	146,180	179,981	228,984
-	500.00	500	Contractual Services	969	7,100	6,131	0.00%	2,519	2,819	8,400
5,171	9,647.50	4,477	General Materials and Supplies	151,018	184,319	33,301	18.07%	173,588	178,385	220,277
69	420.00	352	Travel and Meeting Expenses	4,452	12,885	8,433	65.45%	4,356	6,445	59,760
-	750.00	750	Fixed Charges	4,288	9,250	4,962	53.64%	7,039	7,078	10,300
-	-	-	Capital Outlay	-	-	-	0.00%	-	9,967	-
-	-	-	Other	-	-	-	0.00%	-	-	47,510
36,264	121,897	85,633	Total Academic Support	610,003	1,108,606	498,603	44.98%	952,170	1,185,806	1,583,698
Student Services										
111,692	134,091.09	22,399	Salary and Wages	1,096,824	1,289,306	192,482	14.93%	1,107,249	1,408,297	1,662,255
16,523	45,471.08	28,948	Employee Benefits	298,276	376,772	78,497	20.83%	283,062	363,186	512,886
-	-	-	Contractual Services	9,322	832	(8,490)	0.00%	9,322	9,322	14,632
8,598	35,440.15	26,842	General Materials and Supplies	54,940	239,282	184,342	77.04%	49,618	72,742	317,709
2,787	5,496.56	2,709	Travel and Meeting Expenses	9,403	47,863	38,460	80.36%	44,329	49,637	65,916
-	-	-	Other Expenditures	3,750	3,750	-	0.00%	4,000	7,500	17,500
139,600	220,499	80,899	Total Student Services	1,472,515	1,957,805	485,291	24.79%	1,497,580	1,910,685	2,590,898
Public Service/Cont Ed										
25,276	53,910.41	28,634	Salary and Wages	248,576	498,077	249,502	50.09%	279,671	389,139	690,971
2,081	2,852.71	772	Employee Benefits	44,661	40,380	(4,280)	-10.60%	52,537	68,465	48,939
2,411	1,521.00	(890)	Contractual Services	25,863	14,919	(10,944)	-73.35%	27,925	48,925	17,712
8,581	6,413.28	(2,168)	General Materials and Supplies	58,694	74,297	15,603	21.00%	49,772	77,818	99,716
491	389.61	(101)	Travel and Meeting Expenses	2,682	8,826	6,144	69.61%	6,503	8,190	11,104
12,530	14,227.26	1,597	Fixed Charges	113,915	121,177	7,262	5.99%	142,086	216,091	162,927
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	500	500	0.00%	658	678	-
51,470	79,314	27,844	Total Public Service/ Cont Ed	494,389	758,176	263,787	34.79%	559,152	809,307	1,031,369
Operations & Maintenance										
72,801	87,970.21	15,169	Salary and Wages	742,934	879,702	136,769	15.55%	889,552	1,176,619	1,187,598
13,997	28,600.14	14,603	Employee Benefits	239,185	257,401	18,216	7.08%	253,326	319,658	355,202
18,074	8,119.00	(9,955)	Contractual Services	227,331	261,904	34,573	13.20%	323,053	362,890	293,008
6,570	15,396.88	8,827	General Materials and Supplies	77,254	151,866	74,612	49.13%	166,562	192,287	213,004
-	25.00	25	Travel and Meeting Expenses	-	125	125	100.00%	324	324	150
21,062	1,952.18	(19,110)	Fixed Charges	131,160	18,469	(112,691)	-610.16%	23,625	106,530	38,125
213,814	100,341.25	(113,473)	Utilities	899,591	907,791	8,200	0.90%	704,293	1,126,806	1,200,915
-	-	-	Capital Outlay	-	111,663	111,663	100.00%	5,495	5,495	107,206
346,318	242,405	(103,914)	Total Operation and Maint	2,317,453	2,588,921	271,467	10.49%	2,366,230	3,290,610	3,395,208
Institutional Support										
233,199	151,529.41	(81,670)	Salary and Wages	2,246,227	1,755,191	(491,036)	-27.98%	2,156,812	2,911,468	2,238,153
36,440	99,186.08	62,747	Employee Benefits	628,830	766,065	137,235	17.91%	575,426	880,322	1,067,623
45,228	26,559.90	(18,668)	Contractual Services	360,949	294,135	(66,814)	-22.72%	367,821	670,421	550,102
10,521	38,245.77	27,725	General Materials and Supplies	474,611	435,936	(38,675)	-8.87%	1,840,817	2,684,707	625,528
3,811	628.00	(3,183)	Travel and Meeting Expenses	29,124	36,642	7,518	20.52%	23,592	40,997	58,115
1,349	575.00	(774)	Fixed Charges	240,597	210,875	(29,722)	-14.09%	140,306	149,540	214,500
5,649	-	(5,649)	Capital Outlay	5,649	-	(5,649)	0.00%	1,019,743	1,339,474	-
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	1,502,017
384	-	(384)	Other	657,526	756,880	89,354	0.00%	523,432	543,861	-
336,581	316,724	(19,857)	Total Institutional Support	4,653,512	4,255,723	(397,788)	-9.35%	6,647,950	9,220,791	6,256,038
1,504	91,917	90,413	Scholarships, grants, waivers	2,419,563	899,750	(1,519,813)	-168.92%	548,524	588,356	1,205,000
2,039,189	2,251,054	211,865	Total Expenditures	22,862,778	22,897,245	34,467	0.15%	23,732,759	30,779,934	29,598,413
1,828	107,740	105,912	Transfers Out:	603,707	969,669	365,962	37.74%	641,488	1,528,661	1,292,892
Excess of Revenues over Expenditures & Transfers										
(1,456,191)	(1,639,815)	183,624		7,864,707	4,964,895	2,899,812	58.41%	298,760	(4,254,498)	(1)

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget
1,396,019.19	1,393,641.12	(2,378.07)	Salary and Wages	13,394,081.30	14,024,055.59	629,974.29
155,857.37	354,148.89	198,291.52	Employee Benefits	2,778,703.63	3,049,472.06	270,768.43
142,828.75	106,575.57	(36,253.18)	Contractual Services	931,666.90	913,407.99	(18,258.91)
68,494.69	156,607.79	88,113.10	General Materials and Supplies	1,165,940.31	1,629,660.83	463,720.52
10,937.88	19,687.54	8,749.66	Travel and Meeting Expenses	66,652.65	186,373.35	119,720.70
43,700.12	27,934.44	(15,765.68)	Fixed Charges	522,279.36	403,030.89	(119,248.47)
213,813.87	100,341.25	(113,472.62)	Utilities	899,590.56	907,790.50	8,199.94
5,649.00	200.00	(5,449.00)	Capital Outlay	13,024.00	122,573.06	109,549.06
-	-	-	Contingency Funds	-	-	-
383.75	-	(383.75)	Other Expenditures	671,275.99	761,130.28	89,854.29
2,037,684.62	2,159,136.60	121,451.98	Total	20,443,214.70	21,997,494.55	1,554,279.85

Lake Land College
FY2017 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$8,701,101	\$8,869,958	\$168,857	\$10,269,748	\$10,437,350	\$10,269,748	(\$167,602)
Salary and Wages - Acad. Support	\$358,420	\$731,822	\$373,402	\$1,008,467	\$493,420	\$1,008,467	\$515,047
Salary and Wages - Stud. Svcs	\$1,096,824	\$1,289,306	\$192,482	\$1,662,255	\$1,450,824	\$1,662,255	\$211,431
Salary and Wages - Public Svc.	\$248,576	\$498,077	\$249,501	\$690,971	\$344,575	\$690,971	\$346,396
Salary and Wages - Maintenance	\$742,934	\$879,702	\$136,768	\$1,187,598	\$981,934	\$1,187,598	\$205,664
Salary and Wages - Inst. Support	\$2,246,227	\$1,755,191	(\$491,036)	\$2,238,153	\$2,951,227	\$2,238,153	(\$713,074)
Total Salary and Wages	\$13,394,082	\$14,024,056	\$629,974	\$17,057,192	\$16,659,330	\$17,057,193	\$397,863

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,476,896	\$1,445,623	(\$31,273)	\$1,804,496	\$1,981,196	\$1,804,496	(\$176,700)
Employee Benefits - Acad. Support	\$90,857	\$163,230	\$72,373	\$228,984	\$123,856	\$228,984	\$105,128
Employee Benefits - Stud. Svcs	\$298,276	\$376,772	\$78,496	\$512,886	\$398,776	\$512,886	\$114,110
Employee Benefits - Public Svc.	\$44,661	\$40,380	(\$4,281)	\$48,939	\$59,961	\$48,939	(\$11,022)
Employee Benefits - Maintenance	\$239,185	\$257,401	\$18,216	\$355,202	\$320,183	\$355,202	\$35,019
Employee Benefits - Inst. Support	\$628,830	\$766,065	\$137,235	\$1,067,623	\$859,617	\$1,067,623	\$208,006
Total Employee Benefits	\$2,778,705	\$3,049,471	\$270,766	\$4,018,130	\$3,743,589	\$4,018,129	\$274,540

Mar-17	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,352,796	1,400,000	(47,204)	1,286,146	1,400,000
Bond Proceeds	1,330,000	-	1,330,000	6,297,710	-
Loan Proceeds	1,300,000	-	1,300,000	2,000,000	-
Investment Income	13,584	-	13,584	4,764	-
Total Revenues	3,996,380	1,400,000	2,596,380	9,588,620	1,400,000
Expenditures:					
Construction Proj : Site Improvemen	294,052	851,000	556,948	240,292	1,715,000
PHS Projects : Site Improvements	616,811	-	(616,811)	143,713	258,000
New Site: Sire Improvements	-	-	-	-	-
Other	1,318,796	-	-	6,347,512	-
Total Expenditures	2,229,659	851,000	(59,863)	6,731,517	1,973,000
Excess of Revenues over Expenditures & Transfers	1,766,721	549,000	1,217,721	2,857,103	(573,000)

Mar-17	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,046,977	6,122,555	(75,578)	4,313,635	6,122,555
General : Investment Income	23	-	23	-	-
General : Transfer from Other Funds	-	-	-	-	150,914
Total Revenues	6,047,000	6,122,555	(75,555)	4,313,635	6,273,469
Expenditures:					
Work Cash Bonds : Debt Principal Pa	910,000	910,000	0	3,870,009	910,000
Work Cash Bonds : Interest on Debt	15,117	18,200	3,083	224,618	18,200
Work Cash Bonds : Other Fixed Charg	300	1,500	1,200	600	2,000
Funding Bonds : Debt Principal Paym	4,853,110	4,850,000	(3,110)	104,997	4,850,000
Funding Bonds : Interest on Debt	263,259	491,269	228,010	1,921	491,269
Funding Bonds : Other Fixed Charges	3,426	1,500	(1,926)	1,700	2,000
Funding Bonds : Bond Issue Costs	29,487	-	(29,487)	122,375	-
Total Expenditures	6,074,699	6,272,469	(197,770)	4,326,219	6,273,469
Excess of Revenues over Expenditures & Transfers	(27,699)	(149,914)	122,215	(12,584)	-

Mar-17

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	4,875	4,875	-	-	6,500
Ag Judging Transfer	-	16,575	(16,575)	-	22,100
Auto Shop	1,727	11,250	(9,523)	842	15,000
Athletics	83,794	83,794	-	-	591,138
Fitness Center	52,171	55,000	(2,829)	53,090	55,000
Bookstore	537,648	1,123,200	(585,552)	449,837	1,125,400
Print Shop	439,738	405,438	34,300	380,371	532,794
Food Service	19,063	22,805	(3,742)	18,491	27,940
College Farm	110,858	75,000	35,858	70,449	75,000
Comm Choir	-	-	-	-	5,100
Student Life	134,300	134,300	-	-	251,391
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	528,110
Total Revenues	1,384,175	1,932,237	(548,062)	973,080	3,236,573
Expenditures:					
Ag Judging	32,675	27,985	(4,690)	28,667	28,600
Auto Shop	1,474	11,250	9,776	769	15,000
Athletics	380,824	389,186	8,362	387,789	482,944
Fitness Center	60,986	83,706	22,720	92,665	109,407
Bookstore	516,534	1,113,740	597,206	414,833	1,173,179
Print Shop	413,967	445,808	31,841	457,065	580,704
Food Service	7,555	9,374	1,819	6,728	12,627
College Farm	49,066	64,094	15,028	70,815	92,541
Comm Choir	2,990	5,100	2,110	2,944	5,100
Student Life	169,843	198,028	28,184	170,693	246,391
WLKL Radio	-	1,100	1,100	5	1,100
Tuition Waivers	603,707	391,583	(212,124)	-	522,110
Total Expenditures	2,239,621	2,740,953	501,332	1,632,974	3,269,703
Excess of Revenues over Expenditures & Transfers	(855,446)	(808,715)	(46,730)	(659,895)	(33,129)

Mar-17	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	364,288	339,312	24,976	152,071	449,621
Pathways	248,829	332,709	(83,881)	273,003	447,199
Perkins	91,701	151,589	(59,888)	103,664	228,973
WIOA	2,385,586	395,304	1,990,283	2,028,165	508,261
College Work Study	33,102	67,072	(33,970)	46,309	87,194
GAST	10,196	8,000	2,196	-	14,000
IL Cooperative Work Study	(3,329)	-	(3,329)	20,744	-
John Deere	122,443	251,077	(128,634)	585,153	251,077
IPRF Grant	18,680	-	18,680	7,088	-
Veterans Services	141,560	91,280	50,280	120,642	424,832
ISAC MAP	-	-	-	-	-
Department Of Education	5,151,205	6,776,245	(1,625,040)	5,718,216	6,849,099
Direct loans	1,728,693	1,591,915	136,778	1,751,255	1,647,761
Corrections	1,881,928	6,546,805	(4,664,876)	3,909	8,357,183
Privately Funded Grant	148,216	167,717	(19,501)	169,680	167,717
TRIO SSS	172,894	193,077	(20,184)	176,169	157,158
TRIO DC	183,295	237,886	(54,591)	191,548	320,545
Total Revenues	12,679,286	17,149,989	(4,470,702)	11,347,614	19,910,620
Expenditures:					
Adult Ed	424,932	329,981	(94,951)	236,760	449,621
Pathways	338,421	329,416	(9,004)	352,782	447,199
Perkins	141,200	151,085	9,885	108,088	228,601
WIOA	2,324,085	395,304	(1,928,781)	2,470,415	508,261
College Work Study	34,925	67,072	32,147	45,155	87,194
GAST	(604)	-	604	-	14,000
IL Cooperative Work Study	3,617	-	(3,617)	12,857	-
John Deere	99,480	251,077	151,597	676,403	251,077
IPRF Grant	7,185	-	(7,185)	2,749	-
Veterans Services	343,909	381,133	37,224	143,294	303,125
ISAC MAP	-	-	-	289,161	-
Department of Education	5,147,647	6,776,245	1,628,599	5,722,839	6,849,099
Direct loans	1,728,693	1,591,915	(136,778)	1,848,720	1,647,761
Corrections	4,272,769	6,547,309	2,274,539	4,563,896	9,318,824
Privately Funded Grant	57,142	78,027	20,885	102,264	167,717
TRIO SSS	168,568	193,077	24,510	176,236	257,158
TRIO DC	181,333	237,886	56,553	191,890	320,545
Total Expenditures	15,273,301	17,329,527	2,056,226	16,943,508	20,850,182
Excess of Revenues over Expenditures & Transfers	(2,594,015)	(179,538)	(2,414,476)	(5,595,894)	(939,562)

Mar-17	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	135,245	136,000	(755)	130,302	136,000
Total Revenues	135,245	136,000	(755)	130,302	136,000
Expenditures:					
Admin Staff Ful	15,149	15,862	714	15,307	21,414
Support Staff F	4,984	9,869	4,885	9,523	13,323
Medical Benefit	4,421	6,586	2,165	5,934	8,781
Life Insurance	22	31	9	32	41
Audit Services	60,800	61,300	500	59,500	61,300
Printing	246	1,000	754	88	1,000
Total Expenditures	85,622	94,648	9,026	90,383	105,859
Excess of Revenues over Expenditures & Transfers	49,623	41,352	8,271	39,918	30,141

Mar-17	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,812,104	1,800,000	12,104	1,532,015	1,800,000
Total Revenues	1,812,104	1,800,000	12,104	1,532,015	1,800,000
Expenditures:					
Student Services	71,890	74,187	2,297	70,329	99,903
Operations and Maintenance	118,054	121,084	3,030	138,702	163,010
Police Dept	307,817	343,575	35,758	315,142	460,755
Institutional Support	71,956	52,259	(19,697)	51,622	70,401
Fixed Charges-ins	828,581	378,687	(449,893)	697,507	745,000
Total Expenditures	1,398,297	969,792	(428,505)	1,273,302	1,539,069
Excess of Revenues over Expenditures & Transfers	413,807	830,208	(416,401)	258,714	260,931

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: April 24, 2017

Re: Recommendation for Luther Student Center Masonry Repair & Tuck pointing

The College recently solicited bids for needed brick repair work and tuck pointing of the Luther Student Center. As discussed in the March Buildings & Site Committee meeting, several areas have deteriorated to the point where it is presenting a safety concern and could compromise the integrity of the building itself if these repairs are not made.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested contractors. A total of six bids were received with one bid having to be deemed non-responsive due to not meeting the full specifications of the solicitation. Below is a listing of the bids that were received:

<u>Name</u>	<u>Bid Price</u>
Kross Masonry and Restoration	\$54,196.88

**This bid had to be disqualified due to not bidding tuck pointing for the entire building as the solicitation indicated.*

Mason's Masonry Restoration, Inc.	\$99,720.00
Evans-Mason, Inc.	\$175,980.00
Otto Baum Co., Inc.	\$225,465.00
Midwest Restoration, Inc.	\$198,138.00
RL Contractors, Inc.	\$142,600.00

Due to bids for the West Building, Wind Turbine remediation, Roadway Milling & Repaving, and Parking Lot Sealing and Crack Repair coming in substantially lower than expected, this project can be fully funded with the \$1.3 million bond proceeds; therefore, no operational dollars are necessary.

Based on the responsive bids received, it is my recommendation that we award this bid and initiate a contract with Mason's Masonry Restoration, Inc. of Brownstown, Illinois, for the Masonry Repair and Tuck Pointing of the Luther Student Center.

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Luther Student Center Tuck-Pointing and Masonry Improvements Bid Tab
Project No. 2017-004
BID DATE: April 13, 2017 - 2:00 PM

CONTRACTOR	Total Bid								
Kross Masonry and Restoration Newman, Illinois	\$54,196.98*								
Mason's Masonry Restoration, Inc. Brownstown, Illinois	\$99,720								
Evans-Mason Inc. Springfield, Illinois	\$175,980								
Otto Baum Co., Inc. Morton, Illinois	\$225,465								
Midwest Restoration, Inc. Paris, Illinois	\$198,138								
RL Contractors Inc. Butler, Illinois	\$142,600								

*Did Not Meet Specifications

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: April 24, 2017

Re: Recommendation for Parking Lot Sealing and Reflective Crack Repair

The College recently solicited bids for a Parking Lot Sealing and Reflective Crack Repair project to repair and re-seal the Northwest and Northeast parking lots and to re-paint the striping on the new roadway. As part of this bid, we also requested an alternate bid to submit pricing on adding the Southeast parking lot for sealing and crack repair. This is one of the projects that we have discussed and was part of the bonding process in order to fund these improvements.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested contractors. A total of four bids were received from area contractors. Below is a listing of the bids that were received:

<u>Name</u>	<u>Base Bid Price</u>	<u>Alternate Bid</u>	<u>Total</u>
Seal Coat, Inc.	\$56,715.00	\$28,881.00	\$85,596.00
Dunn Company	\$69,039.75	\$43,704.10	\$112,743.85
HSC Pavement Maintenance	\$49,003.00	\$27,008.00	\$76,011.00
WEP Asphalt	\$67,118.00	\$35,544.00	\$102,662.00

Based on the bids received, it is my recommendation that we include the alternate bid for sealing and repairing the Southeast parking lot in addition to the Northwest and Northeast lots. I recommend that we award this bid and initiate a contract with HSC Pavement Maintenance of Albion, Illinois, for the Parking Lot Sealing and Reflective Crack Repair project.

Please do not hesitate to contact me if you have any questions or need any further clarification.

**LAKE LAND
COLLEGE
BID TABULATION**

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Pavement Sealing and Reflective Crack Repair Bid Tab
Project No. 2017-005
BID DATE: April 21, 2017 - 2:00 PM

CONTRACTOR	Stipulated-Sum Bid Price	Alternate #1	Total Bid						
Seal Coat, Inc. Charleston, Illinois	\$56,715	\$28,881	\$85,596						
Dunn Company Decatur, Illinois	\$69,039.75	\$43,704.10	\$112,743.85						
HSC Pavement Maintenance Albion, Illinois	\$49,003	\$27,008	\$76,011						
WEP Asphalt Lawrenceville, Illinois	\$67,118	\$35,544	\$102,662						

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: April 24, 2017

Re: Recommendation for Roadway Milling and Re-Paving

The College recently solicited bids for a Roadway Milling and Re-Paving project to repair and improve certain sections of campus roadway. This is one of the projects that we have discussed and was part of the bonding process in order to fund these improvements.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested contractors. A total of two bids were received from area contractors. Below is a listing of the bids that were received:

<u>Name</u>	<u>Bid Price</u>
Howell Paving, Inc.	\$82,782.30
Ne-Co Asphalt Co., Inc.	\$79,178.00

Based on the bids received, it is my recommendation that we award this bid and initiate a contract with Ne-Co Asphalt Co., Inc. of Charleston, Illinois, for the Roadway Milling and Re-Paving project.

Please do not hesitate to contact me if you have any questions or need any further clarification.

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: April 21, 2017

Re: Generator Service Contract Approval

Lake Land College has four Caterpillar diesel powered generators to provide emergency power in the event of a utility power failure, or a utility peak-shave order. In addition, the College has a John Deere emergency fire pump. It is critical that appropriate preventative maintenance and routine service are provided on these equipment items to ensure they work appropriately when needed.

Altorfer Power Systems of Urbana, Illinois is the current provider for the maintenance and emergency services for these specialized equipment items. A 3-year service agreement is concluding this fiscal year and Altorfer has proposed both a 3-year option and a 6-year option as a renewal. The 3-year option totals \$56,964 over the agreement (or \$18,988/year – an increase of approximately \$935/year over what we are currently paying). The 6-year option totals \$109,224 over the agreement (or \$18,204/year – an increase of approximately \$150/year over what we are currently paying).

Due to the fact that the 6-year option locks in current labor rates for a longer period of time, is slightly cheaper on an annual basis, and includes an extra battery change for the generators, I am recommending approval of renewing for the 6-year term.

I recommend the Trustees approve a six year Generator Service Contract with Altorfer Power Systems of Urbana, Illinois at \$18,204 per each year of service.

Attachments



April 05, 2017

Quote#: 17-RG-14219-R

Customer # 310577

Lake Land College

Attention: Bryan Gleckler
 5001 Lakeland Boulevard
 Mattoon , IL 61938

Reference: 6 Year Agreement for Budget Numbers

A Six Year POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generator(s).

Caterpillar	3512	024Z04128	Caterpillar	3512	024Z09743
Caterpillar	3208	090N24288	Caterpillar	3512	0SBG00572
John Deere	4045HFC28	PE4046L164737			

Thank you for allowing Altorfer Power Systems the opportunity to provide a scheduled maintenance plan for your power generation system. These services have been tailored to your company's requirements and specific needs, while following Caterpillar's published schedules. A complete description of the services offered is included in this proposal package. The following is a summary of the service levels included in this agreement:

NOTE: Any specific training required to perform these services will be billed at normal time and material rates.

Type	Description	Visit Qty
Service Level 1	Comprehensive Inspection	30
Service Level 2	Service Level 1, Plus Full Service	30
Service Level 4	Engine Cooling System Service	5
Service Level 4a	Interm. Cooling System Service(Long Life)	5
Service Level 7	Starting Battery Replacement Service	10
Service Level 13A	Diesel Fuel Analysis - Basic Check	12

**Service Level intervals are based on 250 or less run hours per year.

SerialNum	Visit Qty	Invoice Amount
024Z04128	12	\$2,278
024Z09743	12	\$2,337
0SBG00572	12	\$2,193
PE4046L164737	12	\$1,063
090N24288	12	\$1,231

- Plus Applicable Tax.

Any labor or materials for corrective action on defects discovered during inspection and testing of equipment will be invoiced separately.

Altorfer Inc.

1519 West Kenyon Road, Urbana, IL 61801

Phone: FAX: (217) 359-6310

April 05, 2017

Quote#: 17-RG-14219-R

This maintenance plan will minimize the number of unexpected problems, allow you to budget your operating expenses, and maximize your facility's "up" status. All services will be performed by qualified CATERPILLAR trained technicians assuring that your generator system is maintained in accordance with all manufacturer's guidelines. Further, with the authorized CATERPILLAR dealer handling the maintenance, you can be assured of receiving any suggested or mandated product improvement updates that your equipment would require. The services provided will discover any possible discrepancies before they become a serious problem, which could lead to unnecessary down time of your system.

Altorfer Power Systems is capable of addressing all of your power generation needs from scheduled maintenance to failure diagnosis and repairs. To further your investment, we offer the following types of support:

- * 24 Hours, 7 days A Week, Emergency Service
- * Emergency Generator Rentals
- * 25+ CATERPILLAR Trained Generator Field Service Technicians Company Wide
- * In House Transfer Switch and Switchgear Repair
- * \$1.5 Million In Parts Inventory With Instant Access to CAT Worldwide Parts in Morton, IL.

All services performed will be covered by a 6-month warranty against materials and workmanship defects. All remedies under this warranty are expressly limited to replacing parts or making repairs in accordance with the warranty guidelines. Claims for loss arising out of any failure or the repaired equipment to operate for the warranty period or for loss arising from expenses incurred due to, or in connection with the failure of the repaired equipment, including any and all claims for consequential damages, are expressly excluded. Pricing is based on services performed during normal business hours.

In the event either party would decide to terminate this agreement, a 30 day written notice is required.(Cancellation charges may apply if the actual work completed exceeds the amount of total payments made prior to agreement termination.)

Pricing is valid for 60 days from quote date. To accept this proposal, please sign below. Please return the ACCEPTED copy to me. If you have any questions, or if I may be of additional service, please don't hesitate to contact me.

Sincerely,

Rich Gilonske
PSSR



ACCEPTED: _____ DATE: _____

TITLE: _____ PO#: _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 08, 2017**

The following employees have a family medical eligible event:

Durbin, Joseph	FMLA	4/24/2017
Kerkhoff, Abigail	FMLA	4/24/2017-5/12/2017
Shook, Lisa	FMLA	5/01/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bonebrake, Kassidy	Temporary Groundskeeper Primary Position is Special Needs Note Taker	04/24/2017
Brown, Rex	CTPD Staff Development Presenter Primary Position is Print Shop Technician Asst	04/06/2017
Flier-Layton, Sara	Tutor-Disability Services - Bachelor Primary Position is Pathways Teacher Aid II	03/27/2017
Leisch, Lisa	CTPD Staff Development Presenter Primary Position is Admin Asst to Counseling	04/06/2017
Shupe, Justin	CBI Non-credit Instructor Primary Position is Non-Credit Instructor	05/01/2017
Stolz, Cheryl	Non-Credit Instructor Primary Position is Adj Faculty Humanities	06/20/2017
Part-time - Grant Funded		
Dal Pozzo, Thomas	Tutor - Bachelor's Carl Perkins Primary Position is Allied Health PTA CLN Instr	03/27/2017
Grimes, Chloe	Perkins Student Worker - Humanities Primary Position is Special Needs Note Taker	03/24/2017
Kingery, Rachael	Perkins Assistant Primary Position is Adj Reading Instructor	03/30/2017
Landstrom, Anna	Agriculture Education Intern Primary Position is Perkins Student Worker Ag	05/15/2017
Travis, Carley	Agriculture Education Intern Primary Position is Adm & Rec Data Entry Asst	05/15/2017

End Additional Appointments

The following employees are ending their additional appointments

	Position	Effective Date
Full-time		
Stroud, Beckie	Test Proctor	04/09/2017
Stroud, Beckie	Tutor	04/09/2017
Stroud, Beckie	Data Entry Admissions	04/09/2017
Part-time		
Bustillos, Autumn	College Workstudy	02/28/2017
Endris, Kelle	Allied Health Clinical Instructor	04/13/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Howard, Kristalynn	Dual Credit Instructor	04/25/2017
Lockwood, Don	Dual Credit Instructor	03/29/2017
Meaker, Charles	Lake Land College Student Trustee	04/03/2017
Wright, Tracy	Dual Credit Instructor	04/04/2017
Part-time		
Allen, Jennifer	Dual Credit Coordinator	01/02/2017
Allen, Richard	Temporary Groundskeeper	04/03/2017
Reider, Kristina	Adjunct Faculty Social Science	03/13/2017
Schuring, Tyler	Fitness Center Specialist	04/10/2017
Snyder, Elijah	Admissions and Records Student Asst	04/09/2017
Thompson, Lowell	Temporary Groundskeeper	04/17/2017
Part-time - Grant Funded		
Miner, Linda	BNA Clinical Instructor Adult Education	06/05/2017
Bishop, Octazia	College Work Study - Counseling	03/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Lang, Teresa	Early Childhood Education Instructor(Retiree)	05/15/2017
Part-time		
Bampelenga Iyomi,	International Stu Ambassador	04/12/2017
Boulu Lombo, Jonathan	International Stu Ambassador	04/12/2017
Fitzpatrick, Julie	Mailroom Assistant	03/14/2017
George, Penny	Adj Doc College Funded	03/18/2016
Greene-Young, Susan	Adj Faculty Math/Science	04/17/2017
Gursoy, Nurten Seval	International Stu Ambassador	04/12/2017

Luong, Nhu Quynh	International Stu Ambassador	04/12/2017
Madigan, Matthew	Adj Faculty Math/Science	03/06/2014
Maitland, Abby	Library Assistant	03/29/2017
Mboma, Rayanna	International Stu Ambassador	04/12/2017
Moore, James	Adj Doc College Funded Instr	08/19/2016
Moss, Tamesha	Newspaper Ed Student News	01/29/2017
Oh, Su Gyeong	International Stu Ambassador	04/12/2017
Patel, Poojaben	International Stu Ambassador	04/12/2017
Pettry, Carol	Allied Health BNA Cln Instr	04/13/2017
Sango Lebolo, Lebo	International Stu Ambassador	04/12/2017
Tshilombo Kapinga,	International Stu Ambassador	04/12/2017
Tshilombo Luvungula,	International Stu Ambassador	04/12/2017
Wang, Rui	International Stu Ambassador	04/12/2017
College Work Study		
Ragon, Kierstyn	CWS College Advancement	12/20/2016