

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

May 14, 2018

Regular Meeting No. 617

Table of Contents

	Page
Agenda for May 14, 2018, Regular Meeting	3
Minutes for April 9, 2018, Regular Meeting	6
Supplemental Information for May 14, 2018, Regular Meeting	20

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



Regular Meeting No. 617
Monday, May 14, 2018, 6:00 p.m.
Webb Hall 081, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

(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 9, 2018, Regular Meeting.
2. Approval of Agenda of May 14, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
4. Destruction of Tape Recording of November 13, 2016, Closed Session.

II. Public Hearing concerning the Intent of the Board of Trustees to Sell \$17,000,000 Funding Bonds for the Purpose of Paying Claims against the District.

III. Hearing of Citizens, Faculty and Staff.

IV. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan Ms. Ann Deters
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Ms. Ann Deters
D. Buildings & Site	Mr. Bruce Owen
E. Student Report	Ms. Tessa Philpot
F. President's Report	Dr. Josh Bullock

V. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Appointment of Board Committees.	
2. Navigator News Awards.	20
3. Proposed Revisions to Board Policy 07.17.01 – <i>Incomplete Grade.</i>	21-22
4. Calendar of Events.	23-24
5. Correspondence.	25-27

B. Action Items.

	Board Book Page Number(s)
1. Approval of FY 2019 College-Wide Committees.	28-34
2. Approval of FY 2019 Part-Time Rates and Stipends.	35-42
3. Acceptance of Reporting of March 2018 Financial Statements.	43-55
4. Approval of New Position of Dean for Guided Pathways for Student Success.	56-59
5. Approval of MOU with Paraprofessionals Union regarding a Title Change.	60-61
6. Approval of MOU with Faculty Association Clarifying Reimbursement Options for Innovation Committee Funding.	62-64
7. Approval of Bid for <i>Lake Land College Magazine.</i>	65-66
8. Approval of Cell Phone Tower Lease Extension.	67-86
9. Approval of Bid for Scoreboard and Video Board for Athletics.	87

10. Closed Session.

Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment, employment, compensation or performance of specific employees.

[Return to Open Session - Roll Call]

11. Appointment of Technology Division Chair as Discussed in Closed Session.

12. Approval of Human Resources Report as Discussed in Closed Session.

88-91

VI. Other Business. (Non-action)

VII. Adjournment.

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



Regular Board Meeting No. 616
Webb Hall, Room 081, Mattoon, IL
April 9, 2018

Minutes

Call to Order.

Chair Storm called the April 9, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. David Storm, Chair; Mr. Mike Sullivan (arrived at 6:02 p.m.) and Mr. Charles Meaker, Student Trustee.

Trustees Absent: 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. Jim Hull, Vice President for Workforce Solutions and Community Education; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of March 12, 2018, Regular Meeting.
2. Approval of Minutes of March 12, 2018, Closed Session.
3. Approval of Agenda of April 9, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Education Fund	\$	510,767.34
Building Fund	\$	45,665.37
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	1,800.00
Auxiliary Services Fund	\$	44,117.35
Restricted Purposes Fund	\$	494,175.17
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	38,233.21
Student Accts Receivables	\$	138,269.88
Total	\$	1,273,028.32

For details of bills refer to:

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

5. Destruction of Tape Recording of October 10, 2016, Closed Session and October 26, 2016, Resource and Development Committee Meeting.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

[Trustee Sullivan arrived at 6:02 p.m.]

Adjournment Sine Die.

At 6:02 p.m., Trustee Cadwell moved and Trustee Storm seconded to adjourn sine die to conduct the annual organizational meeting.

Motion carried by unanimous voice vote.

Organization of the Board

A. Call to Order and Appointment of Secretary Pro Tem.

Chairman Storm called the meeting to order at 6:03 p.m. and appointed Trustee Deters to act as Secretary Pro Tem.

B. Roll Call

Members Physically Present: Mr. Gary Cadwell, Ms. Ann Deters, Ms. Doris Reynolds, Ms. Meg Steward, Mr. Dave Storm, Mr. Mike Sullivan and Student Trustee Charles Meaker.

Members Absent: Mr. Bruce Owen.

C. Appointment of Chairperson Pro Tem.

Trustee Reynolds nominated Trustee Storm to act as Chairperson Pro Tem. Student Trustee Meaker seconded the nomination. There being no further nominations, Chairman Storm declared the nominations to be closed. Chairman Pro Tem Storm asked for a roll call vote on the motion to appoint the Chairperson Pro Tem.

Roll Call vote:

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

Motion carried.

D. Appointment of Secretary Pro Tem.

Trustee Cadwell nominated Trustee Deters to act as Secretary Pro Tem. Trustee Sullivan seconded the nomination. There being no further nominations, Chairman Pro Tem Storm declared the nominations to be closed. Chairman Pro Tem Storm asked for a roll call vote on the motion to appoint the Secretary Pro Tem.

Roll Call vote:

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

Motion carried.

E. 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 Steward seconded the nomination. There being no further nominations, Chairman Pro Tem Storm declared that the nominations 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.

Roll Call vote:

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

Motion carried.

F. Election of Board Vice Chair and Length of Term.

Trustee Cadwell nominated Trustee Reynolds to serve as Vice Chairman of the Board for a period of one year. Trustee Sullivan seconded the nomination. There being no further nominations, Chairman Storm declared that the nominations be closed and requested a roll call vote on the motion to elect Trustee Reynolds as Board Vice Chair for a period of one year.

Roll Call vote:

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

Absent: Owen. Abstain: Reynolds. Student Advisory Vote: Meaker voted yes.

Motion carried.

G. Election of Board Secretary and Length of Term.

Trustee Steward 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 Storm declared that the nominations be closed and requested a roll call vote on the motion to elect Trustee Deters as Board Secretary for a period of one year.

Roll Call vote:

Yes: Trustees Cadwell, Reynolds, Steward, Storm, and Sullivan.

No: None. Absent: Owen. Abstain: Deters. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

H. Appointment of College Treasurer and Approval of Resolution No. 0418-011 for College Treasurer to Act as College Fiscal Agent.

Trustee Deters moved and Trustee Reynolds seconded that Mr. Bryan Gleckler, Vice President for Business Services, be appointed to serve as Treasurer until the next organizational meeting and that the Board of Trustees approve the Resolution No. 0418-011 for the College Treasurer to Act as the College Fiscal Agent. [A full and complete copy of this Resolution is attached to and part of these minutes.]

Roll Call vote:

Yes: Trustees Cadwell, Deters, Reynolds, Steward, Storm, and Sullivan. No:

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

Motion carried.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said the General Assembly is back in session and that passing a budget will be a key focus for legislators. He referenced opposition by area community leaders for proposed legislation to shift pension costs to the local level.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee recently met for an in-depth review of items which will appear later in the agenda. She said she would comment on these items as they are discussed according to the agenda.

Finance.

Trustee Deters, Committee Chair, said the Committee had not met since the last regular Board meeting but that Committee members had individually reviewed financial statements which will be discussed later in the agenda.

Buildings & Site.

Board Chair Storm, on behalf of Committee Chair Owen, said the Committee recently met to review a request by Trustee Sullivan for renaming the Zero Energy Building to Lensink Hall in honor of the College's sixth president, Mr. Scott Lensink. Chair Storm said the Committee's recommendation will be discussed later in the agenda.

Student Report.

Student Trustee Meaker highlighted recent events hosted by the Student Ambassadors and Student Government Association (SGA).

President's Report.

Dr. Bullock said:

- Last week we welcomed over 1,600 eighth grade students to campus for the Eighth Grade Career Fair. Thank you to Jamie Corda, Perkins Specialist, for coordinating the event, and to all of the faculty and staff who participated in making the two-day event a success.
- Sincere appreciation to Martha Mioux and Kay Foreman for their extensive preparation to host accreditors from the Commission on Accreditation in Physical Therapy Education (CAPTE) who were on campus in late March to evaluate Lake Land's Physical Therapy Assistant program. Congratulations to the PTA program for receiving

a positive report from the visiting team. The College is anxious to receive reaccreditation from the CAPTE Board.

- The College has not received any credit hour or equalization payments in the past 30 days. To date the College has received 86.7% of the FY 2017 state credit hour reimbursement and equalization appropriation (received \$9.0 million of \$10.4 million appropriated), and 87.0% of FY 2018 appropriations (received \$7.6 million of \$8.7 million appropriated).
- The College has also received 100% of the FY2017 funding for Illinois Department of Corrections and Illinois Department of Juvenile Justice programs (total receipt of \$6,033,833). For FY2018, we have received 1.5% of the invoiced funds for the Illinois Department of Corrections and Illinois Department of Juvenile Justice programs.

Business Items.

Non-action Items.

Presentation of Business Partnership Award to The Equity of Effingham.

Chair Storm presented the College's Business Partnership Award to representatives from The Equity of Effingham. Accepting the award for The Equity were Mr. Bruce Vernon, CEO, and Ms. Robin Brown, Manager of Employee Relations and Marketing.

Quarterly Investment Report.

Trustees heard a presentation from representatives with Wells Fargo on the College's quarterly investment report. Trustees reviewed details of the report.

Faculty Focus on Advancing Student Success.

Trustees heard a presentation from Ms. Molly Yeske, Medical Assistant Program Instructor, regarding the program's growth since being launched in the past year.

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

Dr. Tina Stovall, Vice President for Student Services, announced that two students, Ms. Jesse Holt, a graduate of Neoga High School, and Ms. Kristen Morlen, a graduate of Windsor High School, were selected to represent Lake Land College as Phi Theta Kappa All-Illinois Community College Academic Team Nominees.

Recognition of Outgoing Student Trustee.

Chair Storm recognized Mr. Charles Meaker for his numerous contributions during the past year as the 2017-2018 student trustee.

Naming Advisory Committee Recommendation for Renaming ZEB Hall.

The Board heard a recommendation from Chair Storm on behalf of the Buildings and Site Committee (Naming Advisory Committee) to rename the Zero Energy Building as Lensink Hall in honor of the outstanding service and professional contributions to the College by Mr. Scott Lensink, the College's sixth president. Per Board Policy 11.10, the Board will wait at least 120 days prior to taking action on this recommendation.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Certification of Student Trustee and Sophomore Student Government Association Election Results.

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

Trustee Deters moved and Trustee Reynolds seconded to accept the certificate declaring the 2018 winner of the sophomore Student Government Association (SGA) election and the student trustee election and seat Ms. Tessa Philpot as the new student trustee effective April 15, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Proposed Revisions to Policy 06.45 – Faculty and Staff Research and Consulting and Adoption of Board Policy 11.29 – Research by Internal or External Constituents.

Dr. Bullock said the above-referenced revisions to Board Policy 06.45 and adoption of Board Policy 11.29 were presented as first reading during the March 2018 regular Board meeting and that the administration has received no requests for additional changes since that time.

Trustee Sullivan moved and Trustee Reynolds seconded to approve revisions to Policy 06.45 – *Faculty and Staff Research and Consulting* and adopt Policy – 11.29 - *Human Subject Research by Internal or External Constituents*.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of Reporting of February 2018 Financial Statements.

Trustees reviewed the February 2018 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary. Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2018.

Trustee Steward moved and Trustee Deters seconded to approve the February 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of FY 2019 Salary Grades and Ranges Schedule for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler for the Board to adopt the above-referenced salary schedule.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the FY 2019 Salary Grades and Ranges Schedule as presented for administrative, supervisory and support staff, excluding correctional centers. Dr. Bullock and Mr. Gleckler responded to a few clarifying questions from Board members.

Trustee Reynolds moved and Trustee Steward seconded to approve as presented the FY 2019 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding correctional centers.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of Injection Molding Equipment Donation from College Foundation.

Trustees reviewed a recommendation from Ms. Jackie Joines, Executive Director for College Advancement, to accept an in-kind donation from the Foundation of injection molding equipment to be used in the Workforce Development program.

Trustee Reynolds moved and Trustee Steward seconded to accept as presented an in-kind donation of a Toshiba Injection Molding Press, including manuals and leveling pads, valued at \$45,000 and to be used for training purposes in the Workforce Development program.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Subway Contract Amendment.

Trustees heard a recommendation from Mr. Gleckler for the approval of an amendment to the current contract with the owner of the Subway in Laker Pointe.

Trustee Deters moved and Trustee Steward seconded to approve as presented an amendment to the contract with Subway Real Estate, LLC, to reduce the commission rate from nine percent to three percent for the Subway located in Laker Pointe effective August 1, 2018, through the remainder of the contract or July 31, 2021, and including a five-year renewal option through July 31, 2026

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Property, Casualty and Liability Insurance Renewal.

Trustees heard a recommendation from Mr. Gleckler to approve a bid from The Hanover Insurance Company for the College's upcoming policy renewal for property, casualty and liability insurance. Trustees reviewed details of bids received from four different providers.

Trustee Sullivan moved and Student Trustee Meaker seconded to approve as presented the property, casualty and liability insurance renewal bid from The Hanover in the amount of \$170,404 for the upcoming policy year.

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
Minutes – April 9, 2018
Page 10 of 14

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

Approval of Resolution No. 0418-012 - Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law.

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler to approve the above-referenced Resolution. Mr. Gleckler said that the administration has been working with legal counsel and PMA Securities for the steps required to fund the renovations/additions for the Child Care Facility and Luther Student Center projects as discussed with the Board since last fall. Trustees learned that additional actions will be brought to the Board for approval each month through June 2017 to complete this process.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented Resolution No. 0418-012 - Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Approval of Resolution No. 0418-013 - Resolution calling a public hearing concerning the intent of the Board of Trustees of the District to sell \$17,000,000 Funding Bonds for the purpose of paying claims against the District.

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler to approve the above-referenced Resolution.

Trustee Cadwell moved and Trustee Steward seconded to approve as presented Resolution No. 0418-013 - Resolution calling a public hearing concerning the intent of the Board of Trustees of the District to sell \$17,000,000 Funding Bonds for the purpose of paying claims against the District. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
 Minutes – April 9, 2018
 Page 11 of 14

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

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report. Trustee Reynolds motioned and Student Trustee Meaker seconded to approve the following Human Resources Report:

The following employee is recommended for leave

Conour, Marge	FMLA	05/14/2018-08/05/2018
Niemerg, Kellie	FMLA	04/21/2018-07/15/2018
Schlechte, Gerry	FMLA	02/26/2018-03/07/2018

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Horton, Jesse	Adjunct Faculty Social Science Sub Primary Position is Adj Faculty Math/Science	03/16/2018
Huang, Hsin Hui	Tutor-Disability Services - Student Primary Position is Counseling Clerical Worker	12/21/2017
Hunt, Richard	Center for Business and Industry Instr Primary Position is CBI Leadership Instr	03/01/2018
Shumard-Shelton, Lisa	Adjunct Faculty Humanities Division Sub Primary Position is Director of Dual Credit	03/26/2018
Smithenry, Kimberly	Allied Health LPN Substitute Instr Primary Position is Nursing Instructor	03/02/2018

Part-time - Grant Funded

Allen, Charles	Adult Education Welding Instructor Primary Position is Adult Ed Adjunct Faculty	03/14/2018
Daniels, Tori	Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant	03/22/2018
Gravatt, Tomi	Adjunct DOC College Funded Instructor Primary Position is Assoc Dean – IYC Harrisburg	03/12/2018
Huang, Hsin Hui	Tutor-Student Carl Perkins Primary Position is Counseling Clerical Worker	12/21/2017
Rios, Lisa	Adjunct DOC College Funded Instructor Primary Position is Corr Ofc Asst - East Moline CC	03/12/2018
Starwalt, William	Perkins Student Worker - Humanities Primary Position is Newspaper Ed Student News	04/05/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Blaser, Tara	Humanities Substitute Instructor	03/23/2018
Caldwell, Nancy	Humanities Substitute Instructor	03/23/2018
Cohan, Michael	Humanities Substitute Instructor	03/23/2018
Munger, James	CBI Instructor	03/20/2018
Sims, Kyle	CBI Instructor	03/20/2018

Part-time		
Bartholomew, Mary	TRIO Tutor	03/22/2018
Beliz, Jenny	TRIO Tutor	03/22/2018
Boyer, Natalie	Humanities Substitute Instructor	03/23/2018
Butler, Patricia	TRIO Tutor	03/22/2018
Davison, Larry	CBI Instructor	03/20/2018
Flier-Layton, Sara	Tutor Disability Services	03/23/2018
Gradle, Scott	TRIO Tutor	03/22/2018
Guyette, Samuel	Perkins Test Proctor	03/29/2018
Guyette, Samuel	Tutor	03/22/2018
Janes, Thomas	Tutor	03/29/2018
Key, Joanna	TRIO Tutor	03/22/2018
Kingery, Rachael	Perkins Assistant	03/15/2018
Lytle, Brianna	TRIO Tutor	03/22/2018
Pearcy, Tamara	TRIO Tutor	03/22/2018
Powell, Clyde	Tutor TRIO & TRIO SSS	03/22/2018
Reardon, Jenalee	TRIO Tutor	03/22/2018
Smith, Terry	CBI Instructor & Trainer	03/20/2018
Sotomayor, Edgardo	Tech Team Intern	03/29/2018
Stolz, Cheryl	Adult Education Instructor	03/29/2018
Taylor, Virginia	Adjunct DOC Faculty	03/26/2018
Tshilombo, Gael	TRIO SSS Tutor	03/22/2018
Turner, Gail	Adult Education Instructor	03/29/2018
Wilson-Kuhn, Dennise	CBI Instructor	03/20/2018
Woolworth, Wendy	TRIO Tutor	03/22/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Patton, Anna	Dual Credit Instructor	01/10/2018
Strange, James	Dual Credit Instructor	03/23/2018
Full-time - Grant Funded		
Barker, Danielle	Correctional Horticulture Instructor at Illinois River CC	04/17/2018
Collins, Deborah	Associate Dean of Illinois River CC	04/17/2018
Jones, Michael	Commercial Custodian Instructor	04/16/2018

Lake Land College Board of Trustees
 Minutes – April 9, 2018
 Page 13 of 14

Marceau, David	at Kewanee Re-entry Center Correctional Construction Occupations at East Moline CC	04/02/2018
Swindle, Jeremy	Associate Dean of Graham CC	04/10/2018

Part-time

Beavers, Gary	Custodian	03/26/2018
Hunt, Richard	CBI Leadership Instructor	01/01/2018
Staub, Gabrielle	Fitness Center Specialist	01/29/2018
Wake, Jackie	Professional Development Support	03/26/2018

Part-time - Grant Funded

Henninger, Jenine	Adjunct DOC Instructor	03/12/2018
Marasa, Jill	Adjunct DOC Instructor	03/26/2018
Verdin, Brandy	TRIO SSS Student Assistant	02/02/2018

College Work Studys

Bishop, Andrew	College Work Study - Business	03/02/2018
Brown, Kristina	College Work Study - Early Childhood Edu	02/01/2018
Shick, Nathaniel	College Work Study - Mailroom	02/26/2018
Spence, Kiley	College Work Study - Early Childhood Edu	02/27/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Chowning, Milah	Tech Team Intern	03/29/2018
Evans, Kasey	College Advancement Intern	03/28/2018
Kanizer, Tyler	Tech Team Intern	03/29/2018
Seibert, Adam	Tech Team Intern	03/29/2018
Full-time		
Corning, Julie	Corr Office Asst - Graham CC	04/30/2018
Risley, Kala	Corr Office Asst - Southwestern IL CC	04/20/2018

Part-time

Boulu, Bernie	International Stu Ambassador	03/08/2018
Deters, Timothy	Physical Plant Assistant	03/08/2018
Graham, Conner	Tutor - Student Lrng Asst Ctr	03/23/2018
Hatcher, Tatum	Pathways Classroom Assistant	03/02/2018
Kull, Bailey	Tutor	03/29/2018
Luesse, Aaron	Tutor - Student Lrng Asst Ctr	03/23/2018
Martinez Montes de Oca,	International Student Ambassador	03/08/2018
Perry, Dannie	Alternative Education Instructor	03/29/2018
Pope, Peggy	Adj Doc Instructor	10/13/2017
Reardon, Jenalee	Tutor - Assoc Community Ed	03/29/2018

Lake Land College Board of Trustees
Minutes – April 9, 2018
Page 14 of 14

Shaw, Lorri	Kluthe Test Proctor	02/15/2018
Spaulding, Sandra	Professional Development Support	03/06/2018
Wediko, Emmanuel	International Student Ambassador	03/08/2018

College Work Studys

Jones, Kimberli	College Work Study - TRIO SSS	03/22/2018
Powers, Taylor	College Work Study - Academic Services	03/16/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Coit, Jonathan	Outreach Advisor & Office Coordinator	04/10/2018
	Transferring from: Outreach Advisor/Mentor (TRIO) pt	
Scott, Garry	Associate Dean – Joliet Treatment Center	04/02/2018
	Transferring from: Corr Career Tech Instr - Dixon CC	

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Student Trustee Meaker moved and Trustee Cadwell seconded to adjourn the April 9, 2018, meeting of the Lake Land College Board of Trustees at 7:04 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

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

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

MEMO

TO: Dr. Tina Stovall, Vice President for Student Services

FROM: Valerie Lynch, Director of Student Life and Derby Roan, Editor-in-Chief of the Navigator News

DATE: April 9, 2018

RE: Illinois Community College Journalism Association Conference Spring Awards Banquet

Seven members of the staff of the Navigator News recently attended the Spring Conference of the Illinois Community College Journalism Association (ICCJA) held at Lincoln Land Community College in Springfield, Illinois on April 5th and 6th, 2018. The students attended two days of Journalism workshops and culminated the conference with the annual awards banquet which was held on Friday, April 6th in the Trutter Center on the Lincoln Land campus. Navigator News staff submitted work for all categories of the annual contest and were awarded a total of 7 awards. The staff competed among student publication staffs from community colleges throughout the state of Illinois.

The award winners were as follows:

1 st Place Advertising	Tamesha Moss
3 rd Place Feature Writing	Derby Roan
3 rd Place News Column	Catrina Oberfeldt
Honorable Mention Editorial Cartoon	Derby Roan
Honorable Mention Graphics	Derby Roan
Honorable Mention Feature Photo	Derby Roan
Honorable Mention General Excellence	Staff of the Lake Land College Navigator News

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: May 4, 2018

RE: Proposed Revisions to Board Policy 07.17.01 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. During the Spring 2018 semester, the Committee reviewed several board policies and is recommending revisions to Board Policy 07.17.01 – Incomplete Grade. The revisions seek to clarify the process by which students may be assigned a grade of Incomplete ("I") due to illness or other extreme circumstance and be provided the opportunity to complete the course during the following semester.

The proposed revisions were reviewed and supported by the Academic Leadership Team and Academic Council. I would like to present them for first reading at the May 14, 2018, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

Thank you.

2017-2018 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; Macy Davidson, Student; Tina Stovall, VP for Student Services; Michelle Zumbahlen, Committee Assistant.

07.17.01

Incomplete Grade

~~If a~~ student who is unable to complete the requirements for a course during the scheduled allotted time period due to illness or other extreme circumstance, ~~the student~~ may request ~~the instructor to assign to be assigned~~ a grade of "I" (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer).

To receive ~~this a~~ grade of "I", the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance, and the student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor's Division Chair with final submission to the Admissions and Records Office no later than the grades-due date of the term.

The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. During the next regular term, excluding summer, the student will be given the opportunity to complete the requirements for the course. After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and report it to the Admissions and Records Office, by the mid-term date of that term. Once an "I" grade is assigned, the student may not withdraw from the course. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade.

Students should be aware that assignment of an "I" grade may impact their financial aid.

Students affected by this procedure are referred to the grade appeal section of the catalog.

Adopted June 11, 2012

Revised

Calendar of Events

Monday, May 14, 2018	3 p.m. – Board Retreat – Webb Hall 081 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Fridays, May 18 - August 10, 2018	Summer Hours of Operation. College is closed on Fridays.
Friday, May 18, 2018	11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course
Thursday, June 7, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Friday, June 8, 2018	Top 50 VIP Recognition Celebration Keller Convention Center, Effingham
Monday, June 11, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, July 12, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, July 16, 2018 (Third Monday of Month)	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, August 9, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, August 13, 2018	5 p.m. – Board Dinner – Kluthe Center 6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, September 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081

Monday, October 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, November 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, December 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081



THANK YOU

Labelard College
Board of Trustees
& President Bullock

IT MEANT SO MUCH.

Your plant/rose
Potted Plant
in
memory of our
mother
Mary Hardwick



Thank You

Dr Bullock + Board Members,
Thank you so much for the
beautiful plant received in honor of
my mother. It will be a
special reminder of her and the
thoughtfulness of those we have
the privilege to work with in
support of our community.

Yvonne Zang + family

We shall always remember
with deep gratitude
your comforting expression
of sympathy

Allen Jackson
+
Family

MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 2, 2018
RE: College-Wide Standing Committees FY 2019

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2019 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 each committee's prior year accomplishments and validating the on-going need for each committee included on the recommended list.

Upon approval by the Board, the administration will begin the process of confirming individuals to serve in the various positions as identified by job position for each committee. This process will also include confirmation of individuals to serve on the College's task forces and review boards. Selection of appropriate committee, task force and review board members will be conducted in consultation with each bargaining unit as outlined in their respective collective bargaining agreements.

Attachment

Lake Land College Standing Committees 2018-2019

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 Council Committee*

Purpose: To facilitate ongoing dialogue between full-time faculty and the Administration/Board of Trustees.

Co-Chair: VP for Academic Services and One Faculty to be voted on by faculty at first meeting.

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

VP for Academic Services

*One academic support faculty member elected by academic support faculty (7)

*One teaching faculty member elected from each academic division (1)

Agriculture:

Allied Health:

Business:

Humanities:

Math/Science:

Non-teaching:

Social Science:

Technology:

At least two administrators: VP for Business Services & VP for Student Services

Director of Human Resources

Director of Grants and Academic Operations

Faculty appointments are for three-year rotating terms

*Faculty Association President

Sponsor: VP for Academic 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:

Lake Land College Standing Committees 2018-2019

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:

One Administrator
One Business Services Staff
One Student Services Staff
One Academic Services Staff
Director of Institutional Research
One Teaching Faculty from each division:
Allied Health
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: Dean of Admission Services

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

Lake Land College Standing Committees 2018-2019

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
 Director of Academic Support and Assessment
 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 Reading/Writing Instructor
 Developmental Math 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

Sponsor: VP for Academic Services

Employee Development Committee*

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

Chair: Sr. Human Resources Generalist

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: Human Resources Assistant

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.

Lake Land College Standing Committees 2018-2019

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

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: TBD

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

Chair for 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

Innovation Committee*

Purpose: Evaluates faculty requests for funding to support innovation in the classroom, professional development experiences and initiatives that support areas of focus to move the college forward.

Chair: VP for Academic Services

Lake Land College Standing Committees 2018-2019

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

Three Faculty Members (3 year rotating terms)

Three 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

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: Employment Specialist

Members:

College Nurse

Director of Physical Plant

One Custodial Staff

One Paraprofessional

Two Faculty

One Administrator/Supervisory

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

Lake Land College Standing Committees 2018-2019

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

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Bryan Gleckler, Vice-President for Business Services

DATE: May 7, 2018

RE: FY 2019 Part-Time Rates and Stipends

Please find attached the proposed FY 2019 Part-Time Rates and Stipends for your consideration and following a thorough evaluation by the administration of the current rates.

The principal objective of our compensation program is to ensure the institution is able to attract, motivate, and retain a highly qualified workforce in a cost-effective manner. The attached document reflects various increases to help the College remain competitive and retain a highly competent staff. For example, it is recommended we increase adjunct faculty wages by \$15.00 per credit hour by the number of semesters taught effective fall semester, 2018. This increase and other various proposed stipends and part-time rates increases as detailed on the attachment will allow for fairness and consistency across the institution and reward employees for their dedication and performance.

It is respectfully requested the Board approve the proposed FY 2019 Part-Time Rates and Stipends.

FY18 Part-Time Rates and Stipends

Assistants		
Level I - Education Level H.S.	\$8.25	(student positions)
		Adult Education Instructor Assistant(student) Bookstore Assistant Central Receiving Assistant Counseling Clerical Worker Dental Hygiene Clinical Student Assistant Disability Services Notetaker GIS Assistant Int'l Studies Student Ambassador Int'l Studies Student Assistant Kluthe Administrative Assistant Kluthe Resource Room Assistant Laker Mallard Mascot Mailroom Assistant Office Assistant Partnership Administrative Assistant Pathways Student Classroom Assistant Perkins Student Worker Physical Plant Assistant Physical Plant Student Assistant Print Assistant Special Needs Notetaker Student Assistant Textbook Assistant TRiO SSS Student Assistant Workforce Education Assistant
Level II -	\$8.50	
		Assistant Coach/Cheer Coach Cosmetology Administrative Assistant Extension Center Administrative Assistant
Level III	\$8.75	
		Accounting Assistant Administrative Assistant to Police Dept Administrative Asst to Grants and IR Allied Health Assistant Auxiliary Services Assistant Career Services Assistant Data Entry Assistant Emergency Medical Services Assistant Financial Aid Assistant Human Resources Assistant IDOT QC/QA Administrative Assistant International Studies Program Assistant Lab Assistant/Technician Print Shop Administrative Assistant Test Proctor/Training Assistant TRIO Administrative Assistant

Level IV	\$9.00	Library Assistant Library Assistant Technical Services
Level V	\$9.25	Archives Project Developer Data Employment Specialist Foundation Operations Assistant Library Assistant II Print Shop Technician Assistant Student Services Specialist
Level VI	\$10.00	Adult Education Bus Driver Commercial Driver Student Recruiter (CBI)
Coordinators		
Level I	\$8.50	Auxiliary Services Office Coordinator Off Campus Coordinator
Level II	\$9.25	Financial Aid Processor/Coordinator Fitness Center Specialist MPAE Coordinator Student Assistant Specialist/Career Services/Counseling TRIO Talent Search Office Coordinator
Editors		
Level I	\$8.25	Layout and Design Editor Managing Editor Photo Web Editor Section Editor
Grounds		
Level I	\$8.25	Farm Manager Assistant Groundskeeper Assistant
Level II	\$9.25	Custodian Groundskeeper Physical Plant Tech I
Level III	\$12.00	Physical Plant II Wind Turbine Technician
Technical		
Level I	\$8.25	Communications and Creative Services Intern Print Technician Videography Intern

Level II	\$8.50	
Level III	\$9.25	Bookstore Computer Services Specialist Microcomputer Support Technician Web Developer/Help Desk Support
Level IV	\$10.00	Audio-Visual Technician Graphic Specialist Microcomputer Support Specialist Web Programmer
Level V	\$11.00	Graphic Design Pre-Flighter
Level VI	\$12.00	Marketing Digital Content Specialist Marketing Videographer Photographer Network Consultant
Tutor		
Level I - High School	\$8.25	Tutor I
Level II - Associates	\$10.00	Tutor II
Level III - Bachelor	\$13.00	Tutor III
Professional		
Level I	\$10.00 - \$15.00	
		Academic Services Datatel Assistant \$10.50
		Adult Education Child Care Aide \$11.00
		Adult Education Child Care Specialist \$15.00
		Adult Educational Classroom Assistant \$10.00
		Area Literacy Representative \$10.00
		Auxiliary Services Data Specialist \$12.00
		Broadcast Engineer \$15.00
		Business Partnership Support Specialist \$11.00
		E-Commerce Specialist \$12.00
		Engineering Technician \$15.00
		Financial Aid Representative \$11.00
		Lab Supervisor/Associates \$12.00
		Marketing & Digital Content Specialist \$12.00
		Pathways Classroom Assistant (Associate) \$10.00
		Pathways Special Project Advisor \$10.00
		Police Officer \$14.00
		Professional Development Support \$11.00

Level II		\$15.50
Admissions Services Specialist		\$15.50
Accelerated Opporuntities Adult Ed Advisor		\$15.50
Adult Education Special Projects Advisor		\$15.50
Alternative Education Specialist		\$15.50
Athletic Marketing & Development Specialist		\$15.50
Career Services Representative		\$15.50
Cooperative Work Study Program Coordinator		\$15.50
Counseling Services Specialist		\$15.50
Creative Specialist		\$15.50
Dual Credit Student Support Specialist		\$15.50
Early Advantage Program (EAP) Specialist		\$15.50
Education Specialist		\$15.50
Employment Specialist		\$15.50
Financial Aid Outreach Coordinator		\$15.50
GIS Technician Specialist		\$15.50
Human Services Internship Supervisor		\$15.50
Intramural Director		\$15.50
Intramural Official		\$15.50
Lab Supervisor/Bachelors		\$15.50
Partnership Specialist		\$15.50
Perkins Specialist		\$15.50
Special Needs Assistant (Perkins)		\$15.50
Student Services Professional		\$15.50
TRIO Learning Skills Specialist		\$15.50

Level III		
Academic Counselor		\$24.81
Allied Health Career Coordinator		\$24.81
Athletic Trainer		\$25.00
Assessment Facilitator		\$20.00
CDL Driver Instructor/Trainer		\$18.00
Clinical Instructor		\$24.81
Honors Instructor		\$24.81
Literacy Advisor		\$18.00
Medical Assistant Program Lab Assistant		\$24.81
Nursing Lab Coordinator		\$24.81
Part-Time Instructor		\$18.00
TRIO Advising Counselor		\$24.81
Norming General Education Assessment Eval.		\$50.00

CONTRACTED RATES		
C.N.A. Evaluators		\$30.00
CBI Technical Writer		Market Rate
CBI Trainer		Market Rate
Clinical Dentist		\$44.50
IDOC CPR Instructor		\$46.25
Executive Director ECIDC		Contract Rate
Navigator Sales Assistant		Based on Advertising Sales
Nursing Clinical Instructors		\$30.00
Sign Language Interpreter (Certified Intermediate)		\$35.00
Sign Language Interpreter (Non-Certified)		\$20.00
Special Projects Coordinator		Based on % of grant funding

Effective Date: 7/1/18

Paid Per Occurrence					
Part time academic rates begin with the Fall Semester.					
FY2019					
Women's Basketball Officials	Service	Per Game			\$185.00
Men's Basketball Officials	Service	Per Game			\$185.00
Volleyball Officials	Service	Per Match		3 out of 5	\$125.00
Men's Baseball Umpires	Service	SINGLE			\$145.00
Men's Baseball Umpires	Service	DOUBLE			\$195.00
Softball Umpires	Service	DOUBLE			\$150.00
Scorekeeper / Timer / Announcer	Service	Per Game		\$15/hour	\$30.00

Stipends	
Part time academic year rates begin with the Fall Semester.	
Position	FY2019
Faculty Accreditation Coordinator	\$7,500.00
Head Coach (Athletics, Ag Judging)	\$6,000.00
Assistant Coach/Cheer Coach	\$4,125.00
Chair of Counseling (11 MONTHS)	\$6,500.00
Director of Learning Resource Center (11 MONTHS)	\$3,499.00
Director of Physical Therapy Assistant Program	\$23,049.00
Division Chairs (11 MONTHS)	\$6,500.00
Farm Manager	4 ECH for 60 acres, .07 ECH for each additional acre
Guided Pathways Leaders	\$4,500.00
Human Anatomy / Physiology Preparation (Per cadaver)	\$3,589.00
Dual Credit High School Coordinator	\$100 to cover the first five dual credit sections offered per semester. \$10 for each subsequent dual credit section offered per semester.
Fresh Start Wellness Program	\$100-\$200
Release Time Formula for Division Chairs:	
ACADEMIC YEAR	
a) .6 ECH each term for each full-time faculty in the division	
b) .3 ECH each term for each pt instructor supervised on campus	
c) .15 ECH each term for each pt instructor supervised off campus	
SUMMER TERM	
.6 ECH for each one FTE faculty (full or part-time) (one FTE = 8 ECH)	
Directors	
Dental Hygiene (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Nursing Programs: (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Physical Therapy Assistant & Massage Therapy Program (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Cosmetology	15.0 ECH (11 Mo.)
Broadcast Operations	15.0 ECH (11 Mo.)
Director, Medical Assistant	15.0 ECH (11 Mo.)
BNA Director	15.0 ECH (11 Mo.)
Coaching Stipend Formula: (If paid in addition to full-time position)	
Head Coach Stipend:	
\$6000.00 Base pay rate for all coaches for any sport and ag judging	
+ \$200 per year for previous experience as a head or paid assistant coach at Lake Land College.	
+ \$100 per year for experience outside Lake Land College as college head or assistant coach or high school head coach.	
Annual pay increase based on % increase for full-time employees	
Cheer Coach / Assistant Coach Stipend (Part-time):	
\$4,125.00 (\$8.25 per hour for 500 hours)	
+ \$100 per year for previous experience as a head or paid assistant coach at Lake Land College.	
Annual pay increase based on hourly rate increase for part-time employees	
Additional Head Coach Stipend:	
\$500 Team to National Tournament (VB, MBB, WBB, SB, BB)	
\$500 60% wins (VB, MBB, WBB, SB, BB)	
\$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag Judging)	
\$100 per All American (as selected by NJCAA or NJCLJCA)	
\$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year)	
\$100 per sophomore Academic All American (3.60 or higher cumulative GPA)	
Chair Stipend:	
Division Chair and Chair of Counseling Stipend :	
\$6500.00 Base pay rate	
+\$222 per year annual increase as a Division Chair or Chair of Counseling.	
Director of Learning Resource Center Stipend Formula:	
Director of Learning Resource Center Stipend:	
+\$100 per year for previous experience as a Director of Learning Resource Center.	

Adjunct Faculty Wage Scale

Period of Time	FY2019
0-7 Semesters	\$605
8-15 Semesters	\$620
16+ Semesters	\$635

Fall, spring & summer are calculated as recordable semesters toward placement on wage scale.

FY2019 Substitution Rates

The Standard Substitution Rate is to be used when a **substitute** is needed for:

1. A fulltime faculty member who has been hired for an academic year according to the Lake Land College fulltime faculty salary scale.
2. An adjunct faculty member who has been hired for an academic semester according to the Lake Land College adjunct faculty salary scale.
3. A unique exception. All exceptions must be approved by the Vice President for Academic Services.

Current Fulltime Faculty Rates

Lecture Hour - Fulltime Faculty Overload Credit Hour / sixteen weeks

$$\$740 / 16 = \$45.31$$

Lab Hour - Fulltime Faculty Overload Credit Hour / sixteen weeks x 1.0

$$\$740 / 16 \times 1.0 = \$45.31$$

DC Overload Hourly Rate \$24.81

Current Adjunct Faculty Rates

Lecture Hour - Adjunct Faculty Credit Hour / sixteen weeks

$$\$605/16 = \$37.81$$

$$\$620/16 = \$38.75$$

$$\$635/16 = \$39.69$$

Lab Hour - Adjunct Faculty Credit Hour / sixteen weeks x 1.0

$$\$605/16 \times 1.0 = \$37.81$$


$$\$620/16 \times 1.0 = \$38.75$$

$$\$635/16 \times 1.0 = \$39.69$$

Effective: 8/2018

MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 1, 2018

RE: March 2018 Financial Statement Summary

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

Area(s) of Concern:

- Tuition revenue –The year to date unfavorable variance remains significant in tuition revenue in the amount of \$1,406,116. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment as tuition for FY2018. When you remove this variable from the year to year comparison, we are actually down 4.0% as compared to FY2017 and we had budgeted a 3.0% decline.
- Fees – The unfavorable variance in fees continues during the month of March. The March variance was unfavorable by \$78,438 increasing the total year to date unfavorable variance to \$623,315. In FY2017, at this point in time we had recorded 97.0% of the fees received for all of FY2017. Through the same timeframe in FY2018, we have recorded 86.2% of fee revenue budgeted for FY2018. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment for FY2018. When you remove this variable from the year to year comparison, we are actually up 3.5% as compared to FY2017; however, we had hoped to be up more due to the fee changes we made for FY2018.

Given that these variances have continued for several months and now total approximately \$2.0 million, it is important to evaluate the expenditure side in order to offset what appears to be lower than anticipated revenue for these areas. In evaluating expenditures year to date, if this unfavorable variance in revenue continues, I am projecting it to be made up by the following favorable variances in expenditures for this year:

- Salaries/Wages and benefits – Projected year end favorable variance of \$440,000

- General Materials and Supplies - Projected year end favorable variance of \$600,000
- Contractual Services - Projected year end favorable variance of \$350,000
- Travel & Meeting Expenses – Projected year end favorable variance of \$150,000
- Utilities – Projected year end favorable variance of \$75,000
- Other – Projected year end favorable variance of \$275,000
- Capital Outlay – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

Total projected favorable expenditure variances - \$1,990,000

Overall Variances:

- *Revenue* – Total March revenue was \$703,866 resulting in an overall unfavorable variance of \$570,752 compared to the budgeted level. This unfavorable variance is primarily driven by not receiving a credit hour reimbursement payment during the month of March, and tuition and fees coming in lower than budgeted. Year to date, revenue has an unfavorable variance of \$501,731. Due to receiving many of the Credit Hour and Equalization payments from the State of Illinois earlier than anticipated, these favorable variances will continue to drop toward zero as we finish out the fiscal year. Given this, we will likely end FY2018 with a total unfavorable variance in revenue of approximately \$1.8 million (tuition & fee issue previously mentioned).
- *Expenditures* – Total March expenditures were \$2,105,734 resulting in an overall favorable variance of \$92,287. Year to date, spending has a favorable variance of \$2,649,196. I anticipate this favorable variance to decrease slightly for the remainder of the fiscal year and ultimately land around \$1.9 - \$2.1 million favorable. Additionally, this favorable variance does not account for the additional \$2,758,850 we identified at the beginning of the year that is earmarked to go towards fund balance.

Revenue Variances:

- *Local Sources* – Through March, this line is unfavorable by \$109,020 which has to do with reductions in CPPRT funding from the State of Illinois. While local source revenue will be slight for the remainder of the fiscal year, this unfavorable variance should still improve slightly as we move toward the end of the year.
- *ICCB Credit Hour Grant* – Unfavorable variance for the month of March by \$430,713 due to the timing of receipt of state payments for credit hour reimbursement during the month. Due to the receipt of multiple payments in prior months, year to date this line has a favorable variance of \$893,109 but this is solely due to the timing of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.

- *ICCB Equalization Grant* – No variance for the month of March. Year to date this line has a favorable variance of \$453,968 but will be in line with the budgeted assumptions by the conclusion of the fiscal year.
- *Tuition & Fees* – Already discussed at length above. March unfavorable variance for tuition of \$58,067 and \$63,565 unfavorable variance for fees. Year to date, tuition has an unfavorable variance of \$1,406,116 and fees are unfavorable by \$623,315.
- *Other State Sources* – Unfavorable variance for March in the amount of \$58,067 due to the timing of the receipt of CTE funding from the State of Illinois. Year to date this line has an unfavorable variance of \$94,814 but I anticipate this variance to substantially improve in the April report.
- *Other Revenue* – March had a favorable variance of \$75,031. Year to date this line now has a favorable variance totaling \$196,485.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in March of \$30,258. Year to date these lines are favorable by \$498,533 and we are projecting a year end favorable variance of \$482,850 at this point in time.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in March in the amount of \$145,680. Year to date these lines are unfavorable by \$19,920; however, we are projecting that by the end of the year that these lines will be closer to being within budget.
- *Instructional* – Had a favorable variance in March of \$29,700 which was primarily due benefits (timing). Overall, this area is favorable by \$610,493 year to date.
- *Academic Support* – Had an unfavorable variance in March of \$8,726 which is primarily due to an unfavorable variance in General Materials & Supplies. Year to date, this area has an overall favorable variance of \$20,236.
- *Student Services* – Had a favorable variance in March of \$33,061. This was primarily due to favorable variances in salaries of \$10,295 and benefits of \$19,409. Year to date, this area has an overall favorable variance of \$129,294.
- *Public Service/ Continuing Education* – This area had an unfavorable March variance of \$1,113. Year to date this area is favorable by \$3,583 with the bulk of this favorable variance in salaries and materials and supplies.
- *Operations & Maintenance* – This area had a favorable March variance of \$34,723. Year to date the favorable variance is \$451,961 with \$115,000 being in Capital Outlay due to not expending \$15,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers for

the Luther Student Center. In addition, year to date utilities is favorable by \$91,833 and salaries are favorable by \$160,036.

- *Institutional Support* – Had an unfavorable March variance of \$81,737 that was largely due to Strategic Initiative spending that was planned to occur earlier in the year. Year to date this area has a favorable variance totaling \$1,202,901. The bulk of this favorable variance is from the following lines: \$182,458 is due to adding in the Strategic Initiatives that were outlined in the August 10th memo from Dr. Bullock to the Board of Trustees, \$145,196 is in general materials and supplies, and \$97,515 is in contractual services.
- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$86,379 for the month of March. Year to date this line is favorable by \$230,727.

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

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 FY2018 projected final spending levels, and year to date spending through March 2018 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	FY17 Audited Numbers	FY18 Annual Budget
Revenues:										
-	15,000	(15,000)	Local Sources	8,355,980	8,465,000	(109,020)	-1.29%	7,916,458	7,910,562	8,922,204
89,478	520,192	(430,713)	ICCB Credit Hour Grant	3,391,002	2,497,893	893,109	35.75%	1,887,282	5,262,447	4,058,469
389,943	389,943	(0)	ICCB Equalization Grant	3,963,458	3,509,490	453,968	12.94%	2,843,905	5,113,746	4,679,320
40,535	98,602	(58,067)	Other State Sources	546,908	641,722	(94,814)	-14.77%	879,827	2,039,866	1,050,557
(83,719)	(154)	(63,565)	Tuition	9,642,935	11,049,051	(1,406,116)	-12.73%	11,286,813	11,305,696	11,027,972
77,532	155,970	(78,438)	Fees	3,903,118	4,526,433	(623,315)	-13.77%	3,961,983	4,085,240	4,534,505
170,098	95,085	75,013	Other Revenue	1,058,182	861,697	196,485	22.80%	2,538,266	2,409,866	1,119,843
-	-	-	Gift in Kind	187,973	-	187,973	100.00%	25,348	115,578	-
703,866	1,274,618	(570,752)	Total Revenues	31,049,555	31,551,286	(501,731)	1	31,339,882	38,243,602	35,392,870
Expenditures:										
Instructional										
908,006	845,782	(62,224)	Salary and Wages	8,717,198	8,821,068	103,870	1.18%	8,678,010	10,352,825	10,593,886
84,389	169,640	85,250	Employee Benefits	1,491,194	1,585,045	73,851	4.72%	1,476,896	1,948,994	1,973,963
81,217	68,150	(13,067)	Contractual Services	214,468	420,310	205,842	48.97%	307,234	472,541	556,690
41,205	41,987	782	General Materials and Supplies	352,563	594,056	241,493	40.65%	324,076	456,549	732,461
3,858	17,334	13,477	Travel and Meeting Expenses	22,934	103,768	80,834	77.90%	20,992	35,246	146,460
5,908	10,400	4,492	Fixed Charges	15,352	43,250	27,898	0.00%	32,321	48,278	72,225
364	1,355	991	Capital Outlay	364	34,955	34,591	98.96%	7,375	7,375	36,554
-	-	-	Other Expenditures	-	-	-	0.00%	-	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	0.00%	25,348	-	-
1,124,948	1,154,648	29,700	Total Instructional	10,971,959	11,582,452	610,493	5.27%	10,872,251	13,322,729	14,112,239
Academic Support										
30,572	27,067	(3,505)	Salary and Wages	283,706	275,925	(7,781)	-2.82%	381,511	433,397	351,255
3,594	7,152	3,558	Employee Benefits	69,758	61,948	(7,810)	-12.61%	90,857	114,371	83,404
-	300	300	Contractual Services	937	2,000	1,063	0.00%	969	1,682	3,000
18,093	8,498	(9,595)	General Materials and Supplies	166,817	197,629	30,812	15.59%	151,018	173,870	205,214
259	575	317	Travel and Meeting Expenses	5,874	6,185	311	5.02%	4,452	7,678	9,310
-	200	200	Fixed Charges	4,734	8,375	3,641	43.48%	4,288	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
52,518	43,792	(8,726)	Total Academic Support	531,826	552,062	20,236	3.67%	633,095	735,316	659,683
Student Services										
113,486	123,781	10,295	Salary and Wages	1,135,460	1,209,342	73,882	6.11%	1,096,824	1,377,954	1,550,363
16,862	36,271	19,409	Employee Benefits	303,695	312,530	8,835	2.83%	298,276	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	11,209	9,322
-	4,018	4,018	General Materials and Supplies	53,920	80,015	26,095	32.61%	54,940	67,705	95,914
2,202	3,029	827	Travel and Meeting Expenses	9,776	30,258	20,482	67.69%	9,403	10,759	38,038
1,487	-	(1,487)	Other Expenditures	3,750	3,750	-	0.00%	3,750	7,000	7,500
134,037	167,098	33,061	Total Student Services	1,515,923	1,645,217	129,294	7.86%	1,472,515	1,872,731	2,122,477
Public Service/Cont Ed										
31,858	27,329	(4,528)	Salary and Wages	272,550	284,037	11,487	4.04%	248,576	356,447	372,432
1,981	3,932	1,951	Employee Benefits	45,123	40,057	(5,066)	-12.65%	44,661	59,098	53,853
1,212	1,350	138	Contractual Services	28,362	26,520	(1,842)	-6.95%	25,863	42,315	34,620
6,568	8,510	1,942	General Materials and Supplies	86,083	96,950	10,867	11.21%	58,694	107,233	127,528
28	330	302	Travel and Meeting Expenses	2,137	2,918	781	26.77%	2,682	4,126	3,807
13,575	12,658	(918)	Fixed Charges	114,747	113,954	(793)	-0.70%	113,915	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,850	-	(11,850)	0.00%	-	-	-
55,222	54,108	(1,113)	Total Public Service/ Cont Ed	560,853	564,436	3,583	0.63%	494,389	721,417	744,950
Operations & Maintenance										
72,587	90,042	17,455	Salary and Wages	719,085	879,121	160,036	18.20%	749,011	1,026,001	1,174,469
14,303	25,677	11,373	Employee Benefits	226,481	222,405	(4,076)	-1.83%	239,185	318,114	301,434
13,335	9,041	(4,294)	Contractual Services	148,918	182,711	33,793	18.50%	227,331	344,505	215,435
11,992	18,446	6,454	General Materials and Supplies	105,037	195,870	91,833	46.65%	77,254	125,184	271,195
-	25	25	Travel and Meeting Expenses	-	125	125	100.00%	-	-	150
9,930	11,180	1,250	Fixed Charges	138,342	100,620	(37,722)	-37.49%	131,160	227,294	134,160
94,316	96,776	2,460	Utilities	784,728	877,701	92,973	10.59%	899,591	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	-	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
216,464	251,187	34,723	Total Operation and Maint	2,122,592	2,574,553	451,961	17.55%	2,323,531	3,207,652	3,436,489
Institutional Support										
239,033	251,283	12,249	Salary and Wages	2,270,101	2,427,140	157,039	6.47%	2,246,227	3,028,892	3,089,526
37,731	61,871	24,140	Employee Benefits	618,467	532,814	(85,653)	-16.08%	629,002	750,399	930,711
58,354	17,627	(40,728)	Contractual Services	270,309	367,824	97,515	26.51%	360,949	610,853	616,253
31,926	36,276	4,350	General Materials and Supplies	506,462	651,658	145,196	22.28%	474,611	611,916	1,388,391
3,736	7,517	3,781	Travel and Meeting Expenses	33,144	84,060	50,916	60.57%	29,124	51,843	121,330
(1,638)	575	2,213	Fixed Charges	209,282	221,250	11,968	5.41%	240,597	242,519	228,300
7,000	1,785	(5,215)	Capital Outlay	7,201	34,510	27,309	0.00%	5,649	9,089	43,634
16,782	57,330	40,548	Contingency Funds	53,968	387,410	333,442	0.00%	19,412	26,960	487,221
-	-	-	Other	124,042	425,000	300,958	0.00%	648,114	987,604	4,417,729
123,075	-	(123,075)	Strategic Initiatives	262,542	445,000	182,458	0.00%	-	-	445,000
-	-	-	Gifts In Kind	18,248	-	(18,248)	0.00%	-	-	-
516,000	434,262	(81,737)	Total Institutional Support	4,373,765	5,576,666	1,202,901	1	4,653,685	6,320,074	11,768,095
6,545	92,925	86,379	Scholarships, grants, waivers	706,560	937,287	230,727	24.62%	2,419,563	2,506,810	1,170,066
2,105,734	2,198,021	92,287	Total Expenditures	20,783,477	23,432,673	2,649,196	11.31%	22,869,029	28,686,729	34,013,999
5,818	116,905	111,087	Transfers Out:	547,643	1,028,156	480,513	46.74%	969,669	1,271,915	1,378,871
Excess of Revenues over Expenditures & Transfers										
(1,407,686)	(1,040,308)	(367,378)		9,718,435	7,090,457	2,627,978	37.06%	7,501,185	8,284,358	-

Current Month	Current Month	Variance		Current YTD	Current YTD	Current YTD
	Budget			Actual	Budget	Budget
						Variance
1,395,542.65	1,365,284.21	(30,258.44)	Salary and Wages	13,398,099.22	13,896,633.00	498,533.78
158,860.79	304,541.62	145,680.83	Employee Benefits	2,754,719.38	2,734,799.00	(19,920.38)
154,119.09	96,468.37	(57,650.72)	Contractual Services	672,317.26	1,008,687.00	336,369.74
109,783.53	117,733.53	7,950.00	General Materials and Supplies	1,270,883.32	1,817,178.00	546,294.68
10,082.38	28,810.12	18,727.74	Travel and Meeting Expenses	73,864.80	227,314.00	153,449.20
27,775.93	35,012.51	7,236.58	Fixed Charges	482,466.28	487,449.00	4,982.72
94,316.25	96,776.26	2,460.01	Utilities	784,727.79	877,701.00	92,973.21
7,364.29	3,139.83	(4,224.46)	Capital Outlay	7,565.01	184,465.00	176,899.99
16,781.62	57,329.53	40,547.91	Contingency Funds	53,968.12	387,410.00	333,441.88
1,486.89	-	(1,486.89)	Other Expenditures	127,791.67	428,750.00	300,958.33
1,976,113.42	2,105,095.98	128,982.56	Total	19,626,402.85	22,050,386.00	2,423,983.15

Lake Land College

FY2018 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 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	\$8,717,198	\$8,821,068	\$103,870	\$10,593,886	\$10,397,491	\$10,593,886	\$196,395
Salary and Wages - Acad. Support	\$283,706	\$275,925	(\$7,781)	\$351,255	\$382,207	\$351,255	(\$30,952)
Salary and Wages - Stud. Svcs	\$1,135,460	\$1,209,342	\$73,882	\$1,550,363	\$1,422,516	\$1,550,363	\$127,847
Salary and Wages - Public Svc.	\$272,550	\$284,037	\$11,487	\$372,432	\$368,030	\$372,432	\$4,402
Salary and Wages - Maintenance	\$719,085	\$879,121	\$160,036	\$1,174,469	\$998,385	\$1,174,469	\$176,084
Salary and Wages - Inst. Support	\$2,270,101	\$2,427,140	\$157,039	\$3,089,526	\$3,080,452	\$3,089,526	\$9,074
Total Salary and Wages	\$13,398,099	\$13,896,633	\$498,534	\$17,131,931	\$16,649,081	\$17,131,931	\$482,850

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,491,194	\$1,565,045	\$73,851	\$1,973,963	\$2,019,175	\$1,973,963	(\$45,212)
Employee Benefits - Acad. Support	\$69,758	\$61,948	(\$7,810)	\$83,404	\$96,820	\$83,404	(\$13,416)
Employee Benefits - Stud. Svcs	\$303,695	\$312,530	\$8,835	\$421,340	\$416,018	\$421,340	\$5,322
Employee Benefits - Public Svc.	\$45,123	\$40,057	(\$5,066)	\$53,853	\$64,770	\$53,853	(\$10,917)
Employee Benefits - Maintenance	\$226,481	\$222,405	(\$4,076)	\$301,434	\$317,817	\$301,434	(\$16,383)
Employee Benefits - Inst. Support	\$618,467	\$532,814	(\$85,653)	\$930,711	\$855,473	\$930,711	\$75,238
Total Employee Benefits	\$2,754,719	\$2,734,799	(\$19,920)	\$3,764,705	\$3,770,073	\$3,764,705	(\$5,368)

\$477,482

Mar-18

Operations & Maint Restricted--Fund 03

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,399,466	1,411,000	(11,534)	1,352,796	1,411,000
Bond Proceeds	-	-	-	1,330,000	-
Loan Proceeds	16,025,000	-	16,025,000	1,300,000	-
Investment Income	43,035	-	43,035	14,616	-
Total Revenues	17,467,501	1,411,000	16,056,501	3,997,412	1,411,000
Expenditures:					
Construction Proj : Site Improvemen	310,497	529,758	219,262	294,052	-
PHS Projects : Site Improvements	-	-	-	616,811	529,758
New Site: Sire Improvements	-	-	-	-	-
Other	19,685	-	(19,685)	1,318,796	-
Total Expenditures	330,182	529,758	199,577	2,229,659	529,758
Excess of Revenues over Expenditures & Transfers	17,137,319	881,242	16,256,077	1,767,753	881,242

Mar-18

Bond and Interest--Fund 04

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,713,879	6,671,197	42,682	6,047,000	6,671,197
General : Investment Income	-	-	-	-	-
General : Transfer from Other Funds	-	160,100	(160,100)	-	160,100
Total Revenues	6,713,879	6,831,297	(117,418)	6,047,000	6,831,297
Expenditures:					
Work Cash Bonds : Debt Principal Pa	-	-	-	910,000	-
Work Cash Bonds : Interest on Debt	38,601	-	(38,601)	15,117	-
Work Cash Bonds : Other Fixed Charg	-	-	-	300	-
Funding Bonds : Debt Principal Paym	6,514,970	6,515,000	30	4,853,110	6,515,000
Funding Bonds : Interest on Debt	174,052	314,297	140,244	263,259	314,297
Funding Bonds : Other Fixed Charges	4,000	2,000	(2,000)	3,426	2,000
Funding Bonds : Bond Is	-	-	-	29,487	-
Administration : Intere	-	-	-	-	-
Total Expenditures	6,731,623	6,831,297	(99,674)	6,074,699	6,831,297
Excess of Revenues over Expenditures & Transfers	(17,744)	0	(17,745)	(27,699)	0

Mar-18

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	4,875	6,500
Ag Judging Transfer	-	-	-	16,575	22,200
Auto Shop	1,205	11,250	(10,045)	11,250	15,000
Athletics	-	-	-	83,794	591,138
Fitness Center	44,787	55,000	(10,213)	55,000	55,000
Bookstore	546,794	483,584	63,210	1,123,200	506,084
Print Shop	465,268	431,668	33,600	405,438	569,774
Food Service	31,152	20,445	10,707	22,805	22,989
College Farm	68,250	75,000	(6,750)	75,000	75,000
Comm Choir	-	-	-	-	5,100
Student Life	-	121,000	(121,000)	134,300	247,697
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	391,583	(391,583)	-	528,110
Total Revenues	1,157,456	1,589,529	(432,074)	1,932,237	2,645,691
Expenditures:					
Ag Judging	30,368	21,775	(8,593)	27,985	28,700
Auto Shop	1,348	11,250	9,902	11,250	15,000
Athletics	378,785	390,799	12,014	389,186	488,376
Fitness Center	57,745	77,283	19,538	83,706	101,239
Bookstore	481,069	486,336	5,268	1,113,740	506,346
Print Shop	450,669	432,157	(18,512)	445,808	568,926
Food Service	8,697	9,167	471	9,374	12,244
College Farm	57,822	90,544	32,722	64,094	117,715
Comm Choir	3,310	5,100	1,790	5,100	5,100
Student Life	157,098	212,604	55,505	198,028	248,672
WLKL Radio	125	1,000	875	1,100	1,100
Tuition Waivers	547,643	466,583	(81,060)	391,583	622,110
Total Expenditures	2,174,679	2,204,598	29,918	2,740,953	2,715,528
Excess of Revenues over Expenditures & Transfers	(1,017,224)	(615,068)	(402,155)	(808,715)	(69,837)

Mar-18

Restricted Purposes Fund--Fund 06

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	253,330	314,558	(61,228)	339,312	419,410
Pathways	276,899	287,730	(10,830)	332,709	383,639
Perkins	93,310	211,748	(118,438)	151,589	282,331
WIOA	2,393,409	2,398,883	(5,474)	395,304	3,198,511
College Work Study	28,117	58,059	(29,942)	67,072	74,674
GAST	-	-	-	8,000	14,000
IL Cooperative Work Study	-	-	-	-	-
John Deere	-	-	-	251,077	-
IPRF Grant	23,312	-	23,312	-	-
Veterans Services	95,938	91,500	4,438	91,280	202,302
ISAC MAP	437,195	-	437,195	-	-
Department Of Education	5,375,010	7,106,487	(1,731,477)	6,776,245	7,106,487
Direct loans	1,697,041	2,060,000	(362,959)	1,591,915	2,060,000
Corrections	1,576,485	6,115,085	(4,538,600)	6,546,805	8,185,110
Privately Funded Grant	156,509	63,750	92,759	167,717	85,000
TRIO SSS	159,332	211,808	(52,476)	193,077	275,714
TRIO DC	228,765	214,730	14,035	237,886	284,160
Total Revenues	12,794,651	19,134,337	(6,339,686)	17,149,989	22,571,338
Expenditures:					
Adult Ed	470,794	314,558	(156,236)	329,981	419,410
Pathways	310,080	287,730	(22,350)	329,416	383,639
Perkins	239,998	211,748	(28,250)	151,085	282,331
WIOA	2,597,426	2,394,088	(203,338)	395,304	3,198,511
College Work Study	34,462	58,059	23,597	67,072	74,674
GAST	-	10,500	10,500	-	14,000
IL Cooperative Work Study	386	-	(386)	-	-
John Deere	-	-	-	251,077	-
IPRF Grant	13,264	-	(13,264)	-	-
Veterans Services	266,872	318,844	51,971	381,133	202,302
ISAC MAP	812,736	-	(812,736)	-	-
Department of Education	5,355,125	5,166,657	(188,468)	6,776,245	7,106,487
Direct loans	1,727,772	1,560,000	(167,772)	1,591,915	2,060,000
Corrections	4,643,102	7,547,803	2,904,700	6,547,309	8,185,110
Privately Funded Grant	70,562	63,750	(6,812)	78,027	85,000
TRIO SSS	173,502	211,808	38,305	193,077	275,714
TRIO DC	202,239	214,730	12,491	237,886	284,160
Total Expenditures	16,918,321	18,360,273	1,441,952	17,329,527	22,571,338
Excess of Revenues over Expenditures & Transfers	(4,123,670)	774,064	(4,897,734)	(179,538)	-

Mar-18	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	129,812	129,000	812	135,245	129,000
Total Revenues	129,812	129,000	812	135,245	129,000
Expenditures:					
Admin Staff Ful	15,672	16,084	413	15,149	21,446
Support Staff F	12,874	10,007	(2,867)	4,984	13,343
Medical Benefit	4,298	6,400	2,102	4,421	8,533
Life Insurance	15	21	5	22	28
Audit Services	42,750	42,750	-	60,800	42,750
Printing	57	1,000	943	246	1,000
Total Expenditures	75,666	76,262	596	85,622	87,099
Excess of Revenues over Expenditures & Transfers	54,146	52,738	1,408	49,623	41,901

Mar-18	Totl Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,811,553	1,800,000	11,553	1,812,104	1,800,000
Total Revenues	1,811,553	1,800,000	11,553	1,812,104	1,800,000
Expenditures:					
Student Services	72,194	71,908	(286)	71,890	94,577
Operations and Maintenance	119,995	127,847	7,852	121,534	170,462
Police Dept	314,090	344,950	30,860	307,817	450,841
Institutional Support	68,491	61,962	(6,529)	71,956	87,617
Fixed Charges-ins	701,566	684,119	(17,447)	828,581	905,491
Total Expenditures	1,276,335	1,290,786	14,451	1,401,777	1,708,988
Excess of Revenues over Expenditures & Transfers	535,217	509,214	26,004	410,327	91,012

MEMO

TO: Dr. Josh Bullock, President
Jon Althaus, Vice President for Academic Services

FROM: Tina Stovall, Vice President for Student Services

DATE: May 4, 2018

RE: Proposal for new position: Dean for Guided Pathways for Student Success

We are excited to provide leadership for the College's key focus area of Guided Pathways for Student Success. We strongly believe that our college-wide commitment to implementing a Guided Pathways model for providing academic programs and support services will have a positive impact on student success and goal completion.

We believe that our college-wide focus on implementing a Guided Pathways model requires a leader dedicated to this effort. With the level of responsibility needed, we believe the position should be created as Dean for Guided Pathways for Student Success, reporting to the Vice President for Academic Services.

As detailed in the position description that follows, the Dean will direct and coordinate the initial development and implementation of Guided Pathways across the College. As the Guided Pathways model matures and becomes "our" model for providing academic programs and support services, development of new academic programs and transfer opportunities will also follow a Guided Pathways model. As such, the Dean will assume responsibility for curriculum development and transfer coordination. To ensure ongoing assessment and improvement of all academic programs under the Guided Pathways model, the Dean will provide leadership and supervision for the areas of Academic Assessment and Dual Credit.

The proposed position description is attached. It has been reviewed through Human Resources and the Hay evaluation process. We would like to request approval for the position at the May 14, 2018, meeting of the Board of Trustees. If approved, we will immediately begin the search process with a goal to have the new Dean selected to begin early fall semester as we officially kick-off the College's Guided Pathways work.

We are happy to provide additional information or answer questions.

LAKE LAND COLLEGE JOB DESCRIPTION

POSITION TITLE: Dean for Guided Pathways for Student Success

DEPARTMENT: Academic Services

SUPERVISOR: Vice President for Academic Services

JOB SUMMARY: During the first three years of this new position, the Dean will lead college-wide efforts to implement a full Guided Pathways model for providing academic programs and services to support student success through college completion. Following initial implementation, the Dean will lead college-wide efforts to continuously expand the Guided Pathways model through program improvements and additional program development.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

1. Direct and coordinate college-wide efforts to achieve implementation of a full Guided Pathways model including:
 - a. Overall academic program model based on meta-majors.
 - b. Academic program maps for each of the College's programs of study, including structured and predictable course schedules.
 - c. Procedures to ensure students develop an academic plan prior to, or early in their enrollment.
 - d. Procedures and systems to support academic advisement and monitor individual student progress, connecting students to needed resources.
 - e. Learning outcomes based on pathways model.
 - f. Data collection and analysis for informing development of Guided Pathways and continuous program development.
2. Direct training for college employees in support of Guided Pathways and student success.
3. Direct curriculum development processes including new course and program development and revisions, ensuring adherence to the Guided Pathways model. Review all proposed curricular changes before recommendation to the Curriculum Committee.
4. Provide recommendations regarding curriculum compliance with ICCB and HLC requirements, including special consideration for specific delivery modalities.
5. Serve as official Transfer Coordinator including coordinating course and program articulation and fulfilling duties in accordance with the Illinois Articulation Initiative.
6. Provide recommendations regarding curriculum resource needs.
7. Coordinate college-wide implementation of new academic programs.
8. Collaborate with Marketing & Public Relations to articulate Guided Pathways model and ensure accuracy of curriculum for websites and marketing materials, including the college catalog.
9. Serve as a member of both the Academic and Student Services leadership teams.
10. Provide leadership and supervision for the following areas:
 - a. Director of Academic Support and Assessment
 - b. Director of Dual Credit and Honors Experience
11. Serve on college committees as assigned.
12. Participate in academic program advisory councils.
13. Other related duties as assigned.

SPECIFIC FUNCTIONAL JOB REQUIREMENTS:

Education: Master's Degree required.

Experience: Minimum of 5 years of related experience including project management in an educational environment.

Knowledge: Knowledge of Guided Pathways for Student Success models. Knowledge of current techniques and procedures used in the design and development of curricula in transfer, occupational, workforce development, and noncredit pathways. Knowledge of ICCB, Higher Learning Commission, and industry accreditation requirements for curriculum and program approval. Must be able to work independently or with a team, relate to college faculty and staff and business and industry partners.

Skills: Ability to manage multiple assignments and projects, create detailed action plans, and adapt to changing priorities, deadlines and directions. Ability to provide leadership and to supervise the planning, development and establishment of new, modified, and/or improved academic programs. Ability to work independently or with a team and promote positive relations with college faculty and staff and business and industry partners. Effective research, analytical and problem-solving skills. Competency with computer software and familiarity of online and printed research tools.

Personal: Commitment to the community college mission. Politically astute, self-motivated and reliable. Articulate in communication. Willing to take calculated risks and accept rejection.

Physical: Must be able to travel throughout community college district.

MACHINES AND EQUIPMENT USED:

Computer, phone, fax machine, copy machine,

GENERAL EMPLOYMENT STATEMENTS:

- A. Length of Training and Probationary Period: 90 Days
- B. Hours of Work Week: 8 hours
- C. Group Affiliation: Administrative
- D. Conditions of Employment: Board Policy
- E. Position: Exempt, Level 17

JOB DEMANDS									
JOB TITLE: Dean for Guided Pathways for Student Success			DEPT: Academic Services						
<p>Please enter an "X" below to indicate the applicable demands of the job using the following definitions:</p> <p>Some = 1-3 hours/day Frequently = 4-6 hours/day Very Frequently = 7+ hours/day</p>									
Physical Demand	None	Some	Freq	Very Freq	Physical Requirements				
Standing		X			X	Manual Dexterity (Hand/Eye Coord)			
Walking		X			X	Hear Alarms/Telephone/Tape Recorder			
Sitting			X		X	Finger Dexterity			
Climbing	X					Color Vision			
Bending		X			X	Visual Acuity - Far	X	Acuity-Near	
Stooping/Kneeling		X				Depth Perception			
Crawling	X					Gloves			
Repetitive Motions:						Use of Respiratory Protection			
• Hand-wrist				X		Hazards/Exposure to:			
• Elbow				X					
Lifting:						Toxic/Caustic Chemicals or Detergents			
• 0-25 lbs			X			Extreme Conditions (Hot/Cold)			
• 26-50 lbs	X					Dust			
• 51-75 lbs	X					Moving Mechanical Parts			
• 76-100 lbs	X					Potential Electrical Shock			
• 100+ lbs	X					X-Ray			
Carrying:						Electro Magnetic Energy (Laser)			
• 0-25 lbs				X		High Pitched/Loud Noises			
• 26-50 lbs	X					Communicable Diseases			
• 50+ lbs	X					Blood Borne Pathogens:			
Pushing/Pulling:						• Type: Body fluids			
• 0-25 lbs			X			• % of Time: 80% +			
• 26-50 lbs	X					Gaseous Risk			
• 51-75 lbs	X					TB			
• 76-100 lbs	X					Mental			
• 100+ lbs	X				X	Manage Stress Appropriately			
Complete the next column by placing an "x" beside the appropriate item.					X	Handle Multiple Priorities			
					X	Make Decisions Under Pressure			
					X	Work Alone			
					X	Manage Anger/Fear/ Hostility/ Violence Appropriately			
					X	Work in Areas That Are Confined or Crowded			

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Bryan Gleckler, Vice-President for Business Services

DATE: April 25, 2018

RE: MOU with Paraprofessionals Association on Position Change

In conducting the annual HAY evaluations, we reviewed the Administrative Assistant position to Center for Business & Industry. This position was in fact actually functioning in a different role and as such, we met with the Paraprofessional Union and updated the job description and title. This MOU updates the position of Administrative Assistant to Center of Business and Industry, level 2 to Community and Professional Program Specialist, level 3.

I recommend the Board of Trustees approve this Memorandum of Understanding with the Paraprofessionals Association changing the position title of Administrative Assistant to Center of Business and Industry, level 2 to Community and Professional Program Specialist, level 3.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE LAKE LAND COLLEGE
BOARD OF TRUSTEES**

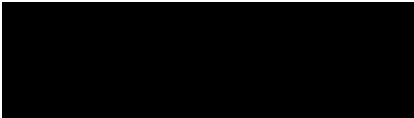
and

THE LAKE LAND COLLEGE PARAPROFESSIONAL UNION, LOCAL 6028

This is an agreement between both parties, mentioned above; to amend the current contract language regarding Article I, Section 2 and Appendix A, Wage Schedule. This will allow for the Administrative Assistant to Center for Business and Industry, a level 2 position to be changed to Community and Professional Program Specialist, a level 3 position.

This agreement does not set a precedent for either party.

The agreement is made on the 14th day of May, 2018.



For the Paraprofessional Union
Lisa Leisch, President
Lake Land College Paraprofessional Union
Local 6028



Date

For the Lake Land College Board of Trustees
Dave Storm, Chair

Date

MEMO

TO: Dr. Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: May 4, 2018
RE: Memorandum of Understanding with the Lake Land College Faculty Association

The 2017-2020 Agreement between the Lake Land College Faculty Association and Lake Land College included revisions to how faculty may be awarded funding to support innovation in the classroom, professional development experiences and initiatives that support areas of focus for the College to move forward.

To receive funding, faculty submit an application for review and approval by an Innovation Committee comprised of faculty and administration representatives. As the Innovation Committee accepted applications throughout this first year of the new agreement, questions arose regarding interpretation of contract language.

To clarify understanding and ensure consistency in interpretation, members of the faculty and administration negotiation teams who had worked together in contract negotiations met to discuss and provide a written clarification and MOU. Members of the Faculty Association approved the MOU at their meeting on April 25. I would like to submit the MOU for approval by the Board of Trustees at their meeting on May 14.

Please contact me with any questions. Thank you.

MEMORANDUM OF UNDERSTANDING

**Between the Lake Land College Board of Trustees and the Lake Land College Faculty Association
Regarding Agreement for Academic Years 2017-2018, 2018-2019, 2019-2020**

This MOU addresses interpretation of the Agreement regarding implementation of reimbursement options for Innovation Committee funding, specifically, the following: Article II.B.16.a:

4. Reimbursement Options

- a. A full-time faculty member shall receive reimbursement for innovative course development according to the guidelines in II.B.16.b. for each semester the course is taught for the number of semesters approved by the IC for a period of no more than three years.*
- b. Full-time faculty members may request a stipend for innovation proposals for professional development and other initiatives. The committee reserves the right to approve a lesser stipend than requested, with rationale, when evaluating a proposal.*

- 6. A maximum of \$4,000 of innovative funding in the form of ECH and/or stipend may be awarded per full-time faculty member annually. Reimbursement and compensation will be paid according to established college practices.*

Members of the Faculty and Board/Administration negotiation teams met on February 28, 2018, and April 20, 2018, to review this section of the Agreement and have agreed upon the following interpretation for the remainder of this Agreement:

In accordance with Article II.B.16.b., and consistent with past practice, for new modality course development approved by the Innovation Committee, a stipend will be paid for developing a new modality course using the following formula:

\$100 base + 1/3 credit hour per credit hour (ECH) of the course payable at the overload rate.

The new modality course development fee will be paid as a stipend on the first overload paycheck of the semester in which the course is taught upon satisfactory completion of the following items:

- The section must be offered and have at least one (1) student still registered at 10 day.
- The developing full-time faculty member will be required to teach the course.

Additionally, the full-time faculty member will receive compensation for each section of the new modality course taught for the number of semesters approved by the Innovation Committee for a period of no more than three years using the following formula:

1/3 credit hour per credit hour (ECH) of the course payable at the overload.

The annual maximum number of ECH for which a full-time faculty member may be awarded funding for new modality course development and instruction is 16 ECH. The \$100 "base" for course development (one time per course, not section) will be paid in addition to the ECH.

In order to equitably award funding for ECH for innovative course development and stipends for professional development and other initiatives, the maximum innovative funding that may be awarded to a full-time faculty member annually is as follows. See examples on following page:

2018-2019: .33 x 16 x \$740 = \$3,907.20 (plus any additional \$100 base payment as part of development)

2019-2020: .33 x 16 x \$755 = \$3,986.40 (plus any additional \$100 base payment as part of development)

Dr. Dustin Heuerman, President
Lake Land College Faculty Association

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

Date

Date

Examples for new modality course development and instruction:

EXAMPLE 1:

Development and implementation of a 5 ECH course for two years – 2018-2019 and 2019-2020

YEAR 1

Development: $\$100 + .33 \times 5 \times \$740 = \$1,321.00$

Instruction: $.33 \times 5 \times \$740 = \$1,221.00$ (First section)
 $.33 \times 5 \times \$740 = \$1,221.00$ (Second section)
 $.33 \times 1 \times \$740 = \$ 244.20$ (Third section)

Total maximum funding if approved to teach 3 or more sections: $\$4,007.20$ ($\$100 + .33 \times 16 \times \740)

YEAR 2

Instruction: $.33 \times 5 \times \$755 = \$1,245.75$ (First section)
 $.33 \times 5 \times \$755 = \$1,245.75$ (Second section)
 $.33 \times 5 \times \$755 = \$1,245.75$ (Third section)
 $.33 \times 1 \times \$755 = \$ 249.15$ (Fourth section)

Total funding if approved to teach 1 section: $\$1,245.75$ ($.33 \times 5 \times \$755$)
Total funding if approved to teach 2 sections: $\$2,491.50$ ($.33 \times 10 \times \$755$)
Total funding if approved to teach 3 sections: $\$3,737.25$ ($.33 \times 15 \times \$755$)
Total maximum funding if approved to teach 4 or more sections: $\$3,986.40$ ($.33 \times 16 \times \$755$)

EXAMPLE 2:

Development and implementation of a 3 ECH course for two years – 2018-2019 and 2019-2020

YEAR 1

Development: $\$100 + .33 \times 3 \times \$740 = \$ 832.60$

Instruction: $.33 \times 3 \times \$740 = \$ 732.60$ (First section)
 $.33 \times 3 \times \$740 = \$ 732.60$ (Second section)
 $.33 \times 3 \times \$740 = \$ 732.40$ (Third section)
 $.33 \times 3 \times \$740 = \$ 732.40$ (Fourth section)
 $.33 \times 1 \times \$740 = 244.20$ (Fifth section)

Total maximum funding if approved to teach 5 sections: $\$4,007.20$ ($\$100 + .33 \times 16 \times \740)

YEAR 2

Instruction: $.33 \times 3 \times \$755 = \$ 747.45$ (First section)
 $.33 \times 3 \times \$755 = \$ 747.45$ (Second section)
 $.33 \times 3 \times \$755 = \$ 747.45$ (Third section)
 $.33 \times 3 \times \$755 = \$ 747.45$ (Fourth section)
 $.33 \times 3 \times \$755 = \$ 747.45$ (Fifth section)
 $.33 \times 1 \times \$755 = \$ 249.15$ (Sixth section)

Total funding if approved to teach 1 sections: $\$ 747.45$ ($.33 \times 3 \times \$755$)
Total funding if approved to teach 2 sections: $\$1,494.90$ ($.33 \times 6 \times \$755$)
Total funding if approved to teach 3 sections: $\$2,242.35$ ($.33 \times 9 \times \$755$)
Total funding if approved to teach 4 sections: $\$2,989.80$ ($.33 \times 12 \times \$755$)
Total funding if approved to teach 5 sections: $\$3,737.25$ ($.33 \times 15 \times \$755$)
Total funding if approved to teach 6 or more sections: $\$3,986.40$ ($.33 \times 16 \times \$755$)

MEMO

TO: Dr. Tina Stovall, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: April 27, 2018

RE: Lake Land College Magazine Bid Results

The College recently solicited bids for the printing and mail preparation of the 2018 Summer and Fall and 2019 Spring Lake Land College Magazine. Bids were distributed to 21 companies, with four companies presenting bids.

I am pleased to recommend Premier Print Group of Champaign, Illinois as the lowest bidder meeting specifications. Premier has printed the magazine in the past and has done an excellent job.

I would like to request that the Board of Trustees approve Premier Print Group with a bid of \$55,425 as the lowest bid meeting specifications for the printing and mailing preparation of the magazine for the 2019 fiscal year.

I will be in attendance at the meeting if there are questions.

LAKE LAND COLLEGE BID TABULATION


Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Magazine Bid Tab
Project No. 2018-007
BID DATE: April 24, 2018 - 2:00 PM

CONTRACTOR	Printing (3 Issues)	Mail Preparation Per Issue	Total Bid		Correction Charges per line/page at blue line				
Kingery Printing Effingham, Illinois	\$55,656.00	\$3,546.00	\$59,202.00		\$21/pg				
EP Graphics Berne, Indiana	\$54,618.00	\$1,268.00	\$58,422.00		\$20/pg				
Premier Print Group Champaign, Illinois	\$52,425.00	\$3,000.00	\$55,425.00		*				
FCL Graphics, Inc. Harwood Heights, Illinois	\$57,390.00	\$5,211.00	\$62,601.00		\$25/pg				

*Depends on what is changed.

MEMO

TO: Dr. Josh Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

DATE: May 4, 2018

RE: Cell Phone Tower Lease Extension Proposal

Lake Land College currently has a lease in place with American Tower for the cell phone tower operated by Verizon that is located on the main campus. This lease began in March, 2009 and ends in April, 2034. Lake Land College currently collects \$707/month in revenue associated with this lease. This rate is increased 3%/year throughout the life of the lease.

American Tower has reached out to Lake Land expressing a desire to amend the existing lease adding 6 (six) additional extension terms of 5 years each on the back-end of the current lease. If all extension terms are exercised, this would keep the lease in effect until April 30, 2064. As part of this proposal, American Tower is offering Lake Land College the following:

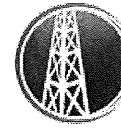
- \$20,000.00 one-time signing bonus to be paid immediately upon full execution of the amendment;
- 13% one-time rent (10% in addition to natural escalator) on the first renewal term, 2034.

The rent will remain in full force and will continue to escalate at an increase rate of 3% every year through the extended term.

I would like to present this proposal to the Board of Trustees for their consideration and possible approval of this lease extension.



AMERICAN TOWER*



**TOWER
ALLIANCE**

March 14, 2018

Mr. Brian Gleckler
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938

**Subject: Lease Extension Proposal, Agreement dated March 6, 2009
Lake Land College - LLC IL 416772
Lessor: Lake Land College, Community College District #517**

Dear Mr. Gleckler,

Thank you for taking the time to speak with me last week regarding American Tower's interest in extending their lease with Lake Land College, referenced above. The below proposal has been pre-approved by American Tower for your review and consideration:

Proposal: 30-Year Lease Extension Amendment from 2034-2064 (5 year renewal terms). American Tower will amend the existing lease adding 6 (six) additional extension terms on the back-end of the current lease which is scheduled to expire on April 30, 2034. The rent will remain in full force and will continue to escalate at an increase rate of 3% every year through the end of the extended term, 2064. In 2034 there will be a one-time rent increase of 13%. American Tower will include the following provision in the amendment:

- \$20,000.00 One-time signing bonus will be paid immediately upon full execution of the amendment
- 13% One-Time Rent (10% in addition to natural escalator) on the first new renewal term, 2034

I will plan on following up with you in three weeks. However, if you have any questions or would like to discuss this proposal prior, please feel free to contact me directly at (949) 300-0691.

Thank you for your time and consideration, and I look forward to speaking with you again.

Caroline Van Fleet
Leasing Consultant
Tower Alliance, LLC – on behalf of American Tower Corporation

This is a conditional offer and will remain in effect for 45 days from receipt of this letter. This Letter is not intended to create any legally binding obligations on the part of you or American Tower, or any of their respective affiliates, and no such obligations will exist unless and until a definitive agreement with respect to a transaction is executed and delivered by the parties or their affiliates in their sole discretion, and then only as and to the extent provided in such definitive agreement.

LAND LEASE AGREEMENT

This Agreement, made this 16th day of March, 2009 between Lake Land College, Community College District #517 with its principal offices located at 5001 Lake Land Blvd., Mattoon, IL 61938, hereinafter designated LESSOR and Illinois RSA 6 and 7 Limited Partnership, d/b/a Verizon Wireless, with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated LESSEE. The LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

1. PREMISES. LESSOR hereby leases to LESSEE a portion of that certain parcel of property (the entirety of LESSOR's property is referred to hereinafter as the Property), located at Lake Land Learning Resource Center, South Rt. 45, Mattoon, Illinois and being described as a 70' by 80' parcel containing 5600 square feet (the "Land Space"), together with the non-exclusive right (the "Rights of Way") for ingress and egress, seven (7) days a week twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a twenty-five (25') foot wide right-of-way extending from the nearest public right-of-way to the Land Space, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along one or more rights of way from the Land Space. Said Land Space and Rights of Way (hereinafter collectively referred to as the "Premises") being substantially as described herein in Exhibit "A" attached hereto and made a part hereof. The Property is also shown in a Deed dated September 16, 1968 and recorded on November 7, 1968 in Volume 425, Page 160 in the Office of the Coles County Recorder of Deeds as Document Number 334031.

In the event any public utility is unable to use the Rights of Way, the LESSOR hereby agrees to grant an additional right-of-way either to the LESSEE or to the public utility at no cost to the LESSEE.

2. SURVEY. LESSOR also hereby grants to LESSEE the right to survey the Property and the Premises, and said survey shall then become Exhibit "B" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "A". Cost for such work shall be borne by the LESSEE.

3. TERM; RENTAL.

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be for five (5) years and shall commence on the Commencement Date (as hereinafter defined) at which time rental payments shall commence and be due at a total annual rental of Six Thousand Nine Hundred Dollars (\$6,900.00) to be paid in equal monthly installments on the first day of the month, in advance, to LESSOR or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 23 below. The Agreement shall commence based upon the date LESSEE commences installation of the equipment on the Premises. In the event the date LESSEE commences installation of the

equipment on the Premises falls between the 1st and 15th of the month, the Agreement shall commence on the 1st of that month and if the date installation commences falls between the 16th and 31st of the month, then the Agreement shall commence on the 1st day of the following month (either the "Commencement Date"). LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date. LESSOR and LESSEE acknowledge and agree that initial rental payment(s) shall not actually be sent by LESSEE until thirty (30) days after a written acknowledgement confirming the Commencement Date. By way of illustration of the preceding sentence, if the Commencement Date is January 1 and the written acknowledgement confirming the Commencement Date is dated January 14, LESSEE shall send to the LESSOR the rental payments for January 1 and February 1 by February 13.

Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

b. LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 23. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

4. EXTENSIONS. This Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.

5. EXTENSION RENTALS. The annual rental for each successive year of this Agreement shall increase on the annual anniversary of the Commencement Date by three percent (3%) over prior year's annual rent.

6. ADDITIONAL EXTENSIONS. Intentionally Omitted.

7. TAXES. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the result of LESSEE's use of the Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes at the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the business conducted by LESSOR or LESSEE at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of LESSOR's income taxes in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property and shall do so prior to the imposition of any lien on the Property.

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. CONSTRUCTION AND USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. As part of LESSEE's installation, LESSEE

shall construct a 190' self-support tower ("Tower") on the Premises in substantial conformity with the depiction and location in Exhibit A. LESSEE agrees that the Tower shall be constructed to accommodate collocation of up to two additional parties provided: a) that the proposed tower loading for said additional parties is similar to that of LESSEE and does not compromise the structural integrity of the Tower in LESSEE's reasonable discretion; b) collocation is conducted pursuant to reasonable rules and conditions imposed by LESSEE; c) the collocation in accordance with applicable law.

LESSEE also agrees that LESSOR shall remove LESSOR's existing radio station antennas and associated coaxial cables ("LESSOR's Antennas") from a tower owned by LESSOR currently located at Lake Land Learning Resource Center, South Rt. 45, Mattoon, Illinois ("LESSOR's Tower") and shall be permitted to operate LESSOR's Antennas at one position on the Tower at a mutually agreeable antenna centerline. LESSOR agrees to provide written notice regarding the exact type and model of LESSOR's Antennas within thirty (30) days after the execution of this Agreement. LESSOR shall remove LESSOR's Antennas from the LESSOR's Tower. LESSEE agrees to install LESSOR's Antennas on the Tower upon the complete installation of Tower and the Equipment Shelter as discussed herein. Thereafter, LESSOR may repair or perform maintenance of any of LESSOR's Antennas or ancillary equipment on the Tower with the written consent of LESSEE. LESSOR may add or replace LESSOR's antennas or equipment on the Tower provided that any addition or replacement does not compromise the structural integrity of the Tower, that LESSOR provides all specifications associated with any such modification and that any proposed modification shall be made upon written consent of LESSEE. LESSEE agrees that upon the completion of the installation and integration of the Tower, the Equipment Shelter, all necessary LESSEE equipment and antennas and the relocation of the LESSOR's Antennas and ancillary equipment, LESSEE shall remove and dispose of LESSOR's Tower at LESSEE's expense.

LESSEE shall also install an 11.5' x 30' equipment shelter within Premises ("Equipment Shelter") for the purpose housing all of LESSEE's communication equipment that LESSEE deems necessary. LESSEE agrees to also install, at LESSEE's expense, a separate 10' x 12' equipment shelter for the purpose of housing communication equipment owned by LESSOR ("LESSOR's Shelter"). LESSOR represents that it has approved of the size and specifications of both the Equipment shelter and LESSOR's Shelter, which is also indicated in Exhibit A attached hereto. The installation of LESSOR's equipment within in LESSOR Shelter shall be completed at LESSOR's sole cost and expense. LESSEE shall not assume any duty to maintain the LESSOR's Shelter, LESSOR's antennas or any equipment installed by LESSOR. Within sixty (60) days after construction of the LESSOR's Shelter, LESSEE agrees to tender ownership of LESSOR's Shelter to LESSOR.

A security fence consisting of chain link construction or similar but comparable construction may be placed around the perimeter of the Premises at the discretion of LESSEE (not including the access easement). All of LESSEE's improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities,

equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises is contingent upon its obtaining after the execution date of this Agreement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as satisfactory soil boring tests which will permit LESSEE use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests are unsatisfactory; (v) LESSEE determines that the Premises is no longer technically compatible for its use, or (vi) LESSEE, in its sole discretion, determines that it will be unable to use the Premises for its intended purposes, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, the LESSEE shall have no further obligations for the payment of rent to LESSOR.

9. INDEMNIFICATION. Subject to Paragraph 10 below, each Party shall indemnify and hold the other harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.

10. INSURANCE.

a. The Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Premises or to the Property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by either Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other Party.

b. LESSOR and LESSEE each agree that at its own cost and expense, each will maintain commercial general liability insurance with limits not less than \$1,000,000 for

injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence. LESSOR and LESSEE each agree that it will include the other Party as an additional insured.

11. LIMITATION OF LIABILITY. Except for indemnification pursuant to Paragraphs 9 and 29, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. ANNUAL TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement upon the annual anniversary of the Commencement Date provided that three (3) months prior notice is given to LESSOR. Notwithstanding the foregoing, LESSEE shall not be permitted to exercise this termination right until the fifth anniversary of the Commencement Date.

13. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of LESSOR or other lessees of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate this Agreement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

14. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove its building(s), antenna structure(s) (except footings), equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws (as defined in Paragraph 33 below). If such time for removal causes LESSEE to remain on the Premises after

termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

15. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 14 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, LESSEE holds over in violation of Paragraph 14 and this Paragraph 15, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 14 shall be increased to one hundred and ten percent (110%) of the rent applicable during the month immediately preceding such expiration or earlier termination.

16. RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term (i) to sell or otherwise transfer all or any portion of the Property, whether separately or as part of a larger parcel of which the Property is a part, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of sale or transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may sell or grant the easement or interest in the Property or portion thereof to such third person in accordance with the terms and conditions of such third party offer. For purposes of this Paragraph, any transfer, bequest or devise of LESSOR's interest in the Property as a result of the death of LESSOR, whether by will or intestate succession, shall not be considered a sale of the Property for which LESSEE has any right of first refusal.

17. RIGHTS UPON SALE. Should LESSOR, at any time during the Term decide (i) to sell or transfer all or any part of the Property to a purchaser other than LESSEE, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder under the terms of this Agreement. To the extent that LESSOR grants to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith, assigns this Agreement to said third party, LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of this Agreement.

18. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

19. TITLE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

20. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

21. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

22. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder. LESSEE may sublet the Premises within its sole discretion, upon approval by LESSOR which shall not be unreasonably withheld, conditioned or delayed. Any sublease that is entered into by LESSEE shall be subject to the provisions of this Agreement and shall be binding upon the successors, assigns, heirs and legal representatives of the respective Parties hereto.

23. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender,

addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: Lake Land College, Community College District #517
5001 Lake Land Blvd.
Mattoon, IL 61938
Attn: Vice President for Business Services

LESSEE: Illinois RSA 6 and 7 Limited Partnership d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

24. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

25. SUBORDINATION AND NON-DISTURBANCE. LESSOR shall obtain not later than fifteen (15) days following the execution of this Agreement, a Non-Disturbance Agreement, as defined below, from its existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Property, Lender or such successor-in-interest or Purchaser will (1) honor all of the terms of the Agreement, (2) fulfill LESSOR's obligations under the Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE,

may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

26. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

27. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within fifteen (15) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than fifteen (15) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such fifteen (15) day period and thereafter diligently pursued to completion.

28. REMEDIES. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance

policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located; provided, however, LESSOR shall use reasonable efforts to mitigate its damages in connection with a default by LESSEE. If LESSEE so performs any of LESSOR's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by LESSEE shall immediately be owing by LESSOR to LESSEE, and LESSOR shall pay to LESSEE upon demand the full undisputed amount thereof with interest thereon from the date of payment at the greater of (i) ten percent (10%) per annum, or (ii) the highest rate permitted by applicable Laws. Notwithstanding the foregoing, if LESSOR does not pay LESSEE the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due from LESSOR, LESSEE may offset the full undisputed amount, including all accrued interest, due against all fees due and owing to LESSOR until the full undisputed amount, including all accrued interest, is fully reimbursed to LESSEE.

29. ENVIRONMENTAL.

a. LESSOR will be responsible for all obligations of compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as may now or at any time hereafter be in effect, that are or were in any way related to activity now conducted in, on, or in any way related to the Property, unless such conditions or concerns are caused by the specific activities of LESSEE in the Premises.

b. LESSOR shall hold LESSEE harmless and indemnify LESSEE from and assume all duties, responsibility and liability at LESSOR's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to: a) failure to comply with any environmental or industrial hygiene law, including without limitation any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene concerns or conditions as may now or at any time hereafter be in effect, unless such non-compliance results from conditions caused by LESSEE; and b) any environmental or industrial hygiene conditions arising out of or in any way related to the condition of the Property or activities conducted thereon, unless such environmental conditions are caused by LESSEE.

30. CASUALTY. In the event of damage by fire or other casualty to the Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to

disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

31. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Property, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

32. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

33. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises.

34. SURVIVAL. The provisions of the Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

35. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

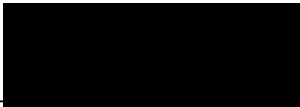
36. CONVEYANCE OF TOWER TO LESSOR. In the event that LESSEE exercises any of LESSEE's rights of termination pursuant to Paragraphs 4, 8 or 12 of this Agreement, LESSOR may elect to take ownership of the Tower and Equipment Shelter by providing written notice within thirty (30) days of receipt of notice from LESSEE of LESSEE's election to terminate. Within thirty (30) days of receipt of the notice of LESSOR's election to take ownership of the Tower and Equipment Shelter, LESSEE shall transfer clear and merchantable title to the Tower and Shelter to LESSOR, free and clear of all liens, security interests, encumbrances, mortgages or other conditions adversely affecting or encumbering title to the facilities. LESSOR agrees to take ownership of the Tower and Equipment Shelter in "as is" condition. LESSEE shall deliver an executed bill of sale to the LESSOR transferring title of the Tower and Equipment Shelter to LESSOR.

(Signatures on Next Page)

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

LESSOR:

Lake Land College, Community College
District #517

By: 

Ray Riick

Its: Vice President for Business Services


Date: 18 Feb 09

LESSEE:

Illinois RSA 6 and 7 Limited Partnership
d/b/a Verizon Wireless

By Illinois SMSA Limited Partnership, Its
General Partner

By Cellico Partnership, Its General Partner

By: 

Name: Beth Ann Drohan

Title: Area Vice-President

Network

Date: 3/6/09

Exhibit "A"

(Sketch of Premises within Property)

(See attached documents)

CONSTRUCTION NOTES

- The location of existing utilities shown on this plan, including water, sewer, gas, and electric, shall be confirmed by the contractor prior to construction. All utilities shall be marked with paint and flags at 48" intervals.
- All utility trenches in structural areas shall be installed in separate trenches and shall be protected by concrete slabs. All utility trenches shall be installed in separate trenches and shall be protected by concrete slabs.
- A minimum of 8 inches of topsoil shall be placed over all areas disturbed by construction. The topsoil shall be replaced with the same soil type as the original soil. The contractor shall be responsible for the cost of topsoil replacement.
- At least 24 hours notice shall be given to the site technician prior to any excavation work. The site technician shall be responsible for the cost of any excavation work.
- At least 24 hours notice shall be given to the site technician prior to any excavation work. The site technician shall be responsible for the cost of any excavation work.

BENCHMARK DATUM
 LOCATION: CHIEF STATION ON TOP OF LIGHT BASE
 ELEVATION: 74.04

LEGEND

ROUNDED LINE OF PRIORITY
 EXISTING BUILDING LINE
 IRON ROD SET
 SURVEY PINE OR IRON ROD
 EXISTING ELEVATION
 EXISTING SPOT ELEVATION
 EXISTING BENCHMARK
 LIGHT STANDARD
 WIRING SIGN / ENG. SURVEY
 ELECTRIC TRANSFORMER
 GAS METER
 STAINLESS STEEL
 SAUNTY KITCHEN
 UNDERGROUND ELECTRIC
 OVERHEAD ELECTRIC
 UNDERGROUND TELEPHONE
 OVERHEAD TELEPHONE
 CABLE TELEVISION
 PROPOSED SPOT ELEVATION
 PROPOSED CONTOUR ELEVATION
 CONCRETE SURFACE
 GRAVEL SURFACE
 FENCE LINE
 TREE
 IRON PILE
 EXISTING CURB AND GUTTER
 INFORMATION OF RECORD

ZONING OFFICE & BUILDING PERMIT DATA

CONTRACTOR: RRI
 COMMUNITY DEVELOPMENT COORDINATOR
 CONTRACT: RRI
 ADDRESS: 1100 N. 11TH ST.
 MATTON, L. 81320
 (714) 234-7387

SPECIAL CONSTRUCTION NOTES

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF MATTON, MISSOURI, CHAPTER 110.00, ARTICLE 110.02, SECTION 110.02.01.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF MATTON, MISSOURI, CHAPTER 110.00, ARTICLE 110.02, SECTION 110.02.01.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF MATTON, MISSOURI, CHAPTER 110.00, ARTICLE 110.02, SECTION 110.02.01.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF MATTON, MISSOURI, CHAPTER 110.00, ARTICLE 110.02, SECTION 110.02.01.

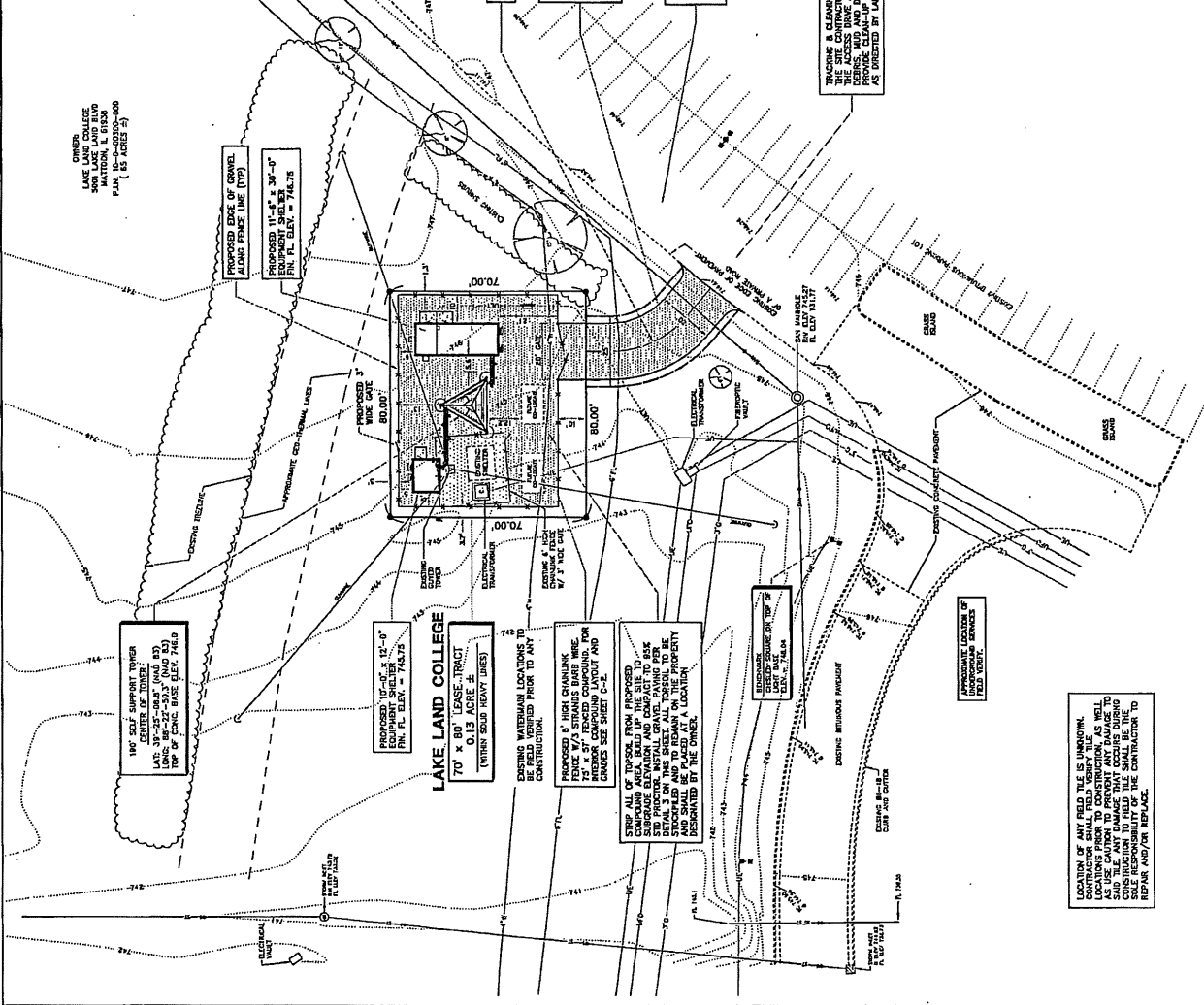



Exhibit "B"

Survey

(See attached survey)

MEMO

TO: Dr. Josh Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

DATE: May 4, 2018

RE: Recommendation of Award for Scoreboards and Video Board for Athletics

The Lake Land College Foundation graciously approved funding for the replacement of the scoreboards for baseball and softball and replacing the scoreboards and installing a video board in the Field House. Given this gift from the Foundation, the College recently solicited bids for these items. As part of this process, the College received the following bids:

<u>Bidder</u>	<u>Bid Amount</u>
Watchfire – Danville, IL	\$108,765
Nevco Sports LLC – Greenville, IL	\$130,550
Daktronics, Inc. – Brookings, SD	\$127,545
Correct Digital Displays, Inc. – Sheridan, IL	\$124,320

Given that the Foundation has agreed to fund the purchase and installation of these items for Athletics, I recommend that the Board of Trustees approve the bid received from Watchfire for the new scoreboards and video board in the amount of \$108,765.00. These new items will be a great addition to not only the Lake Land College Athletics programs but for the campus as a whole.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 14, 2018**

The following employees are recommended for leave

Breer, Lynn	FMLA (Intermittent)	03/18/2018
Pierce, Kevin	FMLA	03/20/2018
Watts, Lori	FMLA	04/15/2018-06/04/2018

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Brown, Jeannie	Bookstore Rush Worker	05/01/2018
	Primary Position is College Work Study Bookstore	
Dial, Josette	Tutor-Disability Services - Student	04/01/2018
	Primary Position is Tutor - Student Lrng Asst	
Dial, Josette	Tutor-Student Community Education	04/01/2018
	Primary Position is Tutor - Student Lrng Asst	
Harmon-Mckenzie, Leslie	IDOC CPR Instructor	04/01/2018
	Primary Position is Adj Doc adjunct	
Mumm, Tiffany	Dual Credit Coordinator	04/20/2018
	Primary Position is Dual Credit Instructor	
Smithenry, Stacey	Agriculture Education Intern	05/14/2018
	Primary Position is Tutor - Student Lrng Asst	
Thornton, Reann	Tutor-Disability Services - Student	02/09/2018
	Primary Position is Tutor - Student Lrng Asst	
Thornton, Reann	Tutor-Student Community Education	02/09/2018
	Primary Position is Tutor - Student Lrng Asst	
Part-time Grant Funded		
Dial, Josette	Tutor-Student Carl Perkins	04/01/2018
	Primary Position is Tutor - Student Lrng Asst	
Starwalt, William	Perkins Student Worker - Humanities	04/05/2018
	Primary Position is Newspaper Ed Student News	
Thornton, Reann	Tutor-Student Carl Perkins	02/09/2018
	Primary Position is Tutor - Student Lrng Asst	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Hardiek, Karla	Adult Ed Adjunct Faculty	04/02/2018
Part-time		
Daniels, Tori	Intl Student Program Assistant	03/23/2018
Meaker, Charles	Student Trustee	04/14/2018
Moluba Eballi, Geonel	International Student Ambassador	04/13/2018
Padrick, Lynae	Career Services Assistant	04/13/2018
Semple, Lynn	Kluth Center Administrative Assistant	04/09/2018

Position Recommendation

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

Dean of Guided Pathways (Administrative) - Level 17	05/14/2018
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Rincker, Laurie	Biological Science Instructor	08/17/2018
Rodgers, Matthew	John Deere Technology Instructor	08/17/2018

Full-time Grant Funded

Celmer, Joseph	Correctional Commercial Cooking Instr- Illinois River CC	04/16/2018
Wilson, Dicie	Correctional Career Technology Instr- Taylorville CC	04/09/2018
Strohl, Christine	Director of Adult and Alternative Education	06/01/2018

Part-time

Bruens, Autumn	Agriculture Education Intern	05/14/2018
Dial, Josette	Tutor - Student Learning Assistance	04/01/2018
Goatley, Ian	Chemistry Lab Student Assistant	03/26/2018
Hendrix, John	Assistant Softball Coach	03/12/2018
Hough, Rebecca	Agriculture Education Intern	05/14/2018
Johnson, Davis	Fitness Center Specialist	03/13/2018
Knackmuhs, Kennedi	Agriculture Education Intern	05/14/2018
Lee, Yu Jin	International Student Ambassador	04/03/2018
Macdonald, Alissa	Allied Health BNA Clinical Instructor	08/17/2018
Oh, Hyuntaek	International Student Ambassador	04/03/2018
Parker, Lisa	Dual Credit Coordinator	04/26/2018

Parrott, Janet	Library Assistant	05/03/2018
Sutherland, Lora	Allied Health Dental Clinical Instructor	04/02/2018
Thornton, Reann	Tutor - Student Learning Assistance	02/09/2018
Walk, Emmalyn	Agriculture Education Intern	05/14/2018

Part-time - Grant Funded

Kemper, Dalton	Perkins Student Worker - SSE	04/05/2018
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Unpaid Volunteer

Caldwell, Nicholas	Counseling Services Unpaid Intern	04/16/2018
McQueen, Megan	Counseling Services Unpaid Intern	04/16/2018
Philpot, Tessa	Lake Land College Student Trustee	04/15/2018
Vesconte, Abriana	Humanities Unpaid Intern	08/20/2018
Webb, Amber	Counseling Services Unpaid Intern	05/11/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Abston, Roy (Joe)	Custodian (deceased)	04/27/2018
Cooper, Adrienne	Marketing Digital Content Coordinator	05/11/2018
Smith, Vickie	Microcomputer Support Specialist(Retiree)	05/07/2018

Full-time Grant Funded

Mershon, Kenton	Corr Remedial Bridge Instr-SWICC	04/30/2018
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Part-time

Aumiller, Natalin	Agriculture Education Intern	05/03/2018
Baker, Samuel	IDOC CPR Instructor	04/26/2018
Brown, Joan	Adult Education Instructor	11/30/2017
Caldwell, Maddison	Agriculture Education Intern	05/03/2018
Dial, McKenzie	Adj Faculty Humanities	12/01/2017
Duncan, Carah	Marketing & PR Intern	04/19/2018
Doughan, Gary	Adj Faculty Humanities	05/01/2018
Francis, Sue	Adj Faculty Humanities	05/01/2018
Hatcher, Tatum	Pathways Classroom Assistant	03/02/2018
Hott, Stuart	Adj Faculty Non Credit	05/29/2011
Kanizer, Tyler	Tech Team Intern	03/29/2018
Kemper, Dalton	Perkins Student Worker - SSE	04/06/2018
Landsaw, Aron	Adj Faculty Ag	05/03/2018
Mabiala, Benjamin	International Stu Ambassador	03/31/2018
Mitchell, Robert	IDOC CPR Instructor	04/08/2018
Moening, Mary	Agriculture Education Intern	05/03/2018
Morlen, Kristen	Human Resources Assistant	04/13/2018
Musgrave, Kathy	Adj Doc College Funded Instr	04/06/2018
Perry, Dannie	Alternative Education Instructor	03/29/2018

Read, Blake	Agriculture Education Intern	05/03/2018
Reardon, Jenalee	Tutor - Assoc Community Ed	03/29/2018
Rotramel, Debbie	Adj Faculty Humanities	08/01/2017
Travis, Carley	Agriculture Education Intern	05/03/2018
Valentine, Samantha	Agriculture Education Intern	05/03/2018
Seibert, Adam	Tech Team Intern	03/29/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Keller, Sharmista	Employment Specialist Transferring from: Academic Specialist	06/04/2018
Part-time		
Bowling, Emily	Print Shop Technician Assistant Transferring from: Print Shop Student Asst	04/19/2018