

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

May 13, 2019

Regular Meeting No. 629

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

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



Regular Meeting No. 629
Monday, May 13, 2019, 6:00 p.m.
Board and Administration Center, Room 011 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 8, 2019, Regular Meeting.
2. Approval of Minutes of April 8, 2019, Closed Session.
3. Approval of Minutes of April 29, 2019, Special Meeting.
4. Approval of Agenda of May 13, 2019, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:

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

6. Destruction of Tape Recording of November 13, 2017, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Annual Farm Report.	
2. Appointment of Board Committees.	
3. Navigator News Awards.	24
4. Calendar of Events.	25-26
5. Correspondence.	

B. Action Items.

	Board Book Page Number(s)
1. Approval of FY 2020 College-Wide Committees.	27-32
2. Approval of FY 2020 Part-Time Rates and Stipends.	33-40
3. Acceptance of Reporting of March 2019 Financial Statements.	41-52
4. Approval of Proposed Revisions to Board Policy 07.01 – <i>Admission of Students.</i>	53-57
5. Approval of Fall 2019 Tuition Waivers – Early Enrollment Incentive Campaign.	58
6. Acceptance of Gift-in-Kind Donation of Equipment for Technology Division.	59-62
7. Approval of Bid for <i>Lake Land College Magazine.</i>	63-64
8. Approval of Bid for Parking Lot Improvements.	65-66

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9. Approval of Six-Month Marketing Services Agreement. 67-70
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 and employment of specific employees.

[Return to Open Session - Roll Call]
11. Appointment of Director of Data Analytics as Discussed in Closed Session.
12. Approval of Human Resources Report as Discussed in Closed Session. 71-74

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 628
Board and Administration Center, Room 011 Mattoon, IL
April 8, 2019

Minutes

Call to Order.

Chair Storm called the April 8, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011, Board and Administration Center, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Meg Steward; Mr. David Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Mr. Bruce Owen and Ms. Doris Reynolds; Vice Chair.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student 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; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of March 11, 2019, Regular Meeting.
2. Approval of Minutes of March 11, 2019, Closed Session.
3. Approval of Agenda of April 8, 2019, 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	\$	398,086.03
Building Fund	\$	29,864.45
Site & Construction Fund	\$	587,741.45
Bond & Interest Fund	\$	2,050.00
Auxiliary Services Fund	\$	19,423.13
Restricted Purposes Fund	\$	331,388.00
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	1,909.76
Student Accts Receivables	\$	129,926.49
Total	\$	1,500,389.31

For details of bills refer to:

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

5. Destruction of Tape Recordings of Closed Sessions Held October 9, 2017, October 23, 2017, and October 26, 2017.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan gave an update on the search to fill the position of ICCTA Executive Director with the upcoming retirement of Mr. Mike Monaghan. Mr. Sullivan is serving on the search committee.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

Chair Storm, on behalf of Trustee Reynolds, said he had no report at this time.

Student Report.

Student Trustee Philpot highlighted recent successes for students in Phi Theta Kappa and the Livestock Judging Team, recent and upcoming events for the Student Ambassadors and Student Government Association (SGA), and the recent elections for Student Trustee and SGA.

President's Report.

Dr. Bullock said:

- The College will observe its summer hours of operation from May 17 through August 9, 2019. The College will be closed on Fridays during this time.
- We have received no payments for the Illinois Department of Corrections contract thus far for Fiscal Year 2019.
- For Fiscal Year 2019, we have received a total of \$69,947 from the Illinois Department of Juvenile Justice. A total of \$244,212 remains outstanding year to date.
- We have received nine FY 2019 credit hour reimbursement payments totaling \$4,278,215. A total of \$43,635 remains outstanding for the year.
- For Fiscal Year 2019 equalization, we have received nine payments totaling \$4,435,965. A total of \$1,478,650 remains outstanding for the year.

Business Items.

Non-action Items.

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Presentation of Business Partnership Award.

Chair Storm presented the College's Business Partnership Award to representatives from Heartland Dental. Accepting the award for Heartland Dental were Mr. Craig Kabbes, Executive Vice President for Technology and Patient Marketing, and Ms. Lisa Kallis, Director of Hygiene.

Quarterly Investment Report.

Representatives from Wells Fargo Advisors presented on the College's quarterly investment report for the period ending March 31, 2019. Trustees reviewed details of the report.

Faculty Focus on Advancing Student Success.

Mr. James Munger, IT Instructor/Program Coordinator, IT-Web Technology, presented on enhancements he has made to the IT Program. He highlighted how he has incorporated many learnings from development of the Launch Code certificate into his curriculum and his efforts to increase hands-on learning experiences for students.

Strategic Planning Bi-Annual Report.

Trustees heard a presentation from Ms. Jean Anne Grunloh, Senior Executive to the President. She provided an overview of the strategies underway in the FY 2019-2021 planning cycle to lay the foundations necessary to implement our two key focus areas, Guided Pathways to Student Success and data analytics. Additionally, she highlighted a summary analysis of institutional key performance indicators (KPIs) included in the report.

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

Ms. Beth Gerl, Vice President for Student Services, announced that three students, Krista Taylor, Shawn Schaeffer and Rhyta Hooks were nominated to represent Lake Land College as Phi Theta Kappa All-Illinois Community College Academic Team Nominees.

Recognition of Outgoing Student Trustee.

Chair Storm recognized Ms. Tessa Philpot for her numerous contributions during the past year as the 2018-2019 student trustee.

Curriculum Committee Activity.

Mr. Jon Althaus, Vice President for Academic Services, presented an update on activities by the Curriculum Committee for the period October 2018 to March 2019.

Update on Three-Year Contract for Property, Casualty, and Liability Insurance Renewal.

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Mr. Bryan Gleckler, Vice President for Student Services, provided an update on the renewal of the College's three-year contract with The Hanover for property, casualty and liability insurance.

Proposed Revisions to Board Policy 07.01 – Admission of Students.

Ms. Gerl asked the Board to consider revisions to Board Policy 07.01, *Admission of Students*, to address various issues for the admission of gifted students. Trustees reviewed details of the proposed changes. This policy will be presented for a vote at the Board meeting on May 13, 2019.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed three items of correspondence.

Action Items.

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

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

Student Trustee Philpot moved and Trustee Deters seconded to certify as presented the 2019 winners of the sophomore SGA delegates election, the student trustee election and seat Ms. Shelbie Kile as the 2019-2020 student trustee effective April 15, 2019.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Adoption of Board Policy 05.38 – 403B/457 Plan Matching Incentive.

Trustees reviewed a recommendation from Mr. Gleckler to adopt the above-referenced Policy. Trustees reviewed details of the proposed Policy language.

Chair Storm, on behalf of Trustee Reynolds, said the Resource and Development Committee met in March 2019 for an in-depth review of this proposed Policy language and the Committee's consensus was to recommend to the Board approval of the proposed language as presented.

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Dr. Bullock said the administration presented proposed language for this new Policy as first reading during the March 2019 regular Board meeting and the administration had received no additional comments or requested changes since that time.

Trustee Sullivan moved and Trustee Steward seconded to approve the adoption of Board Policy 05.38 - *403B/457 Plan Matching Incentive* as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Acceptance of Reporting of February 2019 Financial Statements.

Trustees reviewed the February 2019 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 and a Salary, Wage and Benefits Report. Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2019.

Trustee Deters moved and Trustee Sullivan seconded to approve the February 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Contract for Veterans Park Memorial Project.

Trustees heard a recommendation from Mr. Gleckler to approve a contract between the Lake Land College Foundation and Adams Memorial of Mattoon for the design and construction of a Veterans Memorial Wall in the amount of \$117,200. Trustees reviewed the proposed contract. Mr. Gleckler said the Veterans Memorial Wall will be added adjacent to the Podesta Park area on the College's main campus and the Lake Land College Foundation has generously agreed to fund this project.

Trustee Steward moved and Trustee Sullivan seconded to approve as presented the contract between the Lake Land College Foundation and Adams Memorial of Mattoon for the design and construction of a Veterans Memorial Wall in the amount of \$117,200.

There was no further discussion.

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Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Sidewalk Repairs.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from Bartels Construction, Inc. of Mattoon, as low bidder, in the amount of \$66,615 for a project to repair sidewalks in several areas of the main campus. Trustees reviewed the bid tabulation sheet that detailed bids received from three vendors.

Trustee Sullivan moved and Trustee Deters seconded to approve as presented the bid from Bartels Construction, Inc. of Mattoon, in the amount of \$66,615 for Project No. 2019-004 to repair sidewalks in several areas of the main campus.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Greenhouse for IDOC Program.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from Stuppy Inc. of Kansas City, Missouri, as low bidder, in the amount of \$99,915 for a 30' x 60' greenhouse for the Illinois Department of Corrections (IDOC) educational program at the Joliet Treatment Center. Trustees reviewed the bid tabulation sheet that detailed bids received from two vendors. Mr. Gleckler said IDOC will reimburse the College for this purchase.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the bid from Stuppy, Inc. of Kansas City, Missouri, in the amount of \$99,915 for a 30' x 60' greenhouse for the Illinois Department of Corrections program at the Joliet Treatment Center (Project No. 2019-006).

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Cartridge Dust Collector for IDOC Program.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from Airgas of Benton, Illinois, in the amount of \$46,000 for a Cartridge Dust Collector for the IDOC educational program at the Shawnee Correctional Center. Trustees reviewed the bid tabulation sheet that

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detailed the sole bid received for this project. Mr. Gleckler said IDOC will reimburse the College for this purchase and the sole bid received came within the anticipated bid reimbursement amount by IDOC. Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, explained how this equipment is part of a ventilation system needed for the welding program at Shawnee Correctional Center.

Trustee Cadwell moved and Trustee Steward seconded to approve as presented the bid from Airgas of Benton, Illinois, in the amount of \$46,000 for a Cartridge Dust Collector for the Department of Corrections program at the Shawnee Correctional Center (Project No. 2019-007).

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Roof Repair for Field House and Power House.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from Advanced Commercial Roofing of Champaign, in the amount of \$110,030, to replace the roof of the Power House and flat roof of the Field House. Trustees learned Freedom Roofing & Construction of Champaign withdrew their bid due to not including the entire coping of the Field House in their proposal. Thus, Advanced Commercial Roofing became the low bidder to meet the College's bid specifications. Trustees reviewed the bid tabulation sheet that detailed bids received from four vendors.

Trustee Deters moved and Trustee Steward seconded to approve the bid from Advanced Commercial Roofing of Champaign, as low bidder, in the amount of \$110,030 to replace the roof of the Power House and flat roof of the Field House (Project No. 2019-003).

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Closed Session.

7:11 p.m. – Trustee Cadwell moved and Student Trustee Philpot seconded to convene to closed session, Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], to discuss the appointment and employment of specific employees.

There was no further discussion.

Roll Call Vote:

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

Return to Open Session – Roll Call.

7:22 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Mike Sullivan; and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Mr. Bruce Owen and Mr. Doris Reynolds.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the proposed Human Resources Report. Dr. Bullock highlighted a few of the recommended personnel changes.

Following discussion on this item in closed session, Trustee Deters motioned and Trustee Cadwell seconded to approve the following Human Resources Report:

	Position	Effective Date
Part-time		
Earnst, Cassie	Adjunct Faculty BNA Substitute Primary Position is Allied Health BNA CIn Instr	03/20/2019
Ervin, Ryan	Honors Instructor - SSE Primary Position is Adj Faculty Social Science	03/22/2019
Horton, Jesse	Tutor-Disability Services - Bachelor Primary Position is Adj Faculty Math/Science	02/21/2019
Horton, Jesse	Tutor - Bachelor's Community Education Primary Position is Adj Faculty Math/Science	02/21/2019
Kruse, Bonnie	Honors Instructor - SSE Primary Position is Adj Faculty Social Science	03/22/2019
Luebbe, Alecia	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	02/01/2019
Martinez, Yesica	Bookstore Rush Worker Primary Position is Chemistry Lab Student Asst	05/01/2019
Part-time - Grant Funded		
Drake, Allen	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	02/21/2019
Horton, Jesse	Tutor - Bachelor's Carl Perkins Primary Position is Adj Faculty Math/Science	02/21/2019

New Hire-Employees

The following employees are recommended for hire

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	Position	Effective Date
Unpaid Volunteer		
Kile, Shelbie	Lake Land College Student Trustee	04/15/2019
Full-time		
Bryan, Matthew	Custodian	04/15/2019
Elam, Kasey	Custodian	04/09/2019
Mummel, Scott	Custodian	04/10/2019
Pinner, Elizabeth	Custodian	04/11/2019
Warren, Kendra	Administrative Assistant to Business	04/15/2019
Full-time Tenure Track		
Harley, Sarah	Mathematics Instructor	08/16/2019
Roy, Kyle	Mathematics Instructor	08/16/2019
Part-time		
Bartley, Ashley	Fitness Center Specialist	03/26/2019
Earnst, Cassie	Allied Health BNA Clinical Instructor	03/20/2019
Galvin, Melissa	CBI Non-credit Instructor	07/08/2019
Johnson, Katherine	IDOC CPR Instructor	02/20/2019
Johnson, Noah	IDOC CPR Instructor	02/22/2019
Luebbe, Alecia	Tutor - Student Learning Assistance Ctr	03/12/2019
Martinez, Yesica	Chemistry Lab Student Assistant	03/13/2019
Maxey, Kelly	IDOC CPR Instructor	03/06/2019
Mick, Kimberly	IDOC CPR Instructor	02/14/2019
Shamblin, Donald	IDOC CPR Instructor	03/11/2019
Thompson, Benjamin	IDOC CPR Instructor	03/18/2019
Part-time - Grant Funded		
Black, Timothy	Adjunct DOC College Funded Instructor	03/11/2019
Hance, Ronald	Adjunct DOC College Funded Instructor	06/03/2019
Hemrich, Sarah	Adjunct DOC College Funded Instructor	03/12/2019
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/06/2019
Johnson, Ida	Adjunct DOC College Funded Instructor	03/11/2019
McGee, Patrick	Adjunct DOC College Funded Instructor	03/18/2019
Patel, Hema	Tutor Student TRIO SSS	03/19/2019
College Work Study		
Newkirk, Cindy	College Work Study - Early Childhood Ed	03/01/2019
Terminations/Resignations		
The following employees are terminating employment		
	Position	Effective Date
Unpaid Volunteer		
Arney, Larry	Dual Credit Instructor	03/25/2019
Barger, Janice	Dual Credit Instructor	03/25/2019

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Barger, Sarah	Dual Credit Instructor	03/25/2019
Barton, Rebekah	Dual Credit Instructor	03/25/2019
Bennett, Graham	Dual Credit Instructor	03/25/2019
Brumleve, Gregory	Dual Credit Instructor	03/25/2019
Cloe, Melvin	Dual Credit Instructor	03/25/2019
Dougherty, Vicki	Dual Credit Instructor	03/25/2019
Elledge, John	Dual Credit Instructor	03/25/2019
Elmore, Lloyd	Dual Credit Instructor	03/25/2019
Hibbard, Darren	Dual Credit Instructor	03/25/2019
Holsapple, Sheila	Dual Credit Instructor	03/25/2019
Howard, Kristalynn	Dual Credit Instructor	03/25/2019
Huddleston, Lisa	Dual Credit Instructor	03/25/2019
King, Patricia	Dual Credit Instructor	03/25/2019
Lee, April	Dual Credit Instructor	03/25/2019
Mabry, Michael	Dual Credit Instructor	03/25/2019
Meister, Marianne	Dual Credit Instructor	03/25/2019
Perkins, Kimberly	Dual Credit Instructor	03/25/2019
Pierce, Vicki	Dual Credit Instructor	03/25/2019
Pittenger, Tammy	Dual Credit Instructor	03/25/2019
Roberts, Kurt	Dual Credit Instructor	03/25/2019
Smith, Gwyn	Dual Credit Instructor	03/25/2019
Tynan, John	Dual Credit Instructor	03/25/2019
White, Corben	Dual Credit Instructor	03/25/2019
Wilson, Charles	Dual Credit Instructor	03/25/2019

Full-time

Bales, Thomas	Print Shop Technician	03/12/2019
Lawless, Thomas	Corr Horticulture Instr – Murphysboro CC	03/15/2019
Sloan, Kinsey	Corr Office Asst – Pinckneyville CC	03/22/2019

Part-time

Arabatgis, John	Adj Doc College Funded Instr	05/25/2018
Daniels, Tori	Student Assistance Specialist	08/12/2018
Dunnann, James	Adj Doc College Funded Instr	12/31/2017
Enstrom, Patrick	Adj Faculty Math/Science	12/17/2017
Gordon, Richard	Adj Doc College Funded Instr	03/25/2019
Haukland, James	IDOC CPR Instructor	03/17/2019
Helling, Keith	Adj Doc College Funded Instr	12/31/2017
Johnson, Angela	Dual Credit Instructor	03/25/2019
Kimball, Linda	Allied Health BNA CIn Instr	12/17/2017
Mudd, James	Adj Doc College Funded Instr	12/31/2017
Panepinto, Rose	Sign Language Interpreter	03/25/2019
Priebe, Sue	IDOC CPR Instructor	08/18/2017
Sarver, Michelle	Adj Doc College Funded Instr	08/13/2017
Strom, Heather	Dual Credit Coordinator	03/25/2019
Swift, Janet	Sign Language Interpreter	03/25/2019

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Tingley, Joey	Allied Health BNA Cln Instr	08/18/2017
White, Brandy	Adj Doc College Funded Instr	03/25/2019

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Part-time		
Lenz, William	Print Shop Technician Assistant Transferring From Print Courier Asst	03/25/2019

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen and Reynolds. Student Advisory Vote: Philpot voted yes.

Motion carried.

Other Business. (Non-action)

To encourage enrollment of continuing students for the Fall 2019 semester, Dr. Bullock said the administration is seeking to once again offer an incentive that would follow the same guidelines as the enrollment incentive program for the Spring 2019 semester. Dr. Bullock said this incentive would be limited to Lake Land students who are currently registered for Spring 2019 classes and who register for Fall 2019 classes by May 10, 2019. These students would be entered into a drawing for a chance to win one of ten tuition waiver scholarships that would be applicable for Fall 2019 only and would cover in-district tuition for up to 15 credit hours in which the student is enrolled at tenth day of the fall term. Chair Storm asked Trustees if they had any concerns for the administration to proceed with this enrollment incentive offer. Following unanimous consensus support, Dr. Bullock said the administration will proceed with announcing this enrollment incentive and the ten tuition waiver scholarships will be brought to the Board for approval at the May 13, 2019, meeting.

Dr. Bullock said the administration is developing partnerships with up to six rural high schools throughout the district to seek funding through the USDA for a Distance Learning and Telemedicine Grant. He said the goal is to implement a Rural Education Delivery System (REDS) that will utilize a Polycom solution to remotely connect Lake Land College to each participating high school site with high definition video and audio conferencing capabilities, as well as establish connections between the high school sites themselves. He said this would allow Lake Land to deliver General Education Core Curriculum (GECC) courses to students at the rural high schools through a variety of potential methods. The grant would cover 85 percent of the system cost and matching funds for each participating site would be approximately \$7,400. Dr. Bullock said the College has proposed to cover the matching cost for each partnering high school as long as the high school commits to recognizing Lake Land College as the sole provider of GECC dual credit courses for the school district. He also said this cost will be built into the FY 2020 budget. Chair Storm asked Trustees if they had any concerns for the administration to proceed with formally submitting this grant application. Following

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unanimous consensus support, Dr. Bullock said this will be brought back to the Board for approval if the College's grant proposal is awarded by the USDA.

There was no additional discussion.

Adjournment.

Student Trustee Philpot moved and Trustee Steward seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:30 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

Lake Land College
Board of Trustees
District No. 517



Special Board Meeting
Board & Administration Center, Room 011, Mattoon, IL
April 29, 2019

Minutes

Call to Order.

Chairman Dave Storm called the special meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in the Board & Administration Center, room 011, Mattoon.

Roll Call.

Trustees Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice-Chair; Mr. David Storm, Chair; and Ms. Shelbie Kile, Student Trustee.

Trustees Absent: Ms. Meg Steward and Mr. Mike Sullivan.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student 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; and members of the staff, community and media.

Hearing of Citizens, Faculty, and Staff.

There were no other public comments.

Approval of Resolution No. 0419-007 to Acknowledge Results of the April 2, 2019, Board of Trustees Election.

Trustee Reynolds motioned and Trustee Cadwell seconded to approve Resolution No. 0419-007 as presented to certify and proclaim that, as a result of the election held April 2, 2019, Mr. Kevin Curtis and Mr. Dave Storm were each elected to serve a six-year term on the Board of Trustees of Community College District No. 517 and Ms. Denise Walk was elected to serve a

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four-year unexpired term on the Board of Trustees of Community College District No. 517. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Adjournment Sine Die.

Trustee Cadwell motioned and Trustee Reynolds seconded to adjourn sine die at 6:02 p.m.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Organization of the Board.

Seating of Newly Elected Board Members.

Chair Storm stated his appreciation for being re-elected as an incumbent Trustee and congratulated Mr. Kevin Curtis and Ms. Denise Walk as newly elected Trustees.

Call to Order and Appointment of Secretary Pro Tem.

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

Roll call.

Trustees Present: Mr. Gary Cadwell, Mr. Kevin Curtis, Ms. Ann Deters, Ms. Doris Reynolds, Mr. David Storm, Ms. Denise Walk, and Ms. Shelbie Kile, Student Trustee.

Trustees Absent: Mr. Mike Sullivan.

Election of Chairperson Pro Tem.

Trustee Deters nominated Trustee Reynolds to act as Chairperson Pro Tem. Trustee Curtis seconded the nomination.

There being no further nominations, Chair Storm declared the nominations to be closed.

Chair Storm asked for a roll call vote on the motion to appoint the Chairperson Pro Tem.

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There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Election of Secretary Pro Tem.

Trustee Deters nominated Trustee Cadwell to the position of Secretary Pro Tem. Trustee Storm seconded the nomination.

There being no further nominations, Chair Pro Tem Reynolds declared the nominations to be closed.

Chair Pro Tem Reynolds asked for a roll call vote on the motion to appoint the Secretary Pro Tem.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Election of Board Chair and Length of Term.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Election of Board Vice-Chair and Length of Term.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Election of Board Secretary and Length of Term.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

The new officers took their seats, and Chair Reynolds took responsibility for the meeting.

Approval of Resolution No. 0419-008 to Appoint College Treasurer and Authorization for College Treasurer to Act as College Fiscal Agent.

Trustee Storm motioned and Trustee Deters seconded to Approve Resolution No. 0419-008 as presented to appoint Mr. Bryan Gleckler, Vice President for Business Services, as College Treasurer and authorize the Treasurer to act as the College's fiscal agent. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Kile voted yes.

Motion carried.

Recognition of Outgoing Board Chairman.

Chair Reynolds presented a plaque to outgoing Chair Storm and thanked him for his outstanding service as Board Chair during the past two years. Chair Reynolds also recognized Mr. Bruce Owen for his service as trustee from April 2013 through April 2019.

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Adjournment.

Trustee Cadwell moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:13 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Beth R. Gerl, Vice President for Student Services

DATE: April 22, 2019

RE: Illinois Community College Journalism Association – Navigator News

Five members of the staff of the Navigator News recently attended the Spring Conference of the Illinois Community College Journalism Association (ICCJA) held at Grand Bear Lodge in Utica, Illinois on April 11th and 12th, 2019. The students attended two days of Journalism workshops and culminated the conference with the annual awards banquet which was held on Friday, April 12th. Navigator News staff submitted work for all categories of the annual contest and were awarded a total of 4 awards. The staff competed among student publication staffs from community colleges throughout the state of Illinois. Valerie Lynch, Navigator News Advisor and Lake Land College Director of Student Life was nominated and elected President of the Illinois Community College Journalism Association for a 2-year term.

The award winners were as follows:

John Enright	2 nd Place Editorial Writer of the Year Competition
Matthew Harvey	2 nd Place Arts Review
Zoe Donovan	4 th Place News Photo
Staff of the Navigator News	4 th Place in the Mike Foster General Excellence Competition

Calendar of Events

Friday, May 10, 2019	52 nd Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in Field House
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Fridays, May 17 - August 9, 2019	Energy Savings Summer Hours. College is Closed on Fridays.
Friday, May 24, 2019	Foundation Golf Classic Mattoon Golf & Country Club
Wednesday, June 5, 2019	Resource and Development Committee Meeting 11:30 a.m. – Board & Administration Center 011 Finance Committee Meeting Noon – Board & Administration Center 011 Buildings and Site Committee 1 p.m. – Board & Administration Center 011
Monday, June 10, 2019	3:30 p.m. – Board Retreat – Webb Hall 081 5 p.m. – Board Dinner – Webb Hall 081 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 8, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, August 12, 2019	5:15 p.m. - Board Dinner – Kluthe Center, Room 219 6 p.m. - Board Meeting – Kluthe Center, Room 220
Friday, August 16, 2019	Fall Opening Day Field House 8 – 10 a.m.
Thursday, September 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011

Monday, September 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 28, 2019	Lake Land College Homecoming Weekend
Thursday, October 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Luther Student Center Grand Re-Opening Event More Details to be Released at a Later Time
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 8, 2019
RE: College-Wide Standing Committees FY 2020

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2020 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 2019-2020

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 2019-2020

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 Data Analytics

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

Curriculum Committee

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

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

Director of Grants and Academic Operations

All Division Chairs

Director of Library Services

One Member from Workforce Solutions and Community Ed.

One Admissions and Records Staff

One Academic Counselor

Dean of Admissions

One Career Faculty

One Transfer Faculty

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 Data Analytics

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

Lake Land College Standing Committees 2019-2020

Committee Assistant: Human Resources

Assistant

Members:

*Five faculty members

One Paraprofessional

Two Supervisory/Support Staff

One Human Resources Staff

Sponsor: VP for Business 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.**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

Lake Land College Standing Committees 2019-2020

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

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

Lake Land College Standing Committees 2019-2020

Director of Physical Plant
 One Custodial Staff
 One Paraprofessional
 Two Faculty
 One Administrator/Supervisory
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
 Director of Data Analytics
 One Faculty Association
 One Paraprofessional
 One Custodial
 Two Support (Business Services and Student Services)
 One Career Tech Faculty
 One Transfer Faculty
 One Division Chair
 Three Appointed Team Members (Academic Services, Student Services, Business Services)

Sponsor: President

Training/Retraining Committee*

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

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the VP for Academic Services

Members:

Membership is appointed as needed.

Sponsor: VP for Academic Services

LAKE LAND COLLEGE

MEMO

TO: 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, 2019

RE: FY 2020 Part-Time Rates and Stipends

Please find attached the proposed FY 2020 Part-Time Rates and Stipends for your consideration and following a thorough evaluation by the administration of the current rates. Due to the minimum wage increase that will go into effect January 1, 2020, our proposed part-time rates will be in effect July 1, 2019 through December 31, 2019, and thus not the entire fiscal year. Our plan is to update the part-time rates later this year and bring a recommendation back to the Board for consideration at that time.

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 \$25.00 per credit hour by the number of semesters taught effective fall semester, 2019. 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 stipends for FY 2020 and part-time rates for the period July 1, 2019 through December 31, 2019.

Part-Time Rates and Stipends (July 1, 2019 - December 31, 2019)

Assistants		
Level I - Education Level H.S.	\$8.25	(student positions)
	Bookstore Rush Worker	
	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	
	Laker Mallard Mascot	
	Mailroom Assistant	
	Pathways Student Classroom Assistant	
	Perkins Student Worker	
	Physical Plant Assistant	
	Print & Courier Assistant	
	Special Needs Notetaker	
	Student Assistant	
	TRIO SSS Student Assistant	
Level II -	\$8.50	
	Assistant Athletic Coaches	
	Cheer Coach	
	Cosmetology Receptionist	
	Extension Center Administrative Assistant	
	IDOT QMTP Lab Assistant	
Level III	\$8.75	
	Accounting Assistant	
	Administrative Assistant to Police Dept	
	Data Entry Assistant	
	Emergency Medical Services Assistant	
	Financial Aid Assistant	
	Human Resources Assistant	
	International Studies Program Assistant	
	Lab Assistant/Technician	
	Office Assistant Vo-tech	
	Print Shop Administrative Assistant	
	Test Proctor	
	TRIO Administrative Assistant	

Level IV	\$9.00
	Library Assistant Library Assistant Technical Services
Level V	\$9.25
	Archives Project Developer Data Employment Specialist Library Assistant II Print Shop Technician Assistant Student Services Specialist
Level VI	\$10.00
Coordinators	
Level I	\$8.50
	Auxiliary Services Office Coordinator
Level II	\$9.25
	Financial Aid Processor/Coordinator Fitness Center Specialist 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
Technical	
Level I	\$8.25
	Communications and Creative Services Intern Print Technician

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 Microcomputer Support Specialist Web Programmer
Level V	\$11.00	Graphic Design Pre-Flighter
Level VI	\$12.00	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	Adult Educational Classroom Assistant \$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 Police Officer \$15.00 Trio Bus Driver \$13.00

Level II		\$15.50
Admissions Services Specialist		\$15.50
Internship & Employment Coordinator		\$15.50
Counseling Services Specialist		\$15.50
Education Specialist		\$15.50
Employment Specialist		\$15.50
GIS Technician Specialist		\$15.50
Human Services Clinical Supervisor		\$15.50
Intramural Director		\$15.50
Intramural Official		\$15.50
Lab Supervisor/Bachelors		\$15.50
Marketing Communication Specialist		\$15.50
Partnership Specialist		\$15.50
Student Services Professional		\$15.50

Level III		
Academic Counselor		\$24.81
Athletic Trainer		\$25.00
CDL Driver Instructor/Trainer		\$18.00
Clinical Instructor		\$24.81
Honors Instructor		\$24.81
Medical Assistant Program Lab Assistant		\$24.81
Part-Time Instructor		\$24.81
TRIO Advising Counselor		\$24.81

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
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	
Traffic Safety Instructor		\$28.45
Traffic Safety Instructor/DUI		\$33.66
Traffic Safety Instructor/Remedial		\$29.51
Norming General Education Assessment Eval.		\$50.00

Effective Date: 7/1/19

Paid Per Occurrence					
Part time academic rates begin with the Fall Semester					
FY2020					
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			\$160.00
Scorekeeper / Timer / Announcer	Service	Per Game		\$15/hour	\$30.00

Stipends Part time academic year rates begin with the Fall Semester	
Position	FY2020
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
Foundation Treasurer	\$4,000.00
Department of Juvenile Justice Contract Administrator	\$8,500.00
Clinical Dentist	\$4,500.00
Honors Advisor	\$4,000.00
Science Greenhouse	\$2,000.00
Director of Physical Therapy Assistant Program	\$23,049.00
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
DIVISION CHAIR ACADEMIC YEAR	
a) Contract Salary and Instructional Load Limit = 15 ECH	
b) DC Stipend equivalent to 26 ECH paid at overload (12 month)	
c) Adjunct Compensation, 0-5 = \$0, 6-9 = \$1,000, 10-19 = \$1,500, 20-29 = \$2,000, 30-39+ = \$2,500	
SUMMER TERM	
1/36 for 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.)
Release Time Formula for Facilitators (academic year):	
Development Reading & Writing Facilitator	12.0 ECH
Education Program Facilitator	3.0 ECH
Human Services Facilitator	3.0 ECH
Internship Facilitator	3.0 ECH
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 /Athletic Team 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 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	FY2020
0-7 Semesters	\$630
8-15 Semesters	\$645
16+ Semesters	\$660

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

FY2020 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

$$\$755 / 16 = \$47.16$$

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

$$\$755 / 16 \times 1.0 = \$47.19$$

Current Adjunct Faculty Rates

Lecture Hour - Adjunct Faculty Credit Hour / sixteen weeks

$$\$630/16 = \$39.38$$

$$\$645/16 = \$40.31$$

$$\$660/16 = \$41.25$$

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

$$\$630/16 = \$39.38$$

$$\$645/16 = \$40.31$$


$$\$660/16 = \$41.25$$

Limited Student Pay \$50 per credit hour

Effective: 8/2019

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: April 25, 2019

RE: March 2019 Financial Statement Summary

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

Area(s) of Concern:

- **Local Source revenue** – as previously indicated, the FY2018 audit that the figures used for EAV were total EAV rather than the rate setting EAV figures. Given that we use this as the basis for setting the local source budget amount for the year means that the budget estimate for FY2019 is overstated. Adjusting for the “rate setting EAV” amount, we now estimate we will bring in a total of approximately \$8,996,956 in local source revenue for FY2019. For the month of March there was a slight favorable variance of \$320; however, year to date we remain unfavorable by \$524,236.

Overall Variances:

- **Revenue** – Total March revenue was \$1,944,868 resulting in a favorable variance of \$1,015,243 compared to the budgeted level. This favorable variance is attributed to receiving multiple state funding payments during the month. Year to date, revenues are unfavorable by \$673,920, with the majority of that variance being attributed to local source revenue.
- **Expenditures** – Total March expenditures were \$1,944,868 resulting in an overall favorable variance of \$99,170. Year to date the favorable variance is up to \$3,007,604.

Revenue Variances:

- **Local Sources** – Favorable variance during the month of March in the amount of \$320. As mentioned above, the year to date unfavorable variance is \$524,236 and will remain unfavorable for the fiscal year.

- *ICCB Credit Hour Grant* – There was a favorable variance in the amount of \$127,208 for the month of March. Year to date this line is unfavorable by \$239,236, which is due to timing.
- *ICCB Equalization Grant* – We received multiple equalization payments during the month of March so there is a favorable variance of \$985,770 for the month. Year to date this line is now right on budget.
- *Tuition & Fees* – March had an unfavorable variance for tuition of \$87,096 and an unfavorable variance of \$40,969 for fees. Year to date, tuition is unfavorable by \$648 while fees are favorable by \$6,131.
- *Other State Sources* – This area remains unfavorable year to date by \$252,902 due to not receiving any CTE payments from the State of Illinois. This will correct itself once the CTE payments are received (*note – received in April*).
- *Other Revenue* – March had a favorable variance of \$30,010 and is now favorable year to date in the amount of \$211,331.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in March of \$17,359; however remains favorable year to date by \$356,962. Preliminarily, we are estimating a \$384,922 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in March in the amount of \$4,248. Year to date this line is favorable by \$98,229. Preliminarily, we are estimating a favorable variance in the amount of \$136,283 for the year.
- *Instructional* – Had an unfavorable variance in March of \$54,471 due to unfavorable variances in salaries and contractual services. However, year to date this area remains favorable by \$580,437.
- *Academic Support* – Had a slight favorable variance in March of \$4,957. Year to date this area has a favorable variance of \$37,709.
- *Student Services* – Had a favorable variance in March of \$11,592 that is primarily due to a favorable variance in salaries (\$7,193). Year to date this area is favorable by \$212,727.
- *Public Service/Continuing Education* – This area had a favorable March variance of \$81. Year to date this area has a slight unfavorable variance in the amount of \$6,466.
- *Operations & Maintenance* – This area had a favorable March variance of \$101,678 that was primarily driven by a \$32,005 favorable variance in salaries and \$41,636 favorable variance in utilities. Year to date, this area remains favorable by \$409,247.

- *Institutional Support* – Had a favorable overall March variance of \$40,300. Year to date this area has a favorable variance of \$1,334,296.
- *Scholarships, Grants, Waivers* – this shows a slight unfavorable variance for the month of March of \$4,967. Year to date, this line is favorable by \$439,654.

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 FY2019 projected final spending levels, and year to date spending through March 2019 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, 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
1,455,852.12	1,438,493.18	(17,358.94)	Salary and Wages	13,870,543.27	14,227,505.43	356,962.16
163,478.50	159,230.64	(4,247.86)	Employee Benefits	2,830,940.47	2,929,170.19	98,229.72
81,475.71	87,729.36	6,253.65	Contractual Services	737,587.38	1,080,773.30	343,185.92
87,207.81	136,630.41	49,422.60	General Materials and Supplies	1,685,833.77	2,915,972.59	1,230,138.82
11,579.09	30,776.37	19,197.28	Travel and Meeting Expenses	119,401.48	254,760.37	135,358.89
29,729.95	47,739.18	18,009.23	Fixed Charges	461,628.87	583,413.09	121,784.22
57,988.62	99,624.33	41,635.71	Utilities	842,346.23	896,619.00	54,272.77
65.57	2,200.00	2,134.43	Capital Outlay	65,464.17	79,675.00	14,210.83
6,622.75	37,865.00	31,242.25	Contingency Funds	43,916.89	282,333.89	238,417.00
-	3,750.00	3,750.00	Other Expenditures	256,174.23	307,500.00	51,325.77
1,894,000.12	2,044,038.47	150,038.35	Total	20,913,836.76	23,557,722.86	2,643,886.10

Lake Land College
FY2019 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2019 Budgeted	FY19 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$8,950,754	\$8,935,147	(\$15,607)	\$10,971,545	\$10,995,289	\$10,971,545	(\$23,744)
Salary and Wages - Acad. Support	\$269,733	\$291,012	\$21,278	\$372,603	\$361,833	\$372,603	\$10,770
Salary and Wages - Stud. Svcs	\$1,121,607	\$1,232,504	\$110,898	\$1,588,486	\$1,478,227	\$1,588,486	\$110,259
Salary and Wages - Public Svc.	\$305,656	\$295,179	(\$10,477)	\$349,192	\$414,151	\$349,192	(\$64,959)
Salary and Wages - Maintenance	\$721,810	\$948,934	\$227,124	\$1,298,144	\$1,009,855	\$1,298,144	\$288,289
Salary and Wages - Inst. Support	\$2,500,984	\$2,524,730	\$23,746	\$3,410,486	\$3,346,179	\$3,410,486	\$64,307
Total Salary and Wages	\$13,870,543	\$14,227,505	\$356,962	\$17,990,456	\$17,605,534	\$17,990,456	\$384,922

Employee Benefits	Year to Date			FY2019 Budgeted	FY19 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,572,452	\$1,609,336	\$36,884	\$2,457,938	\$2,184,237	\$2,457,938	\$273,701
Employee Benefits - Acad. Support	\$56,965	\$55,146	(\$1,819)	\$74,498	\$81,366	\$74,498	(\$6,868)
Employee Benefits - Stud. Svcs	\$287,008	\$298,095	\$11,087	\$402,438	\$399,674	\$402,438	\$2,764
Employee Benefits - Public Svc.	\$47,473	\$40,169	(\$7,304)	\$54,276	\$66,501	\$54,276	(\$12,225)
Employee Benefits - Maintenance	\$226,866	\$245,063	\$18,198	\$330,424	\$320,201	\$330,424	\$10,223
Employee Benefits - Inst. Support	\$640,176	\$681,361	\$41,185	\$762,845	\$894,157	\$762,845	(\$131,312)
Total Employee Benefits	\$2,830,940	\$2,929,170	\$98,230	\$4,082,419	\$3,946,136	\$4,082,419	\$136,283

Mar-19

Operations & Maint Restricted--Fund 03

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,450,918	1,540,000	(89,082)	1,399,466	1,540,000
Bond Proceeds	16,018,521		16,018,521	-	-
Loan Proceeds			-	16,025,000	-
Investment Income	222,753		222,753	43,035	-
Total Revenues	17,692,192	1,540,000	16,152,192	17,467,501	1,540,000
Expenditures:					
Student Center Renovations : Building	5,523,115	8,167,500	2,644,385	-	10,890,000
Construction Proj : Site Improvement	-		-	310,497	-
New Site: Site Improvements	-		-	-	-
Other	16,445,453		(16,445,453)	19,685	-
Total Expenditures	21,968,568	8,167,500	(13,801,068)	330,182	10,890,000
Excess of Revenues over Expenditures & Transfers	(4,276,375)	(6,627,500)	2,351,125	17,137,319	(9,350,000)

Mar-19	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,713,080	6,632,196	80,884	6,713,879	6,632,196
General : Investment Income	2,521		2,521	-	-
General : Transfer from Other Funds	-		-	-	163,450
Total Revenues	6,715,601	6,632,196	83,405	6,713,879	6,795,646
Expenditures:					
Work Cash Bonds : Debt Principal Pa	-		-	-	-
Work Cash Bonds : Interest on Debt	-		-	38,601	-
Work Cash Bonds : Other Fixed Charg	-		-	-	-
Funding Bonds : Debt Principal Paym	6,655,001	6,655,000	(1)	6,514,970	6,655,000
Funding Bonds : Interest on Debt	61,003	110,871	49,867	174,052	137,646
Funding Bonds : Other Fixed Charges	2,550	1,000	(1,550)	4,000	3,000
Funding Bonds : Bond Issue	242,212	-	(242,212)	-	-
Administration : Interest	-	-	-	-	-
Total Expenditures	6,960,766	6,766,871	193,895	6,731,623	6,795,646
Excess of Revenues over Expenditures & Transfers	(245,165)	(134,675)	(110,491)	(17,744)	0

Mar-19

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	22,326
Auto Shop	435	15,000	(14,565)	1,205	15,000
Athletics	-	-	-	-	567,831
Fitness Center	42,990	54,999	(12,009)	44,787	55,000
Bookstore	535,532	515,136	20,395	546,794	558,084
Print Shop	539,885	438,668	101,217	465,268	580,774
Food Service	9,879	11,800	(1,921)	31,152	15,300
College Farm	288	94,675	(94,387)	68,250	94,675
Comm Choir	-	-	-	-	5,100
Student Life	211,021	-	211,021	-	254,220
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	528,110
Total Revenues	1,340,029	1,130,278	209,751	1,157,456	2,704,019
Expenditures:					
Ag Judging	40,728	27,340	(13,388)	30,368	28,826
Auto Shop	518	15,000	14,482	1,348	15,000
Athletics	393,233	454,226	60,992	378,785	521,017
Fitness Center	39,143	90,921	51,778	57,745	101,814
Bookstore	530,577	451,906	(78,671)	481,069	511,848
Print Shop	509,006	444,544	(64,463)	450,669	584,248
Food Service	8,568	9,412	844	8,697	12,845
College Farm	79,624	115,911	36,287	57,822	128,911
Comm Choir	4,405	5,100	695	3,310	5,100
Student Life	168,474	209,749	41,275	157,098	254,917
WLKL Radio	-	950	950	125	1,100
Tuition Waivers	616,948	-	(616,948)	547,643	622,110
Total Expenditures	2,391,225	1,825,059	(566,167)	2,174,679	2,787,737
Excess of Revenues over Expenditures & Transfers	(1,051,196)	(694,781)	(356,415)	(1,017,224)	(83,717)

Mar-19	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	171,219	314,558	(143,339)	253,330	419,410
Pathways	223,435	287,730	(64,294)	276,899	383,639
Perkins	239,616	211,748	27,868	93,310	282,331
WIOA	2,732,568	2,450,802	281,765	2,393,409	3,237,203
College Work Study	11,045	45,918	(34,873)	28,117	61,224
GAST	3,200	14,000	(10,800)	-	14,000
IL Cooperative Work Study	27,610	13,500	14,110	-	18,000
IPRF Grant	21,366	13,000	8,366	253,330	13,000
Veterans Services	99,529	777,750	(678,221)	276,899	1,037,000
ISAC MAP	423,741	760,000	(336,259)	93,310	760,000
Department Of Education	5,275,319	4,115,351	1,159,968	2,393,409	5,465,351
Direct loans	1,450,455	1,255,741	194,714	28,117	1,674,321
Corrections	1,562,697	9,429,998	(7,867,301)	1,576,485	12,505,998
Privately Funded Grant	117,638	85,000	32,638	156,509	85,000
TRIO SSS	180,608	182,934	(2,326)	159,332	243,987
TRIO DC	231,688	218,422	13,266	228,765	291,264
Total Revenues	12,771,735	20,176,452	(7,404,717)	8,211,221	26,491,728
Expenditures:					
Adult Ed	335,755	314,558	(21,197)	470,794	419,410
Pathways	298,302	287,730	(10,573)	310,080	383,639
Perkins	250,935	211,748	(39,187)	239,998	282,331
WIOA	2,823,846	2,450,802	(373,044)	2,597,426	3,237,203
College Work Study	33,267	45,918	12,651	34,462	61,224
GAST	3,200	14,000	10,800	-	14,000
IL Cooperative Work Study	15,652	18,000	2,348	386	18,000
IPRF Grant	7,229	13,000	5,771	13,264	13,000
Veterans Services	244,549	777,750	533,201	266,872	1,037,000
ISAC MAP	822,641	760,000	(62,641)	812,736	760,000
Department of Education	5,351,247	4,115,351	(1,235,896)	5,355,125	5,465,351
Direct loans	1,457,578	1,255,741	(201,837)	1,727,772	1,674,321
Corrections	5,889,680	9,429,998	3,540,318	4,643,102	12,505,998
Privately Funded Grant	44,093	85,000	40,907	70,562	85,000
TRIO SSS	179,225	182,934	3,709	173,502	243,987
TRIO DC	228,473	218,422	(10,051)	202,239	291,264
Total Expenditures	17,985,673	20,180,952	2,195,279	16,918,321	26,491,728
Excess of Revenues over Expenditures & Transfers	(5,213,938)	(4,500)	(5,209,438)	(8,707,100)	(0)

Mar-19	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	69,841	69,000	841	129,812	69,000
Total Revenues	69,841	69,000	841	129,812	69,000
Expenditures:					
Admin Staff Full Time	16,299	15,672	(627)	15,672	21,445.83
Support Staff Full Time	10,132	9,750	(382)	12,874	13,342.70
Medical Benefits	6,527	6,631	104	4,298	8,935.49
Life Insurance	20	21	0	15	27.60
Audit Services	32,063	42,750	10,688	42,750	42,750.00
Printing	54		(54)	57	1,000.00
Total Expenditures	65,094	74,824	9,730	75,666	87,502
Excess of Revenues over Expenditures & Transfers	4,746	(5,824)	10,570	54,146	(18,502)

Mar-19	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,573,248	1,560,000	13,248	1,800,000	1,560,000
Misc Income	20,000	-	20,000	-	-
Total Revenues	1,593,248	1,560,000	33,248	1,800,000	1,560,000
Expenditures:					
Student Services	81,386	82,892	1,506	71,908	113,073
Operations and Maintenance	100,244	129,268	29,024	127,847	176,322
Police Dept	371,136	405,808	34,671	344,950	523,425
Institutional Support	73,312	68,067	(5,245)	61,962	92,939
Fixed Charges-ins	526,095	442,500	(83,595)	684,119	930,000
Total Expenditures	1,152,174	1,128,535	(23,638)	1,290,786	1,835,759
Excess of Revenues over Expenditures & Transfers	441,075	431,465	9,610	509,214	(275,759)

LAKE LAND COLLEGE

TO: Dr. Josh Bullock, President

FROM: Beth R. Gerl, Vice President for Student Services

DATE: March 29, 2019

RE: Proposed Revisions to Board Policy 07.01 – Admission of Students

Attached are proposed revisions to Board Policy 07.01 – Admission of Students. The proposed revisions:

- Establish an objective criteria for approving admission and course enrollment of individuals under the age of 16
- Identify a consistent means for determining academic readiness for college-level coursework (“giftedness”) not dependent upon a pre-determined high school GPA or class rank which is highly dependent upon level of education and not available for all students
- Establish an approval process through which students and parents are informed of expectations related to enrollment in college courses
- Ensure communication with the course instructor, division chair, and vice president for academic services prior to the start of the semester when a gifted student is enrolled in a college course
- Establish guidelines to help prevent gifted students from accumulating a college GPA that could be a disadvantage to them in the future

I would like to present the proposed revisions for first reading by the Board of Trustees at their meeting on April 8, 2019.

I am happy to answer any questions you or board members may have regarding the proposed revisions to Board Policy 07.01 Admission of Students.

07.01**Admission of Students**

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

Lake Land College does not deny admission to a person on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes.

Lake Land College admits students in the following categories:

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

6. A student currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school

Page 1 of 23

Board Policy 07.01

or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.

7. Student in a program for a special group.¹

~~78.~~ A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

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

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

- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.

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Board Policy 07.01

- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-7) above.

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

- 8. ~~Student in a program for a special group.⁴~~

¹ Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998

Revised May 8, 2000

Revised December 8, 2008

Revised December 11, 2017

Revised December 10, 2018

Revised

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Beth R. Gerl, Vice President for Student Services

DATE: April 22, 2019

RE: Approval of Tuition Waivers for Fall 2019

To generate excitement on campus and facilitate increased enrollment for Fall 2019, a college-wide enrollment campaign was kicked off to encourage all currently enrolled students to complete their Fall 2019 registration by Friday, May 10.

The campaign informed students that a drawing would be held for all students who were registered for Fall by May 10th, and ten lucky winners would be drawn and awarded a full in-district tuition waiver for next Fall!

College faculty and staff were informed of the campaign through College email and discussions at all employee group meetings. Students were informed of the campaign through the College's website, social media, email, text messages, postcards sent to their home addresses and personal communications from their instructors, academic advisors and other College staff.

The ten lucky winners will be drawn following the May 10th deadline and, with final approval from the Board of Trustees, will be awarded their certificates the week of May 13th. We are hoping to capture photos of each winner receiving their "prize" and thanking them for attending Lake Land College.

I would like to ask the Board for their approval to award the certificates at their May 13th meeting and am happy to answer any questions they may have.

Additional information about the tuition waiver incentive that was shared on the College's website:

The incentive is limited to Lake Land College students who are currently registered for Spring 2019 classes and are registered for Fall 2019 classes by May 10th.

The tuition waiver is applicable for Fall 2019 only and covers in-district tuition for all credits in which the student is enrolled at tenth day of the spring term. Winners may choose to attend full-time or part-time.

Winners will be responsible for the cost of fees.

Because tuition is based on residency, out-of-district and international student winners will be charged the difference between the in-district tuition waived and their current tuition rate. Students who already receive a full-tuition waiver will not be awarded a second waiver. There is no "cash back" or applying the waiver to another term.

LAKE LAND COLLEGE

MEMO

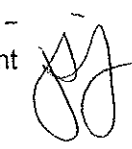
TO: Lake Land College Board of Trustees

FROM: Jacqueline S. Joines, CFRE - Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: May 1, 2019

RE: Technology Division Gift-in-Kind



The Foundation office recently received four new Rheem furnaces, five new residential central air units and one mini-split sv from Connor Company with an estimated value of \$37,091.47. This gift was received by the Foundation, thanks to the efforts of faculty member, Kris Kersey. The units will be used for educational purposes in the Technology Division and hopefully with the Effingham Regional Career Academy.

I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation on behalf of Connor Company.



Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name Mike Rehmel Organization Connor Co.
 Address 1308 Lake Land Blvd. City Mattoon State/Zip IL
 Telephone 217-235-4328 Fax 217-235-2190
 Donor's Estimated Value \$ 37091.47

Gift-in-Kind Description: (Please describe in detail)

Description Four new Rheem furnances, five new residential central air units and one mini-split sy

Location of Item LLC West building room 107 Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift Technology Div. Donor intent/restrictions To be used for HVACR training

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) 0\$

Sale/disposition of gift (including cost) 0\$

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: 4-1-19

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.

Gift Receiver _____ Date: 4/1/19

ACADEMIC/FOUNDATION REVIEW
Division Chair _____ Date: April 1, 2019

Vice President _____ Date: April 2, 2019

Foundation CEO _____ Date: 4/24/19

Foundation Treasurer _____ Date: 4/25/19

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: 4/30/19

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____

Quotation

CONNOR CO. MATTOON
 1308 LAKE LAND BOULEVARD
 MATTOON, IL 61938-5530
 217-235-4328 Fax 217-235-2190

QUOTE DATE	QUOTE NUMBER
03/15/19	S8473816
ORDER TO: CONNOR CO. MATTOON 1308 LAKE LAND BOULEVARD MATTOON, IL 61938-5530 217-235-4328 Fax 217-235-2190	PAGE NO 1

QUOTE TO:
 LAKE LAND COLLEGE DIST 517
 5001 LAKE LAND BLVD
 MATTOON, IL 61938-9366

SHIP TO:
 LAKE LAND COLLEGE DIST 517
 5001 LAKE LAND BLVD
 MATTOON, IL 61938-9366

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
2666	STUFF FROM RHEEM		Albert Garbe - MAT	
WRITER	SHIP VIA	QUOTED	SHIP DATE	FREIGHT ALLOWED
Mike Rehmel - MAT	OT OUR-TRUCK	JEFF	03/15/19	No
ORDER QTY	DESCRIPTION	Net Prc	Ext Prc	
3ea	RA1448AJ1NB 14 SEER CUBE A/C	3383.084/ea	10149.25	
1ea	RAPM-036JAZ 14.5 SEER R410 A/C	2656.414/ea	2656.41	
	** Above item is non-returnable **			
1ea	RPNL-031JAZ 2 1/2 TON HEAT PUMP 410A	2555.470/ea	2555.47	
	** Above item is non-returnable **			
1ea	MISC QUOTE	2112.955/ea	2112.96	
	RGPT12EEARMR 80% GAS FURNACE X13			
1ea	RCF3621STAMCA CASED COIL R-410A	768.292/ea	768.29	
2ea	RCFL-HM4824CC CASED COIL R-410A AC/HP	904.063/ea	1808.13	
	** Above item is non-returnable **			
1ea	U97VA100M521USA 97+ UPF GAS FURNACE RHEEM MOD	3948.627/ea	3948.63	
	** Above item is non-returnable **			
1ea	CS-XE12PKUA PANASONIC INDOOR UNIT WALL MOUNT HEAT PUMP EXTERIOS	881.008/ea	881.01	
	** Above item is non-returnable **			
1ea	CU-XE12PKUA PANASONIC OUTDOOR UNIT HEAT PUMP LOW AMBIENT EXTERIOS	1321.007/ea	1321.01	
	** Above item is non-returnable **			
2ea	R97VA115M524USA 97+ UPF GAS FURNACE RHEEM MOD	4223.970/ea	8447.94	
	** Above item is non-returnable **			
2ea	RCFL-HM3824CC CASED COIL R-410A AC/HP	870.045/ea	1740.09	
	** Above item is non-returnable **			
1ea	215X285X22X5-FBDH W/ 5" FILTER OPENING	171.820/ea	171.82	
3ea	245X285X22X5-FBDH W/ 5" FILTER OPENING	176.820/ea	530.46	
*** Continued on Next Page ***				

Quotation

CONNOR CO. MATTOON
 1308 LAKE LAND BOULEVARD
 MATTOON, IL 61938-5530
 217-235-4328 Fax 217-235-2190

QUOTE DATE	QUOTE NUMBER
03/15/19	S8473816
ORDER TO: CONNOR CO. MATTOON 1308 LAKE LAND BOULEVARD MATTOON, IL 61938-5530 217-235-4328 Fax 217-235-2190	
PAGE NO. 2	

QUOTE TO:
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CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
2666	STUFF FROM RHEEM		Albert Garbe - MAT	
WRITER	SHIP VIA	QUOTED	SHIP DATE	FREIGHT ALLOWED
Mike Rehmel - MAT	OT OUR-TRUCK	JEFF	03/15/19	No
ORDER QTY	DESCRIPTION	Net Prc	Ext Prc	
	TAXES NOT INCLUDED			
		Subtotal	37091.47	
		S&H CHGS	0.00	
		Amount Due	37091.47	

*** This is a quotation ***

Price remains as quoted for one business day,
 unless otherwise agreed upon in writing by Connor Co.
 This quotation is subject to credit approval,
 applicable taxes, and our terms and conditions.

LAKE LAND COLLEGE

MEMO

TO: Beth Gerl, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: May 3, 2019

RE: Lake Land College Magazine Bid Results

The College recently solicited bids for the printing and mail preparation of the 2019 Summer and Fall and 2020 Spring Lake Land College Magazine. The bid packet was distributed to 22 companies, advertised in the newspaper and posted on the College's bid website. Four companies submitted bids.

I recommend Specialty Print Communications of Niles, Illinois as the lowest bidder meeting specifications. I have received positive feedback from past customers. The samples the company submitted in the bid process were of excellent quality.

I would like to request that the Board of Trustees approve Specialty Print Communications with a bid of \$52,713 as the lowest bid meeting specifications for the printing and mailing preparation of the magazine for the 2020 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. 2019-005
BID DATE: April 26, 2019 - 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	\$54,241.89	\$3,294.43	\$57,536.32		\$21/pg				
EP Graphics Berne, Indiana	\$64,290.00	Included	\$64,290.00		\$20/pg				
Premier Print Group Champaign, Illinois	\$56,100.00	\$4,500.00	\$60,600.00		*				
Specialty Print Communications Niles, Illinois	\$52,713.00	Included	\$52,713.00		\$25/pg				

*Depends on the change

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: May 8, 2019

Re: Approval of Bid New Parking Lot Islands

The College recently solicited bids for new parking lot islands, to replace the islands in parking lots A and F and the alignment adjustment of Podesta Drive.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of 3 bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
VEYA, Inc. Champaign, IL	\$231,000.00
Howell Paving Mattoon, IL	\$222,101.02
Grunloh Construction Effingham, IL	\$239,000.00

Based on the bids received, it is my recommendation that we award this bid to Howell Paving of Mattoon, IL, in the amount of \$222,101.02 for the New Parking Lot Islands.

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

LAKE LAND
COLLEGE
BID TABULATION

5001 Lake Land Boulevard
 Mattoon, Illinois 61938

New Parking Lot Islands
 Project No. 2019-008
 BID DATE: May 6, 2019 - 2:00 PM

CONTRACTOR	Total Bid								
VEYA, Inc. Champaign, Illinois	\$231,000.00								
Howell Paving Mattoon, Illinois	\$222,101.02								
Grunloh Construction Effingham, Illinois	\$239,000.00								

LAKE LAND COLLEGE

MEMO

TO: Beth Gerl, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: May 6, 2019

RE: Lake Land College Marketing Services Bid Results

The College recently distributed a Request for Proposals for Comprehensive Digital Marketing Services for Fiscal Year 2020. The bid packet was emailed to eight companies, advertised in the newspaper and posted on the College's bid website. We received bids from eight companies.

The Marketing & Public Relations staff reviewed the proposals for fulfillment of requested information, ability to provide requested services, price points and additional service fees. After that initial review, we selected three companies for a thorough analysis and price comparison. Both spreadsheets are attached.

The objectives of this request for proposals included 1. Identify a single firm to partner with for strategy development; 2. Create efficiencies reducing the number of current vendors from five to one; and 3. Maximize our digital media investment across platforms and have the flexibility to shift investments among platforms based on campaign performance.

With these goals in mind, we are recommending the college enter into an agreement with Hyfn Local/WTWO/WCIA to provide our digital marketing services. The company's proposal was very thorough and personalized to Lake Land College, including research that showcased how its services could improve results and generate leads. The company offers the resources of national expertise with local service, including Alumnus Tim Sanders, Laker Nation Class of 2003.

We have worked with WTWO and WCIA representatives in the past and have had positive experiences. In addition, the proposal includes several thousands of dollars in added value such as quarterly video production valued at up to \$5,000; quarterly appearances on WCIA TV's CI Living local lifestyle show valued between \$250-\$500 per segment; and bonus display impressions of 5% for months in which the college's investment exceeds \$10,000 on both WTWO.com and WCIA.com.

The agreement will cover the first six months of the fiscal year and allow us to lock in pricing in a fluctuating digital advertising marketplace.

I would like to request that the Board of Trustees approve the attached agreement between Hyfn Local/WTWO/WCIA and Lake Land College for Digital Marketing Services from July 1, 2019 to December 31, 2019. I will be in attendance at the meeting and would be glad to answer questions.

LAKE LAND COLLEGE DIGITAL MARKETING SERVICES BID RESULTS FY 2020								
	Comcast Spotlight	Orange 142	WTWO/WCIA	The Cromwell Group	MILO	Division D	Clarus	Vision Point Media
Tier 1								
Geofencing Digital Ads		X	X	X	X	X	X	X
Streaming Radio Ads		X	X	X		X	X	X
OTT Ads	X	X	X	X		X	X	X
Retargeting and Redirecting Ads		X	X	X	X	X	X	X
Mobile Ad Messenger			X			X	X	X
Pre-Roll Video Ads	X	X	X	X		X	X	X
Youtube Ads	X		X	Can set up campaigns directly through Youtube		X	X	X
Tier 2								
Amazon Targeting Ads			X			X		X
Gaming Platform Ads			X			X	X	X
Social Media Ads		X	Facebook		Facebook + Snapchat	Pinterest	Facebook, Snapchat, LinkedIn	X
Bid Requirement								
Campaign Result Examples	X	X	X	X	X	X	X	X
References		X	X		X	Case Studies	X	X
Creative Samples		Only saw 1	X	X	X	X	X	X
Reporting Samples	X	X	X		X	X	X	X
Pricing		X	X	X	X	X	X	Package price, not individual items
Monitoring		X	X	X	X	X	X	
Benefits Narrative		Throughout	Throughout	Throughout	X	X	X	X
Social Media Benefits			X		X	X	X	
Google AdWord Pros/Cons			X		X	X	X	
Additional Fees:		15% services fee	Added Value		Only provided monthly figures that are cost prohibitive		Creative charge for ad design - \$220 per set for a campaign.	Charging nearly 1/2 the media buy in agency fees.
Bids opened at 12:04 p.m. April 25, 2019								

LAKE LAND COLLEGE DIGITAL MARKETING SERVICES BID PRICE COMPARISON RESULTS FY 2020

SERVICES	HYFN LOCAL WTWO/WCIA	HYFN LOCAL WTWO/WCIA PRICE	Division D	Division D PRICE	Clarus	Clarus Price
Tier 1						
Geofencing Digital Ads	X	\$8-\$12 CPM	X	\$3-\$6 CPM	X	\$8 CPM plus \$150 to upload list
Streaming Radio Ads	X	\$5K per month Pandora minn. No minn. On Spotify	X	\$5K per month Pandora minn. No minn. On Spotify	X	\$33 CPM
OTT Ads	X	\$35 CPM	X	\$20-\$35 CPM	X	\$42 CPM
Retargeting and Redirecting Ads	X	\$6 CPM	X	\$3.85 CPM	X	\$8 CPM plus \$150 to upload list
Mobile Ad Messenger	X	\$8.75 CPM	X	\$3-\$10 CPM	X	\$8 CPM plus \$150 to upload list
Pre-Roll Video Ads	X	\$26 CPM	X	\$10-\$25 CPM	X	\$35 CPM
Youtube Ads	X	50 cents	?	TBD	X	\$20-\$25 CPM
Tier 2						
Amazon Targeting Ads	X	Minimum pricing of \$70,000/2 months	X	TBD	x	TBD
Gaming Platform Ads	X	\$8.75	X	TBD	X	\$8 CPM
Social Media Ads	X	TBD	X	TBD	X	\$115 per day Snapchat
Bid Requirement						
Campaign Result Examples	X		X		X	
References	X		Case Studies		X	
Creative Samples	X		X		X	
Reporting Samples	X		X		X	
Pricing	X		X		X	
Monitoring	X		X		X	
Benefits Narrative	Throughout		X		X	
Social Media Benefits	X		X		X	
Google AdWord Pros/Cons	X		X		X	
Overall Notes:						
		Creative Included WCIA.com and WTWO.com 5% bonus display impressions each month over \$10K Quarterly on- site video production Quarterly CI LIVING Segments on WCIA TV		Creative included		PLUS CREATIVE AD DESIGN COSTS \$220 per campaign



Hyfn Local, WCIA and WTWO agree to provide digital marketing services to Lake Land College over a 6-month period beginning July 1, 2019 and ending December 31, 2019. Lake Land College and Hyfn Local will select the specific strategies within the College's marketing budget to meet the College's objectives. Those services will be billed to the College on a monthly basis at a rate outlined in Hyfn Local's proposal to the College's RFP for Comprehensive Digital Marketing Services in April of 2019.

A black rectangular redaction box covering the signature of the Lakeland College Representative.

Lakeland College Representative

A black rectangular redaction box covering the signature of the Hyfn Local Representative.

Hyfn Local Representative

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 13, 2019**

The following employees are recommended for leave

Hardiek, Karla	FMLA (intermittent and full blocks of time)	4/03/2019-4/03/2020
Manion, Kimberly	FMLA (intermittent and full blocks of time)	5/06/2019-6/17/2019
Mayer, Pam	FMLA (intermittent and full blocks of time)	3/27/2019-9/14/2019
Tolley, Rusty	FMLA (intermittent)	3/27/2019-6/30/2019

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bornreger, Cody	Admissions and Records Student Assistant Primary Position is Perkins Student Worker - Business	05/01/2019
Clodfelter, Alan	Tutor-Disability Services - Bachelor Primary Position is Adj Faculty Technology	04/29/2019
Clodfelter, Alan	Tutor - Bachelor's Community Education Primary Position is Adj Faculty Technology	04/29/2019
Clodfelter, Alan	Tutor - Bachelor's Degree - Learning Asst Primary Position is Adj Faculty Technology	04/29/2019
Earnst, Cassie	Adjunct Faculty BNA Substitute Primary Position is Allied Health BNA Cln Instr	03/20/2019
Harvey, Matthew	Admissions and Records Student Assistant Primary Position is Newspaper Ed Student Newspaper	05/01/2019
Hoenes, Casey	Allied Health Adjunct Faculty ADN Sub Primary Position is Assoc Nurse Clin Instr	04/15/2019
Luebbe, Alecia	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	03/12/2019
Luebbe, Alecia	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	03/12/2019
Robison, Walter	Technical Training Specialist - CBI Primary Position is Adj Faculty Technology	05/01/2019
Zientara, Richard	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	04/01/2019
Zientara, Richard	Tutor - Associate – Lrng Asst Primary Position is Tutor - Associate-Lrng Asst	04/01/2019
Part-time - Grant Funded		
Clodfelter, Alan	Tutor - Bachelor's Carl Perkins Primary Position is Adj Faculty Technology	04/29/2019

Luebbe, Alecia	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	03/12/2019
Zientara, Richard	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	04/01/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Unpaid Volunteer		
Mayer, Bonnie	Talent Search TRIO Tutor	03/11/2018
Smith, Jody	Adjunct Faculty Technology	08/17/2018
Full-time		
Tillman, Joseph	Electrical Engineer	04/15/2019
Tillman, Joseph	Power Plant Technology Instructor	04/15/2019
Part-time		
Hendryx, Trevor	CWS Student Life	02/21/2019
Hunt, Richard	CBI Instructor	03/01/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Headrick, Sierra	Counseling Services Unpaid Intern	05/06/2019
Lee, Brian	Assistant Softball Coach Unpaid Volunteer	03/26/2019
Martens, Alex	Counseling Services Unpaid Intern	04/03/2019
Full-time		
Latch, Amanda	Print Shop Technician	05/14/2019
Szabo, Kyle	Server Administrator	05/14/2019
Full-time Tenure Track		
Chambers, David	Criminal Justice Instructor/Coordinator Criminal Justice Programs.	06/03/2019
Full-time - Grant Funded		
Cheek, Zachary	Correctional Horticulture Instructor-Lincoln CC	04/18/2019
Groleau, Amanda	Correctional Horticulture Instructor-Logan CC	04/15/2019
Kaegebein, Stephanie	Correctional Horticulture Instructor-IYC St. Charles	04/22/2019
Part-time		
Dickerson, Christine	Assistant Softball Coach	02/01/2019
Galvin, Melissa	CBI Non-credit Instructor	07/08/2019
Gough, Zachary	Groundskeeper	04/08/2019
Herring, Charles	IDOC CPR Instructor	04/08/2019

Hoenes, Casey	Allied Health ADN Clinical Instructor	04/09/2019
Holmes, Jeanette	Adjunct Faculty Business	08/19/2019
Lehman, Justin	IDOC CPR Instructor	03/27/2019
Philpott, Stephanie	Allied Health ADN Clinical Instructor	04/16/2019
Reed, Kaleb	Admissions and Records Student Assistant	05/01/2019
Stokes, William	IDOC CPR Instructor	05/01/2020
Tran, Le Phuong Vy	International Studies Student Assistant	04/21/2019
Unkraut, Claire	CBI Non-credit Instructor	07/08/2019
Wheeler, Caleb	Dual Credit Coordinator	02/08/2019
Zientara, Richard	Tutor - Associate - Learning Asst Ctr	04/01/2019
Zike, Philip	Microcomputer Support Specialist	04/10/2019

Part-time - Grant Funded

Ames, Mallory	Agriculture Education Intern	05/14/2019
Gardner, Zane	Agriculture Education Intern	05/14/2019
Heath, Emma	Agriculture Education Intern	05/14/2019
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/06/2019
Nelson, Hannah	Agriculture Education Intern	05/14/2019
Smith, Dylan	Perkins Student Worker - Humanities	04/01/2019
Smith, Lucille	Agriculture Education Intern	05/14/2019
Tappendorf, Hannah	Agriculture Education Intern	05/14/2019
Travis, Camryn	Agriculture Education Intern	05/14/2019
Warner, Marcie	Adjunct DOC College Funded Instructor	06/03/2019

Transfer/Promotions

The following employees have a change in position

Cole, Lisa	Director of Data Analytics From: Programmer Analyst	06/03/2019
Taylor, Jason	Information Security and Assurance Technician From: Microcomputer Support Specialist	06/03/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Barger, Sharon	Custodian (retiree)	05/31/2019
Jones, Michael	Corr Custodial Instuctor-Kewanee CC	05/17/2019
Rauch, Jordan	Ag Instructor/Livestock Judging Coach	05/13/2019
Schnorf, Martin	Corr Career Tech Instructor – Vandalia CC	04/30/2019
Slankard, William	Corr Constr Occ Instructor-Jacksonville CC	04/30/2019
Ward, Tania	TRIO SSS Advising Counselor	05/03/2019
Warfel, Bill	Network Administrator (retiree)	05/20/2019
Waymoth, Janet	Nursing Instructor	05/13/2019

Part-time

Benning, Warren	Adj Doc College Funded Instr	08/13/2017
Boulu, Bernie	Bookstore Rush Worker	01/13/2019
Bruens, Autumn	Agriculture Education Intern	06/20/2018
Buchenroth, Connie	Library Assistant	04/05/2019
Hadley, Jeffrey	IDOC CPR Instructor	05/01/2018
Haukland, James	IDOC CPR Instructor	03/24/2019
Horsman, Hallie	Agriculture Education Intern	06/20/2018
Hough, Rebecca	Agriculture Education Intern	06/20/2018
Kern, Tennyson	Agriculture Education Intern	06/20/2018
Knackmuhs, Kennedy	Agriculture Education Intern	06/20/2018
Longcor, Elizabeth	Bookstore Rush Worker	08/26/2018
Moluba Ebali, Geonel	International Student Ambassador	01/14/2018
Pankey, Mackenzie	Bookstore Rush Worker	01/13/2019
Patterson, Jessica	Bookstore Rush Worker	08/26/2018
Slaughter, Jane	Bookstore Rush Worker	01/14/2018
Smithenry, Stacey	Agriculture Education Intern	06/20/2018
Spain, Hannah	Agriculture Education Intern	06/20/2018
Tawil, Taha	Adj Doc College Funded Instr	05/21/2017
Vonderheide, Lexi	Bookstore Rush Worker	08/26/2018
White, Brandy	Adj Doc College Funded Instr	03/10/2019
Woodruff, Megan	Bookstore Rush Worker	08/26/2018

College Work Study's

Elder, Mykaela	CWS Counseling	03/14/2019
Ohm, Kyla	CWS College Advancement	08/13/2018