

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

May 11, 2020

Regular Meeting No. 641

Location: **REMOTE MEETING HELD VIA TELECONFERENCE**

(As permitted by Governor Pritzker's Executive Order 2020-33 and 2020-07)

Trustees, citizens, faculty and staff may participate in the teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. To facilitate this and not have individuals speaking over one another, the College kindly requests that individuals wishing to address the Board via the conference line during public comment notify the College via email, as noted below, of their intent to address the Board. Alternatively, citizens, faculty and staff may submit public comments by email prior to the Board meeting, to be announced by the College President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Monday, May 11, 2020, and sent to officeofthepresident@lakelandcollege.edu.

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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. 641
Monday, May 11, 2020, 6:00 p.m.**

Location: **REMOTE MEETING HELD VIA TELECONFERENCE**
(As permitted by Governor Pritzker's Executive Orders 2020-33 and 2020-07)

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Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

Approval of the following:

1. Minutes of April 13, 2020, Regular Meeting.
2. Agenda of May 11, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
4. Destruction of Tape Recording of November 12, 2018, Closed Session and November 8, 2018, Resource and Development Committee Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Appointment of Board Committees.	
2. 2020 Virtual Commencement.	22
3. Navigator News Awards.	23
4. Proposed Revisions to Board Policy 10.22 – <i>Purchasing and Bidding.</i>	24-30

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| 5. Calendar of Events. | 31-32 |
| 6. Correspondence. | |

B. Action Items.

	Board Book Page Number(s)
1. Approval of Dual Credit Program Access Initiative Effective Fall 2020 Semester.	33-35
2. Ratification of Administration's Decision to Continue with Certain Current and Future Construction Projects.	36
3. Approval of FY 2021 College-Wide Committees.	37-42
4. Continued Employment of Grant Funded Employees (non-faculty).	43
5. Acceptance of Reporting of March 2020 Financial Statements.	44-55
6. Acceptance of Withdrawal Request from Planned Retirement Program.	56
7. Approval of Emergency Purchases following Neal Hall Roof Fire – Immediate Facility Cleanup and Structural Repair to Roof.	57-67
8. Approval of Proposed Revisions to Board Policy 07.01.02 – <i>Special Admission and Graduation Requirements for Select Technical Programs.</i>	68-70
9. Approval of Human Resources Report.	71-72

V. Other Business.

VI. Adjournment.

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



Regular Board Meeting No. 640
Location: Remote Meeting Held via Teleconference
(As permitted by Governor Pritzker's Executive Order 2020-07 and 2020-18)
April 13, 2020

Minutes

Call to Order.

Chair Reynolds called the April 13, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. The meeting was held remotely via teleconference and as permitted by Governor Pritzker's Executive Order 2020-07. Citizens, faculty and staff were invited to join the conference call via dialing instructions posted on the agenda.

Roll Call.

Trustees Participating via Teleconference: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk, Mr. Tom Wright and Ms. Shelbie Kile, Student Trustee.

Trustees Absent from Meeting Participation: None.

Others Participating via Teleconference: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of March 9, 2020, Regular Meeting.
2. Approval of Minutes of March 9, 2020, Closed Session.
3. Approval of Minutes of March 27, 2020, Special Meeting.
4. Approval of Agenda of April 13, 2020, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	441,246.38
Building Fund	\$	47,151.97
Site & Construction Fund	\$	1,111,701.53
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	35,343.37
Restricted Purposes Fund	\$	474,244.62
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	49,840.21
Student Accts Receivables	\$	153,733.99
Total	\$	2,313,862.07

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

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

Adjournment Sine Die.

At 6:05 p.m., Trustee Storm moved and Trustee Sullivan seconded to adjourn sine die to conduct the annual organizational meeting.

Motion carried by unanimous voice vote.

Organization of the Board

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

Chair Reynolds called the meeting to order at 6:06 p.m. and appointed Trustee Cadwell to act as Secretary Pro Tem.

B. Roll Call

Members Present via teleconference: Mr. Gary Cadwell, Mr. Kevin Curtis, Ms. Doris Reynolds, Mr. Dave Storm, Mr. Mike Sullivan, Ms. Denise Walk, Mr. Tom Wright and Student Trustee Shelbie Kile.

Members Absent: None.

C. Appointment of Chairperson Pro Tem.

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

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

D. Appointment of Secretary Pro Tem.

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

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

E. Election of Board Chair and Length of Term.

Trustee Sullivan nominated Trustee Reynolds to serve as Chair of the Board for a period of one year. There being no further nominations, Chair Pro Tem Reynolds declared that the nominations 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.

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

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

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

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

G. Election of Board Secretary and Length of Term.

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

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

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

H. Approval of Resolution No. 0420-016 Approval of Surety Bonds.

Dr. Bullock requested Trustees approve the above-referenced Resolution.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented Resolution No. 0420-016 to appoint Mr. Greg Nuxoll, Vice President for Business Services, as College Treasurer and approve the related Surety Bonds. [A full and complete copy of the Resolution is attached to and part of these minutes.]

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

I. Approval of Resolution No. 0420-017 Authorizing College Treasurer to Act as College Fiscal Agent.

Dr. Bullock requested Trustees approve the above-referenced Resolution.

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Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0420-017 for the College Treasurer to act as the College's Fiscal Agent. [A full and complete copy of this Resolution is attached to and part of these minutes.]

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Kile voted yes.

Motion carried.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said state legislators are currently not in session and he had no report at this time.

Resource & Development.

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

Finance.

Trustee Storm, Committee Chair, said the Committee had not met since the last regular meeting. He also said he recently conferenced with Dr. Bullock and Mr. Nuxoll to fully review the financial statements that will be discussed later in the agenda. He stated all Committee members had reviewed the statements as well via their electronic folders.

Buildings & Site.

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

Foundation.

Chair Reynolds provided an update on the construction underway for the new Foundation and Alumni Center. She also thanked the staff and Board for continuing their work in a virtual environment.

Student Report.

Student Trustee Kile provided an update on SAB activities that are being offered to students in a virtual environment.

President's Report.

In the President's Report, Dr. Bullock highlighted the following items/information:

- The College received no additional payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) since the March meetings. A total of \$3,125,564 for IDOC and \$220,573 for IDJJ services billed through March remains outstanding.
- The State of Illinois issued two credit hour reimbursement payments for FY2020 since our March board meeting for a total of \$1,247,162, but has not issued a payment for Equalization. A total of \$974,589 in credit hour reimbursement and \$1,908,295 in equalization remains outstanding.
- There are three reports traditionally shared with trustees during the April Board or Committee meetings including the Wells Fargo investment report, the Annual Farm Report and the Curriculum Committee Update report. Trustees were able to view the Wells Fargo Investment Report and the Annual Farm Report via their electronic folders. The Curriculum Committee Update was included in the Board Book. He said the Wells Fargo Investment Report shows the College's investments are primarily in fixed income and cash alternatives, which has assisted the College in achieving the current annualized yield of 2.93%.
- The College will observe its summer hours of operation from May 22 through August 14, 2020. The College will be closed on Fridays during this time.
- He congratulated Carsyn Fearday for being awarded First Team All-American by the NJCAA Division II Women's Basketball Committee and Laker Coach Dave Johnson for being a finalist for the Illinois Basketball Coaches Association Coach of the Year.
- He expressed sincere appreciation to the entire Lake Land College community for its response to the pandemic. He said the Pandemic Preparedness and Response Task Force began its work on March 5th and through the commitment and student centeredness of our faculty and staff, the College was fully operating in a virtual environment by March 23rd.
- He requested that Trustees review the Calendar of Events and one item of correspondence from the family of Harold Strangeman. Both items were included in the Board Book.

Business Items.

Non-action Items.

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

Dr. Tina Stovall, Interim Vice President of Student Services, presented on Phi Theta Kappa All-Illinois/All-USA Academic Team nominees. She said four students, Mr. Tanner Clark, a graduate of Strasburg High School, Ms. Breanna Moore, a graduate of Mattoon High School, Mr. Trevor Elder, a graduate of Sullivan High School, and Mr. Ryan Radloff, a graduate of Dieterich High School, were nominated and recognized as members of the All-Illinois Community College Academic Team. She also congratulated Mr. Clark for his selection as a

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Gold Scholar on Coca-Cola's 2020 Academic Team. She said he is one of 50 students from across the country to receive the designation.

Action Items.

Approval of Resolution No. 0420-018 – Signatory Card “Corporate Authorization Resolution” and Certificate of Beneficial Owners of Legal Entities for Delivery to Depository Midland States Bank.

Dr. Bullock requested the Board approve the above-referenced Resolution to update the Signature Card and Corporate Authorization provided to depository Midland States Bank. He said approval of this Resolution grants authority to Mr. Nuxoll, as the College's Treasurer, on the signatory cards and retains his duties and provisions as College President. He also said details of the duties and provisions are provided on Exhibits A and B and attached to the Resolution.

Trustee Walk moved and Trustee Sullivan seconded to approve as presented Resolution No. 0420-018 – Signatory Card “Corporate Authorization Resolution” and Certificate of Beneficial Owners of Legal Entities for Delivery to Depository Midland States Bank. [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, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0420-019– Signatory Cards, “Corporate Authorization Resolution” and Signature List of Personnel for Conducting Ordinary Business for Delivery to Depository First Mid Bank & Trust.

Dr. Bullock requested the Board approve the above-referenced Resolution to update the Authorization Resolution and Signature Card provided to depository First Mid Bank & Trust. He said approval of this Resolution will retain his signatory card authority as College President and grant authority to Mr. Nuxoll as the College Treasurer. He also said details of the duties and provisions are provided on Exhibits A, B and C of the Resolution.

Trustee Curtis moved and Trustee Storm seconded to approve Resolution No. 0420-019 – Signatory Cards, “Corporate Authorization Resolution” and Signature List of Personnel for Conducting Ordinary Business for Delivery to Depository First Mid Bank & Trust. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: Student Trustee Kile voted yes.
 Absent: None.
 Motion carried.

Approval of Resolution No. 0420-020– Non-Corporate Agreement and Certification of Beneficial Owner(s) Forms for Delivery to Depository Wells Fargo Advisors, LLC. y Cards for Delivery to Depository Wells Fargo Advisors, LLC.

Dr. Bullock requested the Board approve the above-referenced Resolution to update the Agreement and Beneficial Owners forms provided to depository Wells Fargo Advisors, LLC. He said approval of this Resolution will retain his account card authority as College President and grant authority to Mr. Nuxoll as the College Treasurer. He also said details of the duties and provisions are provided on Exhibits A and B of the Resolution.

Trustee Sullivan moved and Trustee Wright seconded to approve, as presented, Resolution No. 0420-020 – Non-Corporate Agreement and Certification of Beneficial Owner(s) Forms for Delivery to Depository Wells Fargo Advisors, LLC. [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, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: Student Trustee Kile voted yes.
 Absent: None.
 Motion carried.

Approval of Resolution No. 0420-021- “Account Resolutions Certificate for Treasury Management Services” and Commercial Master Signature Card for Delivery to Fifth Third Bank.

Dr. Bullock proposed the Board approve the above-referenced Resolution to update the Accounts Resolution and Signature Card provided to depository Fifth Third Bank. He said approval of this Resolution will retain his signatory card authority as College President and grant authority to Mr. Nuxoll as the College Treasurer. He also said details of the duties and provisions are provided on Exhibits A and B of the Resolution.

Trustee Walk moved and Trustee Storm seconded to approve, as presented, Resolution No. 0420-021 – “Account Resolutions Certificate for Treasury Management Services” and Commercial Master Signature Card for Delivery to Fifth Third Bank. [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, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: Student Trustee Kile voted yes.

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Absent: None.
 Motion carried.

Approval of Lake Land College Faculty Association Contract.

Dr. Bullock said he had personally called each trustee to discuss the proposed contract with the Lake Land College Faculty Association for academic years 2020-2021, 2021-2022, and 2022-2023. Trustees also reviewed documents summarizing these changes. Dr. Bullock said the economics of the agreement will include implementation of a base salary schedule incorporated into Article II B 8. He also said that full-time faculty covered by this agreement each academic year shall receive an increase in their base salary based on the following schedule:

- 1.80% of 2019-2020 base salary + \$500 in Academic Year 2020-2021.
- 2.0% of 2020-2021 base salary + \$250 in Academic Year 2021-2022.
- 2.2% of 2021-2022 base salary + \$125 in Academic Year 2022-2023.

Trustee Cadwell moved and Trustee Curtis seconded to approve, as presented, the proposed contract with the Lake Land College Faculty Association for Academic Years 2020-2021, 2021-2022, and 2022-2023.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

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

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

Trustee Wright moved and Student Trustee Kile seconded to certify as presented the 2020 winners of the sophomore SGA delegates election, the student trustee election and seat Mr. Lucas Dudit as the 2020-2021 student trustee effective April 15, 2020.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

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Acceptance of Reporting of February 2020 Financial Statements.

Trustees reviewed the February 2020 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary. Trustees heard a brief overview from Mr. Nuxoll regarding variances in the revenue and expenditures to date in FY 2020.

Trustee Storm, Finance Committee Chair, said he and the Committee members had reviewed the February 2020 Financial Statements.

Trustee Storm moved and Trustee Wright seconded to approve as presented the February 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Acceptance of Illinois Public Risk Fund Safety Grant.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, requesting that the Board accept a safety grant in the amount of \$16,955 from the Illinois Public Risk Fund (IPRF) who administers the College's worker's compensation program. Dr. Bullock requested the Board accept this grant and said these funds will be used for safety initiatives to reduce workplace illness and injuries.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented to accept a safety grant in the amount of \$16,955 from the Illinois Public Risk Fund (IPRF).

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Property, Casualty, and Liability Insurance Renewal.

Trustees heard a recommendation from Mr. Nuxoll regarding the recommendation for the Board to approve the property, casualty and liability insurance renewal bid submitted by The Hanover, our current provider, in the amount of \$146,381 for the upcoming renewal year. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant,

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solicited bids from five providers, with three bids being received. He said the proposed bid from The Hanover represents a decrease of \$6,413 in costs for the current policy year.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the property, casualty and liability insurance renewal bid from The Hanover in the amount of \$146,381 for the upcoming policy year April 15, 2020, through April 15, 2021.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Walk and Wright. No: Sullivan. Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Acceptance of Gift-In-Kind Donation from the Lake Land College Foundation on behalf of the John Deere Tech Program.

Trustees heard a request from Dr. Bullock and reviewed a recommendation from Ms. Christi Donsbach, Executive Director for College Advancement, for the Board to accept the gift-in-kind donation of a John Deere transmission valued at \$41,482 and an engine valued at \$29,879 from the Lake Land College Foundation. Dr. Bullock said the equipment, generously donated to the Foundation by John Deere of Olathe, Kansas, will be used for training purposes in the John Deere Tech program. Dr. Bullock thanked Mr. Russell Neu, John Deere Tech Instructor, for his leadership in securing the donations.

Trustee Curtis moved and Trustee Storm seconded to accept from the Foundation the gift-in-kind donation of a John Deere transmission valued at \$41,482 and an engine valued at \$29,879 to be used for educational purposes in the John Deere Tech Program.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Walk and Wright. No: Sullivan. Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Talented Student Awards for Athletics.

Dr. Stovall requested the Board approve a temporary revision to the Athletics Scholarships Guidelines allowing an additional six Talented Student Scholarships – Athletics to be awarded for both baseball and softball for the 2020-2021 year only and in accordance with NJCAA guidelines. Dr. Stovall highlighted the basis for this recommendation and said it follows NJCAA's guidelines resulting from the impact of COVID-19 for student athletes.

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Trustee Wright moved and Trustee Cadwell seconded to approve as presented a temporary revision to the Athletics Scholarships Guidelines allowing an additional six Talented Student Scholarships – Athletics to be awarded for both baseball and softball for the 2020-21 year.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Forklift for Ag Tech Program.

Trustees heard a recommendation from Mr. Nuxoll for the Board to award the bid received from Toyota-Lift of Southern Illinois, Effingham, in the amount of \$31,807 for the purchase of a forklift to be used by the Ag Tech program. Trustees reviewed the bid tabulation sheet detailing bids received from three vendors.

Trustee Sullivan moved and Trustee Walk seconded to award the bid received from Toyota-Lift of Southern Illinois, Effingham, in the amount of \$31,807 for the purchase of a forklift to be used by the Ag Tech program.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Rebid for Concrete for Loading Dock for Workforce and Community Education Building Project.

Trustees heard a recommendation from Mr. Nuxoll for the Board to award the bid received from Integrity Concrete and Excavation LLC, Paxton in the amount of \$32,807 for the concrete to construct a loading dock as part of the Workforce and Community Education Building Project. Trustees reviewed the bid tabulation sheet. Mr. Nuxoll said the decision to add a loading dock to the south side of this new facility was made after the Board recently approved the various bid components for this project. Thus, a new bid was required.

Trustee Curtis moved and Trustee Cadwell seconded to award the bid received from Integrity Concrete and Excavation LLC, Paxton in the amount of \$32,807 for the concrete to construct a loading dock as part of the Workforce and Community Education Building Project.

There was no further discussion.

Roll Call Vote:

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Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: Student Trustee Kile voted yes.
 Absent: None.
 Motion carried.

Approval of Bid for Gym Floor.

Trustees heard a recommendation from Mr. Nuxoll for the Board to award the bid received from Stalker Sports Floors of New London, Wisconsin, in the amount of \$33,240 for the Field House Gym Floor Repair project. Trustees reviewed the bid tabulation sheet detailing bids received from three vendors.

Trustee Sullivan moved and Trustee Wright seconded to award the bid received from Stalker Sports Floors of New London, Wisconsin, in the amount of \$33,240 for the Field House Gym Floor Repair project.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: Student Trustee Kile voted yes.
 Absent: None.
 Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

Trustee Cadwell motioned and Trustee Curtis seconded to approve as presented the following Human Resources Report.

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

Harris, Mark	FMLA & Intermittent	03/01/2020-03/10/2020
Hull, James	FMLA	02/17/2020-04/30/2020
Pollitt, Kevin	Intermittent	03/01/2020-09/08/2020
Vanseghi, Kassandra	FMLA	05/26/2020-08/24/2020

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Brummet, Brenton	Tutor - Student Learning Assistance Ce	01/27/2020
	Primary Position is Perkins Student Worker - Business	
Hackman, Jessica	Tutor-Disability Services - Student	06/08/2020
	Primary Position is Tutor - Student Lrng Asst	

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Titus, Timothy	Tutor-Disability Services - Student	01/31/2020
	Primary Position is Tutor - Student Lrng Asst	
Titus, Timothy	Tutor-Student Community Education	01/31/2020
	Primary Position is Tutor - Student Lrng Asst	

Part-time - Grant Funded

Hackman, Jessica	Tutor-Student Carl Perkins	06/08/2020
	Primary Position is Tutor - Student Lrng Asst	
Riker, Kara	Adjunct DOC College Funded Instructor	03/16/2020
	Primary Position is Associate Dean - Lawrence CC	
Titus, Timothy	Tutor-Student Carl Perkins	01/31/2020
	Primary Position is Tutor - Student Lrng Asst	
Froese, Morgan	College Work Study - Early Childhood E	01/13/2020
	Primary Position is Newspaper Ed Student News	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Clodfelter, Alan	Tutor	06/30/2019
Dal Pozzo, Thomas	Tutor	05/19/2019
Gradle, Scott	Tutor	04/09/2017
Niebrugge, Stephen	Adjunct Instructor Technology	03/26/2020
Walk, Emmalyn	AG Intern	02/09/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Smith, Andrew	Correctional Occupations Instructor- IYC St Charles	03/16/2020
Part-time		
Bowen, Mercury	Marketing Communications Specialist	03/06/2020
Dyer, Brett	CBI Non-credit Instructor	03/26/2020
Hackman, Jessica	Tutor - Student Learning Assistance	06/08/2020
Potts, Tonya	IDOC CPR Instructor	03/05/2020
Titus, Timothy	Tutor - Student Learning Assistance	01/31/2020
Part-time - Grant Funded		
Bowlin, DeAnna	TRIO SSS Student Assistant	02/24/2020
Lee, Christina	Adjunct DOC College Funded Instructor	03/17/2020
Merryman, Reilly	Pathways Classroom Assistant	03/03/2020
Reeder, Sandra	Adjunct DOC College Funded Instructor	03/16/2020
Stucka, Jennifer	Adjunct DOC College Funded Instructor	03/16/2020

Terminations/Resignations

Lake Land College Board of Trustees
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The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Hank, Gage	Ag Volunteer	06/30/2018
Headrick, Sierra	Counseling Services Unpaid Intern	12/23/2019
Lumley, Harley	Peer to Peer Assistant - Ag	06/30/2019
Schumaker, Zackery	Ag Volunteer	06/30/2018
Full-time		
Baxter, William	Maintenance-Retiree	04/30/2020
Harrington, Elizabeth	Adm Asst to Dean Correctional Programs	02/14/2020
McDevitt, Steve	Maintenance-Retiree	04/30/2020
Miller, Tara	Corr Office Assistant – Lincoln CC	02/17/2020
Schlechte, Gerry	Director of Workforce Investment-Retiree	04/30/2020
Part-time		
Davis, Breanna	Marketing Communications Specialist	03/06/2020
Frost, Christine	Dual Credit Coordinator	03/09/2020
Griesemer, Wendy	Dual Credit Coordinator	03/09/2020
Heath, Emma	Agriculture Education Intern	06/30/2019
Hoekstra, Lisa	Dual Credit Coordinator	03/09/2020
Moon, Leigh	Adjunct Faculty Business	05/19/2019
Nelson, Hannah	Agriculture Education Intern	06/30/2019
Peters, Cassie	Agriculture Education Intern	06/30/2019
Seal, Clarissa	Lab Assistant for Map	02/24/2020
Smith, Lucille	Agriculture Education Intern	06/30/2019
Vergara, Mandy	Cosmetology Clinical Instructor	11/03/2019
Wright, Teresa	Adm Asst Marshall Ext Center	02/28/2020
Zientara, Richard	Tutor - Associate-Lrng Asst	12/15/2019
College Work Studys		
Houser, Kyle	College Work Study-Printshop	12/01/2019
Parsons, Riley	College Work Study Bookstore	02/03/2020

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Corda Hadjaoui, Jamie	Director of Workforce Investment (FT) Transferring from Perkins Specialist (FT)	04/14/2020

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

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Absent: None.
Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:18 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

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Interim Vice President for Student Services
DATE: April 30, 2020
RE: Virtual Commencement Ceremony

It is my pleasure to share with the Board of Trustees information regarding the first-ever Lake Land College Virtual Commencement Ceremony on June 18, 2020, at 6 p.m. We are excited about this opportunity to celebrate the perseverance of our graduates in pursuing their educational goals and their success in doing so.

The virtual ceremony will include many aspects of the traditional commencement ceremony, including speakers, recognition of awards and the reading of graduates' names and honors, along with a slide featuring their degree or certificate and a photo the graduates upload. More than 500 graduates will be recognized.

Each graduate will receive a Laker Grad Pack in the mail prior to the ceremony with celebratory gifts from the College and Alumni Association, as well as a graduation cap, tassel and diploma cover.

I would like to thank the Student Government Association for supporting our graduates and sharing their ideas on how best to celebrate with graduates and their families. I would also like to thank the staff at the College who are working together to produce an excellent virtual ceremony.

Details regarding how to link to the virtual commencement will be provided prior to the ceremony and available on the Lake Land College website.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: April 30, 2020

RE: 2019-2020 Illinois Community College Journalism Association Awards

Several members of the Navigator News staff recently received awards from the Illinois Community College Journalism Association (ICCJA) in a contest judged by professional journalists across Illinois. The students were recognized at the annual ICCJA Spring Conference held virtually through Facebook which allowed student journalists across the state to learn from informative videos and celebrate the award winners.

First Place Sports Column	Matthew Harvey
First Place Sports Feature	Abigail Buenker
Second Place News Column	Harry Reynolds
Second Place Arts Review	Madelyn Kidd
Third Place News Photo	Michael Grovier
Honorable Mention Sports News	Chase Austin
Honorable Mention Graphics	Chase Austin
Honorable Mention General Excellence	Staff of the Lake Land College Navigator News

Congratulations to all of the award winners!

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: April 17, 2020
RE: Proposed Revisions to Board Policy 10.22 – *Purchasing and Bidding*

Please find attached details of proposed revisions to Board Policy 10.22 – *Purchasing and Bidding*. As a result of recent amendments to the Prevailing Wage Act (PWA), the Illinois Department of Labor was required to establish and maintain an electronic database capable of accepting certified payrolls directly from contractors and subcontractors. In April 2020, IDOL launched this required database, thus relieving public bodies or record-keeping duties related to accepting certified payroll documentation. The amendments to the Act did not relieve public bodies of their requirements determine whether each of its procurements is subject to the PWA and provide proper written notice to its contractors related to PWA. Recommended changes to Policy 10.22 reaffirm the College's commitment to abide by the Act's requirements and clarifies for contractors and subcontractors the new certified payroll submission process directly to IDOL.

Proposed changes are presented as first reading and will be submitted to the College Board of Trustees for approval during the June 2020 regular meeting.

I am happy to address any questions or concerns.

Attachment

10.22

Purchasing, ~~and~~ Bidding, ~~and~~ Prevailing Wages for Fixed Works

The Board of Trustees, with a view toward maintaining integrity in purchases, ~~and~~ meeting the needs of the College, ~~as well as~~ providing safeguards to the tax dollars, and abiding by all requirements of the Illinois Prevailing Wage Act, does hereby establish the following policies:

1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on a duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request form signed by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of \$10,000 for goods and services and \$15,000 for construction. When a bid is required, the Director of Facilities Planning will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to

payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

3. Fixed Works

In accordance with the Prevailing Wage Act (PWA), the College will determine whether each of its procurements is subject to the PWA. If PWA applies, the College will notify vendors, contractors and subcontractors of their obligation to comply with all requirements of the Act. Notification will include the vendors, contractors or subcontractors obligation to pay laborers, workers and mechanics performing services on public works projects no less than the current prevailing rate of wages (hourly cash wages plus amount for fringe benefits) in the county where the work is performed and in accordance with the prevailing wage rates published on the Illinois Department of Labor's (IDOL) website. Notification will also include the obligation of the vendors, contractors or subcontractors for record-keeping duties. This includes filing certified payroll documentation, via the Illinois Department of Labor's electronic database, demonstrating compliance with the PWA no later than the 15th day of each calendar month during the construction phase of the project.

Public works means all fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds. This includes any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased or rented. This reference to equipment means fixtures and systems attached to and integrated into a building, such as elevators, HVAC units, mechanical systems, etc.

4. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- B. Contracts for the printing of Finance Committee reports and departmental reports.
- C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
- E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.
- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.
- G. Contracts for duplicating machines and supplies.
- H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.

Board Policy 10.22

- I. Purchases of equipment previously owned by some entity other than the District itself.
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency.
- L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Adopted November 9, 1998
Revised July 12, 1999
Revised May 10, 2004
Revised November 14, 2005
Revised July 14, 2014
Revised May 9, 2016
Revised

Calendar of Events

Monday, May 11, 2020	6 p.m. – Board Meeting – Teleconference
Thursday, June 4, 2020	Resource and Development Committee Meeting 8 a.m. – Platform or Location TBD Finance Committee Meeting 9 a.m. – Platform or Location TBD
Monday, June 8, 2020	6 p.m. – Board Meeting – Platform or Location TBD
Thursday, June 18, 2020	Virtual Commencement 6 p.m. A link to view this will be provided at a later date.
Thursday, July 9, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, July 13, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 6, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Friday, August 7, 2020	Lake Land College Foundation Golf Classic
Monday, August 10, 2020	5:15 p.m. – Board Dinner – Kluthe Center Room 219 6 p.m. – Board Meeting – Kluthe Center Room 220
Thursday, September 10, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, September 14, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, October 8, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, October 12, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

Thursday, November 5, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, November 9, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 10, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, December 14, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: May 4, 2020
RE: Dual Credit Program Access Incentive

Please find attached a recommendation from Ms. Darci Cather, Dean for Guided Pathways, and Ms. Lisa Shumard-Shelton, Director of Dual Credit, for a Dual Credit Program Access Incentive. This proposed initiative would provide tuition waivers beginning with the Fall 2020 semester to in-district high school students on free and reduced hot lunch who might not be able to assume the financial burden of paying for Dual Credit coursework. I concur with the Dual Credit Program's recommendation and respectfully request that the Lake Land College Board of Trustees approve this proposal at the May 11, 2020 regular meeting.

LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President of Academic Services

FROM: Darci Cather, Dean of Guided Pathways
Lisa Shumard-Shelton, Director of Dual Credit and Honors Experience

DATE: May 1, 2020

RE: Lake Land College Dual Credit Program Access Initiative

The Dual Credit Program at Lake Land College is proposing an access initiative designed to alleviate equity gaps identified by both the Lake Land College Dual Credit Program and partner high school districts. While Lake Land College does not charge students tuition and fees for taking dual credit courses, the College does charge a dual credit fee to partner high school districts of \$18.42/credit hour. Currently, most of the partner high schools then pass these fees onto the students, putting the financial burden on the students and thus creating an equity gap. As a result, the Dual Credit Program has identified that a number of students do not proceed to enroll in dual credit courses because of the inability to pay the associated fees charged by the school district. While dual credit in theory is designed to increase access to higher education and increase the likelihood that students taking these courses will continue their higher education, in reality we are seeing that many of the students whom the program was initially designed to serve are unable to take advantage of or access the dual credit opportunities. Thus, the Dual Credit Program proposes the creation of the Lake Land College Dual Credit Program Access Initiative.

Purpose: The purpose of the initiative is to provide equitable access to dual credit courses to all eligible high school students by allowing high school districts to apply for a waiver of the dual credit fee (\$18.42/per credit) for students who qualify for the free and reduced lunch program.

Impact: The Lake Land College Dual Credit Access Initiative could have an immediate impact on Fall 2020 enrollment, by increasing the number of students in the Dual Credit Program which we project would ultimately positively impact the number of students who continue their education at Lake Land College, as typically 40 percent of dual credit students will enroll at Lake Land College. If the number of students enrolled in the dual credit program increases, that potentially will increase the total enrollment at the college. In the same manner, the initiative also provides an opportunity to introduce students to the College's many academic and career pathways, reaching out to potential students, attaining additional apportionment and equalization from enrollment, and promoting community outreach.

Cost: The Dual Credit Program anticipates that the proposed Access Initiative could cost the College up to \$80,000 per academic year in lost revenues (prior to the additional credit hours generated through new student enrollment). These estimates are based upon the last two academic years' data for dual credit enrollment, credit hours generated, fees paid by the schools, and the percentage of students currently qualifying for free and reduced lunch

programs. Currently, on average 44% of in-district high school students qualify for free and reduced lunch programs, but not all of those are enrolled in dual credit coursework.

The Dual Credit Program also surveyed dual credit coordinators for estimates of the number of students who likely did not enroll based upon the inability to pay associated costs. Based upon the information we received, we project the College could expect to see between 64-99 new students enroll. On average, dual credit students take 8.2 credit hours, so we anticipate that these new students would generate approximately 524.8- 811.8 additional credit hours for the College for which we would receive ICCB reimbursement. As such, some of the lost revenue from district high schools would be offset by the additional ICCB reimbursement for those credit hours generated by new students taking dual credit.

Financial Analysis for Dual Credit Program Access Initiative			
2020 Is a partial year			
	*2020	2019	2018
Credit Hours	4,665.50	12,896.00	12,548.50
# sections taught	118	384	389
ICCB Reimbursement	\$ 150,404.86	\$ 414,245.28	\$ 361,576.25
Fee * Credit Hours	18.42	18.42	18.42
Amount Paid by School	*2019FA	2018FA/2019SP	2017FA/2018SP
Fall Option 1	\$ 71,902.47	\$ 39,151.67	\$ 73,948.95
Spring Option 1		\$ 109,018.78	\$ 104,382.27
Total Income for Option 1 excluding ICCB Reimbursement (does not include options 2 and 3)	\$ 71,902.47	\$ 148,170.45	\$ 178,331.22
Projected Lost Revenue based on Students possibly qualifying for Access Initiative (up to 44%)	\$ 31,636.88	\$ 65,195.00	\$ 78,465.74
Anticipated # of New Students (based on DCP Coordinator survey)			64-99
Average # Credit hours generated per student (based on 2017/2018)			8.2
Anticipated # of additional credit hours generated based upon projected new student enrollments			524.8-811.8

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: April 22, 2020

RE: Construction Project continuation during State of Illinois "Stay at Home" Executive Order

Through Executive Order 2020-32, the Governor of Illinois has extended his executive stay at home order through May 30, 2020, ordering Illinois citizens to stay at home while allowing certain business deemed "Essential" to remain open. The businesses deemed "essential" and remaining open must take proactive measures, where possible, including (i) maintaining six foot distancing (ii) having hand sanitizer and sanitizing products for employees and customers (iii) implementing separate hours or remote work for vulnerable individuals and (iv) wear face cloth coverings or masks when in public places when social distancing measures are difficult to maintain.

Per a review of previously issued Executive Orders 2020-18 and 2020-07 by our legal counsel, Robbins Schwartz, construction and many construction related activities are included in "Essential Business and Operations" and construction related projects may continue.

Our legal counsel indicated that each public body can and should use its own judgement in determining whether to commence, continue, suspend or terminate each of its existing and future projects. In the case of public bodies, the governing board should, when possible makes the decision to proceed, suspend or terminate projects. Considering that many boards are unable to meet at this time due to COVID-19 issues, the administration may make the initial decision to proceed and notify their intent to do so, with the governing board formally ratifying or rejecting the administration's decision at the next board meeting.

Considering our counsel has indicated it permissible under these executive orders to proceed with construction related projects and the College will take extra precautions related to COVID-19 with any construction personnel working on campus, I am asking the board, on behalf of the administration, to grant formal approval to start the Laker Fieldhouse Gym Floor Renovation and repair/maintenance of the Fire Tank on campus in May 2020 while operating under the Governor's most recent executive order.

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

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 6, 2020
RE: College-Wide Standing Committees FY 2021

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2021 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. I submit this recommendation 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 2020-2021

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 Financial Aid Staff Member

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

Lake Land College Standing Committees 2020-2021

Committee Assistant: Counseling Services Specialist

Members:

One to two Teaching Faculty from each division:

Allied Health
Agriculture
Business
Humanities
Technology
Math/Science
Social Science

Two Academic Counselors

Two students selected by Student Government Association

Sponsor: VP for Student Services

Assessment Committee

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

Chair: Director of Academic Support and Assessment

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

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

Lake Land College Standing Committees 2020-2021

Employee Development Committee*

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

Chair: Sr. Human Resources Generalist

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

Lake Land College Standing Committees 2020-2021

Inclusion and Diversity Education Committee

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

Chair: TBD

Committee Assistant: Administrative Assistant to Student Life

Members

Director of Student Life

Director of International Studies

Counselor/Coordinator of Student Accommodations

One Human Resources Staff

One Supervisory/Support Staff

One Paraprofessional

One Custodial

Five Faculty Members

One Adjunct Faculty Member

Two students selected by the Student Government Association.

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

Information Technology Committee

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

Chair: Director of Information Systems and Services

Committee Assistant: Administrative Assistant to the VP of Business Services

Members:

Dean of Admissions and Records

Chair for Counseling

Business Analyst of ISS

Director of Financial Aid & Veteran Services Comptroller

Director of Human Resources

Director of Grants and Academic Operations

Director of Dual Credit

Director of Marketing & Public Relations

Director of Institutional Research

One Member from Workforce Solutions and Community Ed.

Sponsor: VP for Business Services

Innovation Committee*

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

Chair: VP for Academic Services

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 Human Resources

Director of Marketing and Public Relations

Senior Executive to the President

Director of Information Systems and Services

Sponsor: President

Lake Land College Standing Committees 2020-2021

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:

Chief of Police

College Nurse

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: Greg Nuxoll, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
DATE: April 21, 2020
RE: Continued Employment of Grant Funded Employees

I respectfully request the Lake Land College Board of Trustees approve the sending of honorable termination notices to all permanently federally grant-funded, full-time and part-time employees of Lake Land College. When and if contracts are received for these grants, I also request the authorization to rescind these termination notices and reemploy affected personnel. Although this is a practice we regret having to enact, we feel it is in the college's best interest in the event the anticipated grant funds are not received.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 1, 2020

RE: March 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of March for Fiscal Year 2020.

Areas of Concern:

- We continue to believe we do not have any significant budgetary areas of concern through March 2020 of the FY2020. We continue to closely monitor the COVID-19 Pandemic situation and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total March 2020 revenue was \$3,490,105 resulting in a favorable variance of \$2,135,216 compared to the budgeted level. The monthly variance is favorable mainly due to a timing issue associated with the bond proceeds. We budgeted the \$2,500,000 bond proceeds for February 2020 but the bond proceeds were received in March 2020. Year to date, total revenue is unfavorable to budget by \$501,614 in aggregate mainly resulting from a \$619,371 unfavorable variance in ICCB Equalization Grant revenue and \$573,057 in other state sources revenue.
- *Expenditures* – Total March 2020 expenditures were \$4,902,255 resulting in an overall unfavorable variance of \$2,430,880, with \$2,500,000 of the unfavorable variance being explained by the timing of the bond transaction. Year to date, expenditures remain favorable overall by \$1,421,206 attributable to favorable variances in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$18,027 while the Year to date variance is favorable by \$289,026.

- *ICCB Credit Hour Grant* – We did receive credit hour payments in March 2020 but an unfavorable monthly variance of \$105,369 still occurred. This area is favorable 299,933 YTD. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We did receive a \$477,074 equalization payment in March 2020 resulting in an unfavorable monthly variance of \$15,811. This area is unfavorable \$619,371 YTD. The unfavorable variance is more timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year-end.
- *Tuition & Fees* – March 2020 had an unfavorable variance for tuition of \$49,778 while fees were unfavorable by \$175,815. Year to date, there is an unfavorable variance for tuition of \$104,922 and a favorable variance for fees of \$247,785. The favorable variance in fees is a result of more textbook fees than were budgeted and more IDOT classes offered than had been budgeted; however, we expect the favorable variance to reverse in the upcoming months due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – The Year to Date variance in this area is unfavorable by \$573,057. The unfavorable variance is due to timing of not receiving any CTE payments from the State of Illinois as of yet this fiscal year. The first payment was expected in July and the second payment in January. A payment was vouchered on the comptroller's website on February 8, 2020 but no payment was made in March. We expect this line item will normalize with the budgeted amounts over the course of the year as state payments are received.
- *Other Revenue* – Year to date other revenue is unfavorable by \$41,008. It is likely the unfavorable amount will increase as the fiscal year transpires, considering that CBI and CDL classes were cancelled due to the COVID-19 pandemic in March 2020 with uncertainty on course status through the rest of the spring semester.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in March 2020 of \$6,789. Year to date the salary and wage area is favorable by \$1,145,036. The YTD variance is high due to timing of the faculty overload being later than normal and we expect it should even out more as the year progresses.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in March 2020 in the amount of \$40,674. Year to date this area is favorable by \$224,577.
- *Instructional* – The Instructional expenditures had favorable variance in March 2020 of \$123,787 and is favorable \$1,427,436 for the year. The YTD variance is mainly attributable to the timing of faculty overload as discussed in overall salary and wages.

- *Academic Support* – The Academic Support expenditures had an unfavorable variance in March 2020 of \$19,834. Year to date, the Academic Support expenditures are favorable by \$185,247.
- *Student Services* – The Student Services expenditures had a favorable variance in March 2020 of \$7,406. Year to date, the Student Service expenditures are favorable by \$149,493.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable March 2020 variance of \$588. Year to date, this area is unfavorable by \$25,877.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall March 2020 variance of \$32,697. Year to date, this area is unfavorable by \$1,073,108 as a result of recording \$1,336,730 YTD in the well field expenses. The well field expenses were originally budgeted for the 2019 fiscal year but, due to various delays, the actual expenditures occurred in the 2020 fiscal year.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable March 2020 variance of \$2,570,833 with the variance being timing of the bond proceeds. The area as a whole is favorable by \$291,522.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for February of \$3,515. Year to date, this area is favorable 466,493. The favorable variance is attributable to timing as when waivers are posted to student accounts. Also, we created an enrollment incentive line for \$100,000 but only \$27,000 of it has been spent so far this year.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY19 Final Audited Numbers	FY20 Annual Budget
Revenues:										
21,537	39,563	(18,027)	Local Sources	9,149,251	8,860,225	289,026	3.26%	8,652,669	8,866,053	9,013,374
254,785	360,154	(105,369)	ICCB Credit Hour Grant	3,541,321	3,241,388	299,933	9.25%	3,013,728	4,464,332	4,321,850
477,074	492,885	(15,811)	ICCB Equalization Grant	3,816,590	4,435,961	(619,371)	-13.96%	4,435,965	5,914,615	5,914,616
-	-	-	Other State Sources	-	573,057	(573,057)	-100.00%	320,155	1,140,489	1,154,557
-	-	-	Tech Refresh	2,500,000	2,500,000	-	0.00%	-	-	2,500,000
(71,493)	(21,715)	(49,778)	Tuition	9,051,822	9,156,744	(104,922)	-1.15%	9,507,304	9,810,850	9,150,241
225,139	400,954	(175,815)	Fees	4,119,318	3,871,533	247,785	6.40%	3,986,480	3,263,351	3,030,135
2,500,000	-	2,500,000	Bond Proceeds	2,500,000	2,500,000	-	0.00%	-	-	2,500,000
83,063	83,047	16	Other Revenue	922,848	963,857	(41,008)	-4.25%	1,087,498	1,570,573	2,044,426
-	-	-	Gift in Kind	-	-	-	0.00%	125,636	-	-
3,490,105	1,354,889	2,135,216	Total Revenues	35,601,151	36,102,764	(501,614)	(1)	31,129,435	35,030,263	39,629,199
Expenditures:										
Instructional										
961,085	985,131	24,045	Salary and Wages	8,810,847	9,334,897	524,050	5.61%	8,950,754	11,039,058	11,763,802
178,115	225,464	47,349	Employee Benefits	1,537,574	1,978,183	440,610	22.27%	1,572,452	2,104,659	2,701,468
56,492	64,385	7,893	Contractual Services	214,694	300,370	85,676	28.52%	201,339	366,539	432,640
14,824	34,012	19,189	General Materials and Supplies	345,369	588,249	242,880	41.29%	369,448	506,951	719,847
9,682	21,374	11,693	Travel and Meeting Expenses	42,029	110,470	68,441	61.95%	25,340	51,794	172,482
10,714	14,400	3,686	Fixed Charges	29,456	56,513	27,057	47.88%	19,337	48,473	72,225
-	9,933	9,933	Capital Outlay	256	38,979	38,723	99.34%	2,019	157,747	46,312
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	117,686	-	-
1,230,912	1,354,699	123,787	Total Instructional	10,980,225	12,407,661	1,427,436	11.50%	11,258,376	14,275,221	15,908,776
Academic Support										
43,882	43,703	(179)	Salary and Wages	410,935	511,842	100,907	19.71%	269,733	345,704	385,484
10,596	11,056	459	Employee Benefits	89,289	96,092	6,803	7.08%	56,955	79,584	84,218
-	-	-	Contractual Services	-	550	550	100.00%	89	539	2,550
27,889	4,330	(23,559)	General Materials and Supplies	163,638	220,030	56,392	25.63%	173,223	199,282	224,340
(2,743)	700	3,443	Travel and Meeting Expenses	17,165	34,075	16,910	49.63%	23,629	23,507	12,400
-	-	-	Fixed Charges	1,514	5,200	3,686	70.88%	4,693	4,693	5,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	50	-	-
79,624	59,789	(19,834)	Total Academic Support	682,541	867,789	185,247	21.35%	528,383	653,311	714,192
Student Services										
116,249	128,845	12,596	Salary and Wages	1,144,048	1,262,126	118,078	9.36%	1,121,607	1,414,739	1,633,591
33,655	32,498	(1,158)	Employee Benefits	293,933	284,007	(9,926)	-3.49%	287,008	400,755	382,148
-	-	-	Contractual Services	9,322	9,772	450	4.60%	9,322	9,322	9,322
4,596	1,589	(3,007)	General Materials and Supplies	60,774	92,837	32,063	34.54%	42,159	85,555	140,014
2,312	2,036	(276)	Travel and Meeting Expenses	30,462	40,790	10,327	25.32%	17,830	34,649	45,429
4,500	3,750	(750)	Other Expenditures	9,000	7,500	(1,500)	-20.00%	4,660	7,500	7,500
161,312	168,718	7,406	Total Student Services	1,547,539	1,697,032	149,493	8.81%	1,482,586	1,952,520	2,218,004
Public Service/Cont Ed										
27,445	24,739	(2,705)	Salary and Wages	271,518	235,023	(36,495)	-15.53%	305,656	419,456	321,611
4,540	4,281	(259)	Employee Benefits	48,302	37,287	(11,015)	-29.54%	47,473	63,295	50,156
489	2,000	1,511	Contractual Services	28,760	24,670	(4,090)	-16.58%	33,590	42,987	37,490
6,295	7,266	971	General Materials and Supplies	49,127	75,116	25,990	34.60%	78,598	97,191	95,246
423	376	(47)	Travel and Meeting Expenses	2,943	3,276	333	10.17%	2,664	5,034	4,304
12,736	12,678	(58)	Fixed Charges	114,446	113,846	(600)	-0.53%	106,289	152,695	151,933
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	G/K	-	-	-	0.00%	7,900	-	-
51,927	51,340	(588)	Total Public Service/ Cont Ed	515,095	489,218	(25,877)	-5.29%	582,171	780,659	660,740
Operations & Maintenance										
73,885	83,821	9,936	Salary and Wages	710,568	801,062	90,495	11.30%	721,810	941,972	1,086,925
29,392	29,070	(321)	Employee Benefits	228,661	255,272	26,612	10.42%	226,866	318,871	342,483
12,163	16,970	4,807	Contractual Services	204,609	204,552	(57)	-0.03%	185,412	240,116	256,570
21,107	16,928	(4,179)	General Materials and Supplies	137,612	155,264	17,652	11.37%	149,993	235,059	257,900
-	-	-	Travel and Meeting Expenses	34	1,000	966	96.60%	374	374	1,250
19,373	9,930	(9,443)	Fixed Charges	134,149	93,120	(41,029)	-44.06%	104,660	233,286	124,160
82,662	114,559	31,897	Utilities	774,570	945,508	170,939	18.08%	842,346	1,072,437	1,278,585
-	-	-	Capital Outlay	1,336,730	15,000	(1,321,730)	-881.53%	11,245	559,988	15,000
-	-	-	Contingency Funds	16,955	-	(16,955)	0.00%	-	-	65,000
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	-
238,582	271,279	32,697	Total Operation and Maint	3,543,887	2,470,779	(1,073,108)	(87)	2,242,705	3,602,103	3,427,873
Institutional Support										
306,183	269,279	(36,905)	Salary and Wages	2,210,446	2,558,448	348,002	13.60%	2,500,984	3,554,944	3,499,494
75,552	70,156	(5,395)	Employee Benefits	845,103	616,597	(228,507)	-37.06%	640,176	888,771	833,446
17,858	34,796	16,938	Contractual Services	407,740	550,054	142,314	25.87%	307,835	650,525	761,063
2,599,268	51,505	(2,547,763)	General Materials and Supplies	3,398,434	2,573,127	(825,307)	-32.07%	872,413	1,478,217	1,168,505
(31)	12,580	12,611	Travel and Meeting Expenses	29,642	82,605	52,963	64.12%	49,563	103,542	123,415
-	575	575	Fixed Charges	207,313	241,905	34,592	14.30%	226,649	230,167	255,246
-	375	375	Capital Outlay	3,477	577,775	574,298	99.40%	52,200	52,200	18,900
20,261	126,285	106,024	Contingency Funds	86,432	348,267	261,836	75.18%	43,917	63,272	1,900,095
-	-	-	Other	798,707	625,000	(173,707)	-27.79%	243,565	328,836	2,500,000
13,155	-	(13,155)	Tech Refresh	2,481,453	2,500,000	18,547	0.74%	-	-	2,500,000
104,137	-	(104,137)	Strategic Initiatives	213,509	300,000	86,491	28.83%	158,250	329,983	400,000
-	-	-	Gifts In Kind	-	-	-	0.00%	-	-	96,256
3,136,383	565,551	(2,570,833)	Total Institutional Support	10,682,256	10,973,778	291,522	2	5,095,552	7,680,456	14,056,420
3,515	-	(3,515)	Scholarships, grants, waivers	710,507	1,177,000	466,493	39.63%	730,412	787,970	1,235,066
4,902,255	2,471,376	(2,430,880)	Total Expenditures	28,662,050	30,083,256	1,421,206	4.72%	21,920,186	29,732,240	38,221,071
(1,412,150)	(1,116,487)	(295,663)	Revenue Less Expenditures	6,939,101	6,019,509	919,592	(1)	9,209,249	5,298,023	1,408,128
2,792	117,344	114,552	Transfers Out:	634,377	1,056,096	421,719	39.93%	616,948	1,267,924	1,408,128
(1,414,942)	(1,233,831)	(410,215)	Excess of Revenues over Expenditures & Transfers	6,304,723	4,963,413	497,873	(1)	8,592,301	4,030,099	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,528,729.36	1,535,518.49	6,789.13	Salary and Wages	13,558,361.84	14,703,398.33	1,145,036.49
331,850.06	372,524.37	40,674.31	Employee Benefits	3,042,861.92	3,267,438.44	224,576.52
87,002.01	118,150.80	31,148.79	Contractual Services	865,124.78	1,089,967.61	224,842.83
2,673,978.24	115,631.17	(2,558,347.07)	General Materials and Supplies	4,154,952.70	3,704,622.40	(450,330.30)
9,642.41	37,066.16	27,423.75	Travel and Meeting Expenses	122,276.08	272,215.97	149,939.89
42,823.21	37,582.51	(5,240.70)	Fixed Charges	486,877.60	510,583.09	23,705.49
82,662.19	114,559.23	31,897.04	Utilities	774,569.59	945,508.32	170,938.73
-	10,308.00	10,308.00	Capital Outlay	1,340,462.77	631,754.00	(708,708.77)
20,261.12	126,284.83	106,023.71	Contingency Funds	86,431.60	348,267.36	261,835.76
4,500.00	3,750.00	(750.00)	Other Expenditures	807,707.07	632,500.00	(175,207.07)
4,781,448.60	2,471,375.56	(2,310,073.04)	Total	25,239,625.95	26,106,255.52	866,629.57

Lake Land College

FY2020 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$8,810,847	\$9,334,897	\$524,050	\$11,763,802	\$11,480,620	\$11,763,802	\$283,182
Salary and Wages - Acad. Support	\$410,935	\$511,842	\$100,907	\$385,484	\$359,532	\$385,484	\$25,952
Salary and Wages - Stud. Svcs	\$1,144,048	\$1,262,126	\$118,078	\$1,633,591	\$1,471,328	\$1,633,591	\$162,263
Salary and Wages - Public Svc.	\$271,518	\$235,023	(\$36,495)	\$321,611	\$436,234	\$321,611	(\$114,623)
Salary and Wages - Maintenance	\$710,568	\$801,062	\$90,495	\$1,086,925	\$979,651	\$1,086,925	\$107,274
Salary and Wages - Inst. Support	\$2,210,446	\$2,558,448	\$348,002	\$3,499,494	\$3,697,141	\$3,499,494	(\$197,647)
Total Salary and Wages	\$13,558,362	\$14,703,398	\$1,145,036	\$18,690,907	\$18,424,506	\$18,690,907	\$266,401

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,537,574	\$1,978,183	\$440,610	\$2,701,468	\$2,176,361	\$2,701,468	\$525,107
Employee Benefits - Acad. Support	\$89,289	\$96,092	\$6,803	\$84,218	\$121,844	\$84,218	(\$37,626)
Employee Benefits - Stud. Svcs	\$293,933	\$284,007	(\$9,926)	\$382,148	\$375,933	\$382,148	\$6,215
Employee Benefits - Public Svc.	\$48,302	\$37,287	(\$11,015)	\$50,156	\$51,983	\$50,156	(\$1,827)
Employee Benefits - Maintenance	\$228,661	\$255,272	\$26,612	\$342,483	\$328,402	\$342,483	\$14,081
Employee Benefits - Inst. Support	\$845,103	\$616,597	(\$228,507)	\$833,446	\$851,919	\$833,446	(\$18,473)
Total Employee Benefits	\$3,042,862	\$3,267,438	\$224,577	\$4,393,919	\$3,906,441	\$4,393,919	\$487,478

Mar-20	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,507,896	1,564,000	(56,104)	1,450,918	1,564,000
Bond Proceeds	8,565,000	7,650,000	915,000	16,018,521	7,650,000
Loan Proceeds	9,025,000	7,650,000	1,375,000		7,650,000
Investment Income	(220,321)	-	(220,321)	222,753	-
Total Revenues	18,877,576	16,864,000	2,013,576	17,692,192	16,864,000
Expenditures:					
Student Center Renovations : Buildi	4,254,799	4,000,000	(254,799)	5,523,115	4,000,000
Construction Proj : Site Improvemen	595,594	490,000	(105,594)	-	-
PHS Projects : Site Improvements	-	-	-	-	490,000
New Site: Site Improvements	99,771	199,500	99,729	-	199,500
Other	9,571,556	7,650,000	(1,921,556)	16,445,453	7,650,000
Total Expenditures	14,521,720	12,339,500	(2,182,220)	21,968,568	12,339,500
Excess of Revenues over Expenditures & Transfers	4,355,856	4,524,500	(168,644)	(4,276,375)	4,524,500

Mar-20	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,708,530	6,559,225	149,305	6,713,080	6,599,225
General : Investment Income	-	-	-	2,521	-
General : Transfer from Other Funds	(850)	-	(850)	-	160,750
Total Revenues	6,707,680	6,559,225	148,455	6,715,601	6,759,975
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-	-	-
Work Cash Bonds : Interest on Debt			-	-	-
Work Cash Bonds : Other Fixed Charg	600		(600)	-	-
Funding Bonds : Debt Principal Paym	6,089,991	6,090,000	9	6,655,001	6,090,000
Funding Bonds : Interest on Debt	325,814	333,488	7,674	61,003	666,975
Funding Bonds : Other Fixed Charges	1,600	1,500	(100)	2,550	3,000
Funding Bonds : Bond Is	136,350		(136,350)	242,212	-
Administration : Intere			-	-	-
Total Expenditures	6,554,355	6,424,988	129,368	6,960,766	6,759,975
Excess of Revenues over Expenditures & Transfers	153,325	134,238	19,088	(245,165)	-

Mar-20	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	-	-	-	-	24,000
Auto Shop	1,027	15,000	(13,973)	435	15,000
Athletics	-	-	-	-	550,903
Fitness Center	41,213	55,033	(13,820)	42,990	55,000
Bookstore	583,955	608,260	(24,305)	535,532	636,084
Print Shop	587,267	500,799	86,468	539,885	638,066
Food Service	11,908	12,150	(242)	9,879	14,700
College Farm	102,220	94,675	7,545	288	94,675
Comm Choir	-	-	-	-	5,100
Student Life	202,813	-	202,813	211,021	264,208
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	515,000
Total Revenues	1,530,403	1,285,917	244,486	1,340,029	2,820,335
Expenditures:					
Ag Judging	36,043	28,564	(7,480)	40,728	30,500
Auto Shop	1,095	15,000	13,905	518	15,000
Athletics	411,607	459,441	47,834	393,233	533,770
Fitness Center	51,413	92,493	41,080	39,143	103,749
Bookstore	570,674	585,796	15,123	530,577	633,968
Print Shop	570,138	473,038	(97,100)	509,006	614,504
Food Service	7,447	9,886	2,439	8,568	13,488
College Farm	46,567	117,379	70,812	79,624	129,555
Comm Choir	3,612	5,100	1,488	4,405	5,100
Student Life	187,556	225,338	37,782	168,474	264,208
WLKL Radio	126	950	824	-	1,100
Tuition Waivers	636,909	312,500	(324,409)	616,948	625,000
Total Expenditures	2,523,187	2,325,485	(197,702)	2,391,225	2,969,942
Excess of Revenues over Expenditures & Transfers	(992,784)	(1,039,569)	46,784	(1,051,196)	(149,606)

Mar-20	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	208,681	557,419	(348,738)	171,219	466,570
Pathways	265,927	77,080	188,847	223,435	402,049
Perkins	187,032	237,207	(50,175)	239,616	298,389
WIOA	2,210,190	2,231,404	(21,214)	2,732,568	2,945,905
College Work Study	29,478	53,493	(24,015)	11,045	71,324
GAST	13,200	14,000	(800)	3,200	14,000
IL Cooperative Work Study	18,063	14,000	4,063	27,610	18,000
IPRF Grant	40,943	219,320	(178,377)	21,366	-
Veterans Services	93,954	777,750	(683,796)	99,529	1,037,000
ISAC MAP	516,423	570,000	(53,577)	423,741	760,000
Department Of Education	5,480,474	4,090,234	1,390,240	5,275,319	5,480,468
Direct loans	1,379,054	1,255,741	123,313	1,450,455	1,674,321
Corrections	3,192,421	9,106,548	(5,914,127)	1,562,697	12,364,824
Privately Funded Grant	125,985	85,000	40,985	117,638	85,000
TRIO SSS	187,443	183,202	4,241	180,608	243,987
TRIO DC	204,542	225,179	(20,637)	231,688	303,643
Total Revenues	14,153,810	19,697,578	(5,543,768)	12,771,735	26,165,480
Expenditures:					
Adult Ed	348,278	557,419	209,142	335,755	466,570
Pathways	293,265	77,080	(216,184)	298,302	402,049
Perkins	243,655	237,207	(6,449)	250,935	298,389
WIOA	2,380,701	2,231,404	(149,297)	2,823,846	2,945,905
College Work Study	33,238	53,493	20,255	33,267	71,324
GAST	-	14,000	14,000	3,200	14,000
IL Cooperative Work Study	9,033	14,000	4,967	15,652	18,000
IPRF Grant	14,148	219,320	205,173	7,229	-
Veterans Services	230,621	777,750	547,129	244,549	1,023,000
ISAC MAP	945,998	570,000	(375,998)	822,641	760,000
Department of Education	5,517,524	4,090,234	(1,427,290)	5,351,247	5,480,468
Direct loans	1,384,335	1,255,741	(128,594)	1,457,578	1,674,321
Corrections	6,557,255	9,106,548	2,549,293	5,889,680	12,378,824
Privately Funded Grant	41,322	85,000	43,678	44,093	85,000
TRIO SSS	204,109	183,202	(20,907)	179,225	243,987
TRIO DC	239,262	225,179	(14,083)	228,473	303,643
Total Expenditures	18,442,744	19,697,578	1,254,834	17,985,673	26,165,480
Excess of Revenues over Expenditures & Transfers	(4,288,934)	-	(4,288,934)	(5,213,938)	(0)

	Mar-20	Audit Fund--Fund 11			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance			
Revenues:						
Local Taxes	61,173	60,000	1,173	69,841	60,000	
Total Revenues	61,173	60,000	1,173	69,841	60,000	
Expenditures:						
Admin Staff Ful	16,951	17,459.31	508	16,299	23,891.69	
Support Staff F	10,534	10,856.18	323	10,132	14,855.83	
Medical Benefit	6,423	6,888.13	465	6,527	9,425.86	
Life Insurance	19	20.17	1	20	27.60	
Audit Services	42,750	42,750.00	-	32,063	42,750.00	
Printing	537	500.00	(37)	54	500.00	
Total Expenditures	77,214	78,474	1,260	65,094	91,451	
Excess of Revenues over Expenditures & Transfers	(16,041)	(18,474)	2,433	4,747	(31,451)	

Mar-20	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,300,262	1,255,000	45,262	1,593,248	1,255,000
Total Revenues	1,300,262	1,255,000	45,262	1,593,248	1,255,000
Expenditures:					
Student Services	81,602	91,811	10,209	81,386	120,560
Operations and Maintenance	149,514	189,067	39,553	100,244	256,170
Police Dept	357,383	380,737	23,354	371,136	497,699
Institutional Support	71,117	76,641	5,524	73,312	104,447
Fixed Charges-ins	560,469	590,783	30,314	526,095	823,910
Total Expenditures	1,220,086	1,329,039	108,953	1,152,174	1,802,786
Excess of Revenues over Expenditures & Transfers	80,176	(74,039)	154,215	441,074	(547,786)

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: April 24, 2020

RE: Withdrawal of Planned Retirement Request

I have received a written request by Anthony (Woody) Reinhart, Ag Power Instructor, on April 22, 2020, to respectfully withdraw his request for the Planned Retirement program. This past February, the Board approved his initial request for inclusion in the Planned Retirement Program with a retirement date of August 15, 2024. Due to the timing of his initial request and initial retirement date, his increase in salary due to participation in the Planned Retirement Program has not yet begun.

I respectfully appeal to the Board to approve Mr. Reinhart's request.

ds

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: May 4, 2020

RE: Approval of Emergency Purchases following Neal Hall Roof Fire – Immediate Facility Cleanup and Structural Repair to Roof

On Tuesday April 14th, the roof on the northeast portion of Neal Hall caught fire while the company awarded the bid for the roof renovation, Advanced Commercial Roofing Company (ACR), was in the midst of their roof renovation work. ACR called ServPro of St. Louis Central immediately to come to campus for cleaning, mitigation and restoration. ACR and its insurance company accepted responsibility and liability for insurance purposes for the cause of fire.

After discussion with our legal counsel, a fire or other disaster is a valid basis for using the emergency exception to bidding under Section 3-27-1(m) of the Community College Act.

Per Board Policy 10.23 – Emergency Purchases, the President secured permission from Board Chair Reynolds and Board Secretary Cadwell to use ServPro of St. Louis Central for all emergency cleaning and mitigation work along with an emergency repair of the building roof to prevent further damage from water and the outside elements.

Please find attached a contract between Lake Land College and ServPro of St. Louis Central for the cleaning and mitigation, along with a contract for emergency roof reconstruction. We are seeking board approval under Board Policy 10.23 – Emergency Purchases for the contracts and expenditures.

The remainder of the restoration of Neal Hall including carpet, ceiling tile, dry wall and painting work will be bid out per the College's normal public bid procedures as soon as the scope of the project is determined and approved by the insurance adjustor.

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



Authorization to Perform Services and Direction of Payment

Customer Name: #517 LAKE LAND COLLEGE DISTRICT Date of Loss: 4/14/2020
 Loss Address: 5001 LAKE LAND BLVD
 City: Mattoon State: IL Zip: 61938
 Insurance Company: Hanover Insurance Claim Number (if available): 1900659254

The undersigned Customer, being the building owner, owner's representative, or resident, authorizes the Provider identified below to perform any and all necessary cleaning and/or restoration services on Customer's property located at the property address above, and with respect to items that need to be cleaned at a remote location to remove and clean such items as necessary.

Customer authorizes Hanover Insurance Insurance Company, herein referred to as "Insurance Company," to pay Provider solely and directly for that portion of the work covered by Customer's insurance policy.

If, for any reason, Customer receives a check from Insurance Company made payable to Customer, Customer agrees to pay Provider immediately upon receipt of the check. In order to expedite payment to Provider, Customer hereby appoints Provider as attorney-in-fact, authorizing Provider to endorse Customer's name on Insurance Company checks or drafts, and to deposit Insurance Company checks or drafts for Provider services.

Customer agrees to pay Customer's deductible in the amount of \$ To Be Determined that applies to this claim. If any amounts owing to Provider for Provider services are not covered by insurance, Customer agrees to pay those amounts to Provider within fifteen (15) days of Customer's receipt of invoice. It is fully understood that Customer and its agents, successors, assigns, and heirs are personally responsible for any and all deductibles and any costs not covered by insurance. Interest and finance charges will be charged at the maximum allowable by law, or at 1.5% per month, whichever is less, on accounts over thirty (30) days past due. Time is of the essence.

Customer agrees that Provider is working for the Customer and not Customer's insurance company or any agent/adjuster.

Property Owned By: #517 LAKE LAND COLLEGE DISTRICT

Remarks: LAKE LAND COLLEGE NOTES THIS CONTRACT DOES NOT INCLUDE ANY CONSTRUCTION SERVICES

I HAVE READ THIS AUTHORIZATION TO PERFORM SERVICES AND DIRECTION OF PAYMENT, INCLUDING THE TERMS AND CONDITIONS OF SERVICE ON THE NEXT PAGE HEREOF, AND AGREE TO SAME.

Customer Reviewed *Customer Information Form*: Y N

Customer's Signature: <u>[REDACTED]</u>	Provider's Signature: _____
Printed Name: <u>#517 LAKE LAND COLLEGE DISTR</u>	Franchise Legal Name: <u>Wolfe Restoration, Inc.</u>
Date: <u>4/15/2020</u>	d/b/a SERVPRO® of: <u>Effingham, Mattoon, Charlesto</u>
E-mail Address: <u>[REDACTED]</u>	Date: <u>4/15/2020</u>
	Contractor License #: _____

Authorization to Perform Services and Direction of Payment

Terms and Conditions of Service

READ CAREFULLY

Note: This Contract includes a limitation of liability and limitation of remedies.

1. SERVPRO® is one of the largest nationwide Cleaning and Restoration Franchise Systems in the United States. The SERVPRO® Franchise owner identified on the front of this Contract (the "Provider") is an independent contractor who agrees to perform the services identified on the front of this Contract (the "Services"). Client agrees to purchase, receive, and pay for the Services pursuant to the terms and conditions of this Contract. Servpro Industries, Inc., the Franchisor, is not a party to any agreement with Client, is not a guarantor of the Provider's Services, and is not subject to liability arising out of such Services.
2. Provider's performance of the Services is limited by, among other things, the pre-existing conditions and characteristics of the premises, material, fabrics, furniture, and/or other items. PROVIDER EXPRESSLY DISCLAIMS ANY RESPONSIBILITY OR LIABILITY FOR ANY PRE-EXISTING CONDITIONS. Client shall retain responsibility and shall be liable for all effects of and costs necessary to correct such conditions, including, by way of example and not limitation, the conditions identified below:
 - (a) Provider may, in its sole discretion, pre-test materials for removability of spots or stains; dye or color fastness; shrinkage; fading; adhesive breakdown; or other problems. It is not always possible to determine these conditions in advance. PROVIDER DOES NOT GUARANTEE SPOT OR STAIN REMOVAL AND COLOR FASTNESS OR PREVENTION OF SHRINKAGE, FADING, OR ADHESIVE BREAKDOWN.
 - (b) Provider DOES NOT GUARANTEE that wall and ceiling cleaning will restore the original color to painted surfaces.
 - (c) Not all fabrics are conducive to cleaning. Provider shall use reasonable efforts to advise Client of any adverse effects which may be reasonably foreseen due to the nature of the fabric or material involved. PROVIDER DOES NOT GUARANTEE THAT SUCH MATERIALS CAN BE CLEANED OR THAT THERE WILL BE NO ADVERSE EFFECTS FROM ANY ATTEMPT TO CLEAN SUCH FABRICS.
 - (d) A variety of materials are used in the manufacturing, upholstery and/or installation process. These materials include backing, lining, tacks, or other unknown substances that may cause discoloration or other adverse effects to the face material. Client acknowledges that it is impossible to determine when such adverse effects may occur and PROVIDER DOES NOT GUARANTEE AGAINST SUCH ADVERSE EFFECTS.
 - (e) Client acknowledges and agrees that mold is commonly found throughout the environment and that it is impossible to eradicate mold. PROVIDER DOES NOT GUARANTEE THE REMOVAL OR ERADICATION OF MOLD.
 - (f) Client acknowledges and agrees that limited photographs or video of the damage and cause may be made solely for work process and insurance claims purposes.
3. **PROVIDER SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES AND ALL IMPLIED WARRANTIES (EITHER IN FACT OR BY OPERATION OF LAW) INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTY ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. THIS CONTRACT PROVIDES FOR THE PROVISION OF SERVICES AND DOES NOT PROVIDE FOR A SALE OF GOODS.**
4. **Limitation of Liability: IN NO EVENT SHALL PROVIDER, ITS OWNERS, ANY OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS, FRANCHISOR, OR AFFILIATES BE RESPONSIBLE FOR INDIRECT, SPECIAL, NOMINAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL LOSSES OR DAMAGES, OR FOR ANY PENALTIES, REGARDLESS OF THE LEGAL OR EQUITABLE THEORY ASSERTED, INCLUDING CONTRACT, NEGLIGENCE, WARRANTY, STRICT LIABILITY, STATUTE OR OTHERWISE, EVEN IF IT HAD BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES OR THEY ARE FORESEEABLE; OR FOR CLAIMS BY A THIRD PARTY. THE MAXIMUM AGGREGATE LIABILITY SHALL NOT EXCEED THREE TIMES THE AMOUNT PAID BY CUSTOMER FOR THE SERVICES OR ACTUAL PROVEN DAMAGES, WHICHEVER IS LESS. IT IS EXPRESSLY AGREED THAT CUSTOMER'S REMEDY EXPRESSED HEREIN IS CUSTOMER'S EXCLUSIVE REMEDY. THE LIMITATIONS SET FORTH HEREIN SHALL APPLY EVEN IF ANY OTHER REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE. Some states/countries do not allow the exclusion or limitation of incidental or consequential damages, so the above may not apply to you.**
5. Should Provider bring legal action to collect monies due under the Contract or should the matter be turned over for collection, Provider shall be entitled, to the fullest extent permitted under law, to reasonable legal fees and costs of any such collection attempt, in addition to any other amounts owed by Client. This attorney fee provision shall not be effective or enforceable in jurisdictions where attorney fee provisions are made reciprocal or invalid by operation of law. Consent is hereby given for filing of mechanic's liens by Provider for the work described in this contract on the property on which the work is performed if Provider is not paid.
6. Any labor, materials or other work beyond that identified in this Contract shall require a written amendment to this Contract and will result in additional charges.
7. Any claim by Client for faulty performance, for nonperformance or breach under this Contract for damages shall be made in writing to Provider within sixty (60) days after completion of services. Failure to make such a written claim for any matter which could have been corrected by Provider shall be deemed a waiver by Client. **NO ACTION, REGARDLESS OF FORM, RELATING TO THE SUBJECT MATTER OF THIS CONTRACT MAY BE BROUGHT MORE THAN ONE (1) YEAR AFTER THE CLAIMING PARTY KNEW OR SHOULD HAVE KNOWN OF THE CAUSE OF ACTION.**
8. A failure of either party to exercise any right provided for herein shall not be deemed to be a waiver of any right hereunder.
9. CLIENT AND PROVIDER EACH WAIVE THEIR RESPECTIVE RIGHTS TO A TRIAL BY JURY WITH RESPECT TO ANY AND ALL CLAIMS OR CAUSES OF ACTION (INCLUDING COUNTERCLAIMS) RELATED TO OR ARISING OUT OF OR IN ANY WAY CONNECTED TO THIS CONTRACT AND AGREE THAT ANY CLAIM OR CAUSE OF ACTION WILL BE TRIED BY A COURT TRIAL WITHOUT A JURY.
10. If any provision of this Contract is found to be ineffective, unenforceable or illegal for any reason under present or future laws, such provision shall be fully severable, and this Contract shall be construed and enforced as if such provision never comprised a part of this Contract. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by the ineffective, unenforceable or illegal provision or by its severance from this Contract.
11. No modification, termination, or attempted waiver of this Contract shall be valid unless in writing and signed by the party against whom the same is sought to be enforced.

Customer's Initials: CSN

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Servpro of Effingham, Mattoon, Charleston
8372 N US Hwy 45 Effingham, IL 62401
Ph: 217-536-6655 Fax:217-536-9039

RECONSTRUCTION WORK AUTHORIZATION AND REPAIR CONTRACT

THIS RESTORATION AND/OR REMODELING AND REPAIR CONTRACT ("Contract") is made this **4th day of May, 2020**, by and **WOLFE RESTORATION, INC. DBA SERVPRO® of Effingham, Mattoon ,Charleston**, an Illinois Corporation (hereinafter referred to as "Contractor") and **Lake Land College District** (hereinafter referred to as Owner").

RECITALS

WHEREAS Contractor is in the business of restoring, remodeling, and repairing real properties and is fully authorized to provide such services.

WHEREAS Owner desires to contract with Contractor for certain restoration, remodeling, and/or repair work and services that shall be completed on the property described below pursuant to the terms of this Contract;

NOW THEREFORE, in consideration of the premises, the mutual covenants of the parties, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, Contractor and Owner hereby agree as follows:

1. **Scope of Work.** The Contractor will perform all work required to be performed and will provide and furnish all of the materials, labor, necessary tools, expendable equipment, and all transportation services required to perform and fully complete in a workman-like manner, all of the work required in connection with the restoration, remodeling, and/or repair of **5001 Lake Land Blvd, Matton, IL 61938 (Neal Hall)** (address) (hereinafter, the "Property"), per the estimate dated **5/4/2020 (Estimate #LAKELAND ROOF)**. Estimate and the scope of work of the Project may be amended or revised solely by Contractor at any time during the course of the Project as deemed necessary and appropriate by Contractor and Owner's insurance company.

Owner may delete items from the Project; provided, however, Owner agrees that Contractor shall be entitled to retain the 10% profit and 10% overhead on those items removed from the Project as if the Contractor had completed those items in their entirety.

2. **Contract Price.** The Owner agrees that it will pay the Contractor for the performance of the work to be completed pursuant to this Contract, an amount agreed upon by and between the Owner, Contractor and Owner's insurance company, subject to any additions or deductions provided for in the Estimate or in any other document executed by both Owner and Contractor, in current funds, the sum of **\$43,716.03** or as agreed upon with Hanover Insurance Company (the "Contract Price"). Payments are to be made to the Contractor pursuant to the terms of Paragraph 5 herein.

3. **Time of Completion.** The work to be performed under this Contract will be commenced as soon as practicable and will be completed in a timely manner. Work left to be completed due to back ordered materials and/or special concerns over finished details will warrant an escrow set aside equal to the estimated costs of such work. No additional funds beyond this escrow set aside amount shall be held back from Owner's final payment to Contractor. All call back work and special concerns will be responded to by Contractor within three (3) working days of notification from Owner.

4. **Selections.** Owner and Contractor shall work diligently and in good faith to select and specify any particular material selections required to complete the Project in order not to delay work. Specific material selections shall have the Owner's approval prior to ordering or procuring such specialty items, which such approval shall not be unreasonably withheld, conditioned or delayed.

Owner acknowledges that failure to make material selections in a timely manner will result in delays, potential costs to the Owner and a possible work stoppage.

5. **Payments.** The Owner will make payments to Contractor to pay the Contract Price, as follows:

- A) Upon commencement of work, 50% down payment of the Contract Price is due, Funds issued by Insurance Company may have Owner's mortgage company listed as payee. Mortgage company will determine draw schedule for funds to be released to Contractor.
- B) The final balance of the Contract Price and all additional sums due to Contractor and which will be covered by Owner's insurance company as a result of extra or additional work completed by Contractor and which was not contemplated in the Contract Price, shall all be paid upon substantial completion of the Project.

Initials of Insured _____



Servpro of Effingham, Mattoon, Charleston
8372 N US Hwy 45 Effingham, IL 62401
Ph: 217-536-6655 Fax:217-536-9039

The above payment schedule contemplates the disbursement of funds to the Owner from the Owner's insurance company and/or endorsement of the insurance company check or other insurance company disbursement by the Owner's mortgage lender(s) (the "Mortgagee(s)"). In the event that issues with the Owner's insurer prevent fulfillment of the above payment schedule, no new payment schedule will be entered into and Owner agrees to strictly adhere to this payment schedule. **It is therefore incumbent solely upon the Owner to deal with their insurer and make sure that payments are issued to Contractor by the insurer.** In any event, Owner guarantees to Contractor that all payments due to Contractor pursuant to the above-referenced schedule shall be paid by Owner out of Owner's own funds and assets if Owner's insurance company fails or refuses to pay any portion of any such payments, for any or no reason.

Owner hereby authorizes and instructs all insurance companies who may be liable or otherwise obligated to Owner for the loss resulting in the Project, in whole or in part, to pay directly to Contractor the amounts due to Contractor pursuant to the terms of this Contract, or in the alternative, to include the name of Contractor as an additional payee on all drafts or checks issued in payment of said loss, and to promptly deliver same over to Contractor. Owner agrees to execute any and all documents required by Owner's insurance company in order to allow Owner's insurance company to pay Contractor directly. In the event the Owner's insurance company does not honor said direction from Owner, Owner agrees that Owner will immediately endorse any and all checks upon presentation by the Owner's insurance company and deliver the check to Contractor within three (3) days after the funds become good funds in the account of the Owner. Owner hereby also acknowledges and agrees that this paragraph and the direction to Owner's insurance company contained herein applies to any portion of a Contents Settlement Check used for restoration of the Property as well.

Contractor shall submit an invoice to Owner for any payment due pursuant to the above schedule. Contractor will provide work specific lien waivers upon request. Said payments are due and payable within three (3) days after Owner's receipt of invoice. Contractor shall have the right to stop work on the Project if Contractor is not paid in full for each invoiced amount within the aforementioned three (3) day period, regardless of the reason for any delay in payment to Contractor. It shall be the Owner's responsibility to send all invoices to Owner's insurance company immediately upon receipt by Owner to allow for timely payment of all such invoices by Owner's insurance company, as applicable.

All payments not received when due will bear interest at the rate of one- and one-half percent (1.5%) per month from the date billed until paid.

No payments due to Contractor are to be made by Owner or Owner's insurance company to any subcontractor, employee or supplier of Contractor, or any other person or entity other than Contractor, except as otherwise contemplated in this Contract.

Owner further acknowledges and agrees that when Contractor endorses a check and the check is sent to Owner, all said funds are released by Contractor solely for restoration of the Property as part of the Project. Should Owner attempt to improperly use or appropriate said funds for any other reason, Owner acknowledges that Contractor may seek legal remedy against Owner to recover all such funds.

BY SIGNING BELOW, THE OWNER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT.

BY SIGNING BELOW, THE OWNER ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT TERMS PROVIDED HEREIN.

Owner(s):

WOLFE RESTORATION INC. DBA SERVPRO® of Effingham, Mattoon, Charleston

By: _____
Company Representative

Dated:

Dated: _____

Initials of Insured



Servpro of Effingham, Mattoon, Charleston
8372 N US Hwy 45 Effingham, IL 62401
Ph: 217-536-6655 Fax:217-536-9039

1. **Changes in the Work.** The Owner, without invalidating or terminating this Contract, may order changes in the scope of work for Project as provided in the Estimate, which such changes may consist of additions, deletions or modifications to the Project, and the Contract Price shall be adjusted accordingly. Any such changes in the scope of work for the Project which result in additional out-of-pocket costs directly to Owner (and not to Owner's insurance company) shall be authorized only by written change order signed by the Owner and Contractor. Owner acknowledges that changes to the scope of work for the project following the signing of this contract will result in delays and additional costs to owner, and may affect the completion date for the project.

2. **Limited Warranty.** Contractor warrants the materials to be new and of equivalent quality as the materials specified in the Estimate (except where a specific model is specified in the Estimate, in which case such model specified in the Estimate will control). Contractor will assign and transfer to the Owner all manufacturer's written warranties. Contractor warrants workmanship for five years after the date of substantial completion of the Project and will remedy defects in Contractor's workmanship about which notice has been given to the Contractor by the Owner within that five-year period. CONTRACTOR MAKES NO OTHER WARRANTIES NOT OTHERWISE GIVEN IN THIS CONTRACT, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY AND/OR THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. This warranty inures to the benefit of, and is enforceable only by, the Owner, and is not transferable or assignable by Owner. The Contractor is not liable for incidental or consequential damages incurred by Owner, for any reason or resulting from any causes. Any materials provided by the Owner shall not be subject to any warranty given by the Contractor herein.

3. **Limitations of Responsibility.** The Contractor is not responsible for conditions beyond its control, but remains responsible for conditions caused by the Contractor's own negligence. The Contractor is not responsible for (a) any representations, warranties or guarantees made by manufacturers, (b) damages, injuries or death caused by the Owner or any of Owner's tenants, contractors, subcontractors or other invitees, acts of God or abnormal weather conditions, and (c) damage, delay or inability to perform this Contract resulting from acts of God, strikes, war, riots, material or labor shortages, weather conditions, acts of public authorities, or other causes beyond the Contractor's control, including acts by the Owner and Owner's tenants or other invitees, and Owner releases, holds harmless and shall indemnify the Contractor from and against any and all such damages and other matters, including all costs and expenses (including attorneys' fees) relating thereto. Owner agrees to remove or protect the Owner's personal property both inside and outside of the structure being improved by the Project prior to and during the course of the Project.

The Contractor shall not be responsible for, and Owner shall indemnify, defend and hold Contractor harmless from and against, all losses, damages, actions, causes of action, liabilities, costs and expenses (including attorneys' fees) which result from claims by or against any subcontractors, vendors or others not hired or selected by Contractor and arising from the performance of such work.

4. **Owners Personal Property.** Contractor is not responsible for security of the jobsite, and therefore it is agreed that Contractor shall have no responsibility for any damage, disappearance, or theft of jewelry, art objects, silver, gold, antiques, guns, personal items, or other valuables. Owner agrees to remove, store, or protect all such items that are left at the jobsite. Contractor is not responsible for any harm to any pets or persons accessing the jobsite, and Owner agrees to ensure that pets or persons (including children) are not allowed access to the jobsite.

5. **Building Permits and Right of Substitution.** The cost for obtaining permits shall be paid by Owner as stated in the Estimate. The Owner agrees that the Contractor may, without the Owner's permission, make minor variations in the Project. The Contractor may use the Owner's utilities at the Owner's cost during the performance of the Project. Rubbish removal is the Contractor's responsibility. All surplus consumable building materials, such as nails and glue, remain the property of the Contractor. The Owner agrees to sign all of the documents that the Contractor may reasonably require to carry out the terms of this Contract or to comply with applicable law.

6. **Termination by Owner.** If the Owner terminates the Contract after work has started, the Owner will pay the Contractor that portion of the Contract Price equal to the portion of the work completed on the Project pursuant to this Contract, including work performed pursuant to authorized change orders, and including overhead and profit attributable to such completed work. The Owner will also be responsible for any contract termination fees incurred by the Contractor and due to any sub-contractor or material vendors, unless the termination of this Contract is for

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breach of Contract by Contractor. Any notice of termination by Owner to Contractor shall be in writing and shall be effective when personally delivered to Contractor or mailed to Contractor by certified mail.

- 7. **Remedies under Mechanic’s Lien Act.** Owner hereby acknowledges that Contractor has a lien for work done and may pursue all remedies under the Illinois Mechanic’s Lien Act against the Owner and the Property in the event of the failure of Owner to promptly pay all amounts due.
- 8. **Use of Chemical Products.** In connection with the services performed by Contractor, certain chemicals may be utilized by Contractor in connection with the cleaning and deodorization process. Owner hereby acknowledges this disclosure and authorizes the use of such chemicals by the Contractor. Owner and Contractor also acknowledge that upon request from Owner, Contractor will provide Owner with additional data regarding the content of the chemicals and any potential adverse reactions.
- 9. **Existing or Hidden Conditions.** Owner warrants that Contractor will not encounter existing hazardous materials on the Property. These materials include but are not limited to, mold or any form of microbial contamination, asbestos, oil, gasoline, chemicals, pesticides, PCBs, metallic compounds, organic solvents, or other contaminants. If any such materials are discovered, Contractor shall have the right to stop work immediately and terminate this Contract or submit a Change Order to Owner noting any additional costs for their review. In the event of a termination of this Contract pursuant to this Paragraph 9, Owner shall pay Contractor the reasonable value of all work performed through the date of such termination, including profit and overhead on said work, and both parties shall be excused from any further performance pursuant to this Contract.
- 10. **Lead - Based Paint Hazards and Home Repair and Remodeling Act.** Owner acknowledges receiving information regarding the Lead-Based Paint Hazard Reduction Act of 1992 and related U.S. Environmental Protection Agency Lead Renovation, Repair and Painting rule (pamphlet entitled “Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools”) (the “Lead-Based Paint Pamphlet”), and the Illinois Home Repair and Remodeling Act (entitled “Home Repair: Know Your Consumer Rights”), which shall be made a part of this Contract. Owner agrees to complete the required documents associated with either of the above-mentioned statutes and rules.
- 11. **Lead – Based Paint Activities.** Contractor has completed the required lead-based paint renovation, repair and painting certification from, and registered with, the federal EPA as required by the Residential Lead – Based Paint Hazard Reduction Act of 1992 and related U.S. Environmental Protection Agency Lead Renovation, Repair and Painting rule (collectively, the “Act”). All renovation, repair or painting work performed by Contractor on pre-1978 residential structures will be done in accordance with the work practice standards outlined in the Act. If the Project involves a pre-1978 residential structure, Owner will be provided a copy of Contractor’s federal EPA certification, a copy of the pre-work testing report and post work cleaning test report for Owner’s records.

Owner acknowledges that Contractor is not performing work on the Project with the intent of abating or guaranteeing complete removal of all lead - based paint hazards. The Contractor shall not be responsible for, and Owner shall indemnify, defend and hold Contractor harmless from and against all losses, actions, causes of action, liabilities, damages, personal injury, death and expenses (including attorneys’ fees) which arise from the performance of all lead-based paint removal work performed by Contractor.

Owner agrees to abide by the rules, regulations and laws outlined in the Pamphlet and has moved, or made arrangements to have moved, all contents from the Project work area, turn off all heating and air conditioning systems in the Property while work is being done, and refrain from entering the work area until Contractor has completed all of its work and has notified Owner that it is safe to do so.

- 12. **Dumpsters.** Owner acknowledges that damage may occur from placing a dumpster on lawns, soil, asphalt, or concrete during placement or pickup. Contract will not be responsible for any damage due to settling, rutting, staining, marring, or any other form of damage caused by the placement and pickup of the dumpster (s).

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- 13. **Venue and Attorney's Fees.** In any action relating to the enforcement of this Contract, the prevailing party shall be entitled to all costs of litigation and reasonable attorneys' fees. Any lawsuit or any other action relating to this Contract shall be filed and heard in a court of law.
- 14. **Insurance.** The Contractor will provide general liability insurance, and worker's compensation insurance, and will supply Owner with certificates of insurance reasonably satisfactory to the Owner evidencing such coverages. The Owner will maintain a homeowner's insurance policy on the improvements located on the Property.

BY SIGNING BELOW, THE OWNER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT.

BY SIGNING BELOW, THE OWNER ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT TERMS PROVIDED HEREIN.

IN WITNESS WHEREOF, Owner and Contractor have entered into this Contract on the date and year first above written.

Owner(s):

**WOLFE RESTORATION, INC. DBA
SERVPRO® of Effingham, Mattoon, Charleston**

By: _____
Company Representative

Dated:

Dated: _____

Initials of Insured _____



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HOME REPAIR: KNOW YOUR CONSUMER RIGHTS

As you plan for your home repair/ improvement project, it is important to ask the right questions in order to protect your investment. The tips in this face sheet should allow you to protect yourself and minimize the possibility that a misunderstanding may occur.

Contracts

- 1) Get all estimates in writing.
- 2) Do not be induced into signing a contract by high-pressure sales tactics.
- 3) Never sign a contract with black spaces or one you not fully understand. If you are taking out a loan to finance the work, do not sign the contract before your lender approves the loan.
- 4) Remember, you do have 3 business days from the time you sign your contract to cancel any contract if the sale is made at your home. The contractor cannot deprive you of this right by initiating work, selling your contract to lender, or any other tactic. If you are planning to file a claim with your insurance company to pay for the work, you may cancel the contract one of two ways, whichever occurs first:
 - a. Within five business days after receiving written notice from the insurance company denying your claim; or
 - b. Within 30 days after you sent a claim to the insurance company.
- 5) If the contractor does business under a name other than the contractor's real name the business must either be incorporated or registered under the Assumed Business Name Act. Check with the Secretary of state to see if the business is incorporated or with the county clerk to see if the business has registered under the Assumed Business Name Act.
- 6) Homeowners should check with local and county units of government to determine if permits or inspections are required.
- 7) Determine whether the contractor will guarantee his or her work and products.
- 8) Determine whether the contractor has the proper insurance.
- 9) Do not sign a certificate of completion or make final payment until the work is done to your satisfaction.

- 10) Remember, homeowners should know who provides supplies and labor for any work performed on your home. Suppliers and subcontractors have a right to file a lien against your property if the general contractor fails to pay them. To protect your property, request lien waivers from the general contractor.

Basic Terms to be Included in a Contract

- 1) Contractor's full name, address, and telephone number. Illinois law requires that persons selling home repair and improvement services provide their customers with notice of any change to their business name or address that comes about prior to the agreed dates for beginning or completing the work.
- 2) A description of the work to be performed.
- 3) Starting and estimated completion dates.
- 4) Total cost of work to be performed.
- 5) Schedule and method of payment, including down payment, subsequent payments, and final payment.
- 6) A provision stating the grounds for termination of the contract by either party. However, the homeowner must pay the contractor for work completed. If the contractor fails to commence or complete work within the contracted time period, the homeowner may cancel and may be entitled to a refund of any down payment or other payments made toward the work, upon written demand by certified mail.
- 7) Illinois Law requires contractors who offer roofing work to include their Illinois State roofing License name and number on contracts and bids.

Homeowners should obtain a copy of the signed contract and keep it in a safe place for reference as needed

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HOME REPAIR: KNOW YOUR CONSUMER RIGHTS (continued)

AVOIDING HOME REPAIR FRAUD

Please use extreme caution when confronted with the following warning signs of a potential scam:

- 1) Door-to-door salespersons with no local connections who offer to do home repair work for substantially less than the market price.
- 2) Solicitations for repair work from a company that lists only a telephone number or a post-office box number to contract, particularly if it is an out-of-state company.
- 3) Contractors who fail to provide customers references when requested.
- 4) Persons offering to inspect your home for free. Do not admit anyone into you home unless he or she can present authentic identification establishing his or her business status. When in doubt, do not hesitate to call the worker’s employer to verify his or her identity.
- 5) Contractors demanding cash payment for a job or who ask you to make a check payable to a person other than the owner or company name.
- 6) Offers from a contractor to drive you to the bank to withdraw fund to pay for the work.

IF YOU THINK YOU HAVE BEEN DEFRAUDED OR YOU HAVE QUESTIONS

If you think you have been defrauded by a contractor or have any questions, please bring it to the attention of your State’s Attorney or the Illinois Attorney General’s Office.

Attorney General Toll-Free Numbers:

Springfield	(800) 243-0618
TTY	(877) 844-5461
Chicago	(800) 386-5438
TTY	(800) 964-3013
Carbondale	(800) 243-0607
TTY	(877) 675-9339

Visit the Attorney General’s Web site at
www.IllinoisAttorneyGeneral.gov/

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NOTICE OF CANCELLATION

If you are notified by your insurer that all or any part of the claim or contract is not a covered loss under the insurance policy, you may cancel the contract by mailing or delivering a signed and dated copy of this cancellation notice or any other written notice to Wolfe Restoration d/b/a Servpro of Effingham Mattoon, Charleston/ 8372 N. U.S. Hwy 45/ Effingham, IL 62401 at any time prior to midnight on the earlier of the fifth business day after you received such notice from your insurer or the thirtieth business day after your insurer has received properly executed proof (s) of loss from you. If you cancel, any payments made by you under the contract, other than payments for goods or services related to a catastrophe which you agreed in writing to be necessary to prevent damages to your property, will be returned to you within 10 business days following receipt by the contractor of your cancellation notice.

I HEREBY CANCEL THIS TRANSACTION

Date

Insured's Signature

Initials of Insured _____

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: May 4, 2020

RE: Proposed Revision to Board Policy 07.01.02

In accordance with Board Policy 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs*, the Academic Standards Committee acts upon requests for technical programs to establish special admission criteria and/or unique graduation requirements.

During the spring semester, the Academic Standards Committee approved a request from Kathleen Daugherty, Business Instructor/Program Coordinator, to establish special admission criteria for the new Associate in Applied Science - Court Reporting Technology. The program plans to admit 20 students each semester beginning Fall 2020. In addition to meeting general College admission requirements, applicants for Court Reporting Technology will complete a three-part assessment, including grammar, typing and career-field knowledge and interest, to evaluate readiness for success in the program. Applicants will be ranked based on this assessment score and the 20 students receiving the highest overall score will be offered admission to the program each semester. Applicants not admitted to the program one semester may enroll in required general education courses, work on program-specific skill development, and re-assess for program admission for the next semester.

The Academic Standards Committee would like to recommend approval from the Board of Trustees to revise Board Policy 07.01.02 as noted on the following page and allow the Associate in Applied Science – Court Reporting Technology to establish special admission criteria. The requirements will be implemented for registration for Fall 2020.

As of April 30, 2020, the Court Reporting Technology program has received all approval required from the Illinois Community College Board and the Illinois Board of Higher Education to move forward with admission for Fall 2020. Therefore, I would like to ask the board for final approval of the requested revision to Board Policy 07.01.02 at their May 11, 2020, meeting so that we may begin the admission and registration process. I am happy to address any questions that you or the Board of Trustees may have. Thank you.

2019-2020 Academic Standards Committee: Kathy Black, Division Chair for Business; Bryan Burrell, Academic Counselor; Brian Lynch, Economics Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Shelbie Kile, Student; Tina Stovall, Interim Vice President for Student Services and Committee Chair; Becky Earp, Committee Assistant.

07.01.02**Special Admission and Graduation Requirements
for Select Technical Programs**

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

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

Programs with approved special admission and unique graduation requirements:

Associate Degrees

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

Board Policy No. 07.01.02

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

¹ See Board Policies 02.03 and 07.24.

Adopted May 8, 2000
Revised June 11, 2012
Revised June 12, 2017
Revised

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 11, 2020**

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

Mason, Dustin	FMLA	5/31/2020-8/21/2020
Sharp, Kennedy	FMLA	6/15/2020-9/6/2020
Williams, Chris	FMLA-Intermittent	4/30/2020
Zumbalen, Michelle	FMLA	6/8/2020-8/30/2020

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

Jackson, Nicole	GLWP	7/9/2020
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Duduit, Lucas	Lake Land College Student Trustee Primary Position is Tutor - Student Lrng Asst	04/13/2020
Part-time		
Floyd, Mackenzie	Allied Health Adjunct Faculty ADN Sub Primary Position is Nursing Instructor	03/06/2020
Hackman, Jessica	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	06/08/2020
Walk, Emmalyn	IDOT QC/QA Student Assistant Primary Position is Adm & Rec Data Entry Asst	04/17/2020
Part-time - Grant Funded		
Elmendorf, Gerald	TRIO DC Student Specialist Primary Position is TRIO Bus Driver	04/27/2020 12/29/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Tappendorf, Hannah	AG GAST Intern	03/08/2020
Verdin, Brandy	TRIO SSS Student Assistant	01/01/2020

New Hire-Employees

The following employee is recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Rice, Kelly	Dual Credit Instructor	04/24/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ashenfelter, Brittany	Dental Hygiene Instructor	04/26/2020
Bantrup, Vicki	Corr Ofc Asst-Dixon CC	05/01/2020
Colvin, Brandon	Sports Info-Compliance Coor/Head Coach	05/15/2020
Pierce, Kevin	WIOA Services Rep-Retiree	04/30/2020
Thomason, Deborah	Dental Hygiene Instructor-Retiree	05/18/2020
Part-time		
Fouty, Mackinzie	Groundskeeper	10/20/2019
Madlem, Cody	Groundskeeper	03/22/2020
Rhoads, Skylar	Groundskeeper	04/05/2020

College Work Study

Wilson, Emily	College Work Study-Business	12/01/2019
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Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Godinez, Julio	Sports Information & Compliance Coordinator/Head Baseball Coach Transferring from: Baseball Coach (PT)	05/12/2020
Full-time – Grant Funded		
Larry, Julian	Perkins Specialist/Head Men's Basketball Coach Transferring from: Outreach Advisor Mentor/TRIO DC (PT)	05/12/2020