

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
May 10, 2021
Regular Meeting No. 653

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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. 653
**Monday, May 10, 2021, 6:00 p.m.,
Webb Hall 081, Mattoon**

**Citizens, faculty and staff may attend the meeting via teleconference
by dialing 1-866-806-7140, when prompted enter conference ID 75526.**

Trustees and members of the President's Cabinet will be physically present at the meeting location. Due to the COVID-19 health pandemic and following the guidelines in Governor Pritzker's Restore Illinois plan, in-person attendance by members of the public will be limited so that no more than 59 people will gather in this room. Seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting by being physically present will be expected to:

- Conduct a health self-assessment by completing the [COVID-19 Campus Visit Screening Form](#) prior to arrival.
- Wear face masks covering the nose and mouth.
- Maintain social distancing of 6' from others at all times.
- Follow all applicable guidelines in accordance with Lake Land College's [Return to Campus Plan](#).

For more information, please visit: <https://www.lakelandcollege.edu/covid-19/>.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also 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 should be submitted by noon on Monday, May 10, 2021, and sent to officeofthepresident@lakelandcollege.edu.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of April 12, 2021, Regular Meeting.
2. Approval of Minutes of April 29, 2021, Special Meeting.
3. Approval of Agenda of May 10, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details, refer to the Bills for Payment link at: <https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recordings of November 19, 2019, Closed Sessions.

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	Ms. Katherine (Katie) Greuel
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Laker Women's Basketball Team.	
2. Strategic Plan Bi-Annual Report.	
3. Appointment of Board Committees.	
4. Navigator News Awards.	26
5. Calendar of Events.	27-28

B. Action Items.

	Board Book Page Number(s)
1. Approval of COVID-19 Recovery Support for Student Withdrawals during Pandemic.	29
2. Acceptance of March 2021 Financial Statements.	30-42
3. Continued Employment of Grant Funded Employees.	43
4. Declaration of Surplus Items.	44
5. Approval of 2021-2022 College-Wide Committees.	45-50
6. Approval of Upgrade of Campus Wireless Network with Use of Remaining Tech Refresh Bond Funds and College HEERF Funds.	51-54
7. Approval of Contract with Gartner, Inc. for IT Consulting.	55-61
8. Approval of Three-Year Contract with Pluralsight for ISS Team Training.	62-64
9. Approval of Contract to Hire Subcontractors via Randstad Technologies, LLC for ISS Team.	65-73
10. Approval of MOU Between the Illinois Department of Corrections and Lake Land College for CPR Training.	74-80
11. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120(c)(1), closed session will be called to consider the appointment or employment of a specific employee.	

[Return to Open Session - Roll Call].

12. Appointment of Vice President for Academic Services as Discussed in Closed Session.

- | | |
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| 13. Approval of Human Resources Report as Discussed in Closed Session. | 81-83 |
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V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 652
Webb Hall, Room 081, Mattoon, IL
April 12, 2021

Minutes

Call to Order.

Chair Reynolds called the April 12, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon, IL. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

Roll Call.

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

Trustees Absent: None.

Others Participating via Teleconference: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of March 8, 2021, Regular Meeting.
2. Approval of Minutes of March 8, 2021, Closed Session.

3. Approval of Agenda of April 12, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	179,327.05
Building Fund	\$	61,827.80
Site & Construction Fund	\$	197,556.73
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	36,372.14
Restricted Purposes Fund	\$	420,034.49
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	26,964.93
Student Accts Receivables	\$	209,947.00
Total	\$	1,132,630.14

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

5. Destruction of Tape Recording of October 14, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit 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.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said ICCTA is awaiting additional news regarding the state's FY 2022 budget for community colleges. He is hopeful more information will be available in early May.

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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 Board meeting and he had no report at this time.

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee met recently and had a productive discussion on the following items:

- An update provided by Mr. Mark Niemerg, Farm Manager, on the College's farm. Trustee Cadwell noted a request by Mr. Niemerg that the Board consult with the College's Farm Manager prior to approving any construction project on the perimeter of the campus grounds that could affect farming conditions.
- An Infrastructure and Energy Assessment Report provided by staff with the CTS Group of St. Louis, Missouri, highlighting realized energy savings and infrastructure services for the College since 2007.
- A proposed project with CTS Group to provide a backup generator for the Foundation and Alumni Center (FAC) and the Board and Administration Center (BAC). Trustee Cadwell said he would comment on the Committee's recommendation when this is discussed later in the agenda.

Foundation.

Chair Reynolds highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- Over \$250,000 in Foundation scholarships were awarded to 164 students during our first scholarship cycle, with over 700 students completing a scholarship application. We will have another application/awarding cycle the month of August.
- Our Employee Giving Campaign will kick off later this month and run the month of May. During this campaign we will be partnering with department/division leaders and encouraging employees of Lake Land College to participate in a one-time gift and/or ongoing payroll deductions.
- The final Foundation appeal for this fiscal year will launch in early May. With over \$750,000 in donations for the year, we are still on track to reach our annual fundraising goal of \$1 million.

Student Report.

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Student Trustee Lucas Dudit reported that the Student Government Association recently held a successful election for sophomore delegates and a new student trustee. He said a great group of students were chosen and will do a wonderful job representing the College.

President's Report.

Dr. Bullock said:

- The College summer hours of operation begin the week of May 17th.
- In March 2021, we received \$43,522.09 from the Illinois Department of Corrections (IDOC) toward the FY2021 outstanding balances. A total of \$4,257,345.45 remains outstanding from IDOC.
- We received \$56,710.35 in payments for FY 2021 invoices from the Illinois Department of Juvenile Justice (IDJJ) in March. A total of \$217,030.82 remains outstanding.
- In March, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$669,349.14 and equalization of just over \$1 million. For FY 2021, \$1.6 million remains outstanding for credit hour reimbursement and \$1.6 million for equalization.
- The College received property tax payments totaling just over \$68,286.93 in March.
- Congratulations to Coach Dave Johnson and the Laker Women's Basketball team for winning the Region 24 tournament this past weekend and being seeded number 2 in the NJCAA Division II Women's Basketball Championship tournament. The tournament will take place April 20-24 at Catawba Valley Community College in Hickory, NC.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Joe Fearday, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending March 31, 2021.

Acknowledgement of Community College Month.

Chair Reynolds highlighted the declaration of April 2021 as national Community College Month. She said this is a great opportunity to recognize the vital role Lake Land College plays in our community and in the state. She also read Governor Pritzker's recent proclamation declaring April 2021 as Illinois Community College Month.

Spring 2021 Commencement.

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Ms. Valerie Lynch, Interim Vice President for Student Services, invited Trustees to participate in the Spring 2021 Commencement celebrations on Friday, May 14th that will include a parade to begin at 3 p.m. and a virtual ceremony at 7:30 p.m.

Faculty Focus on Advancing Student Success – Development of Transitional Math.

Ms. Bambi Jones and Ms. Sarah Harley, Mathematics Instructors, presented on the College's development of Transitional Math and their roles as liaisons to area high schools to help more high school graduates be prepared to enter college-level math courses.

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

Ms. Lynch announced that three students, Mr. Lucas Dudit of Pana, Mr. Steve Elam of Mattoon, and Ms. Sara Maxey of Martinsville, were nominated and recognized as members of the All-Illinois Community College Academic Team.

Trustees learned that Student Trustee Dudit was selected as a Gold Scholar on Coca-Cola's 2020 Academic Team. Only 50 students from across the country received this designation. Mr. Dudit will receive a \$1,500 scholarship from the Coca-Cola Scholar's Foundation and be recognized at the PTK Catalyst Annual Convention being held virtually this year.

Ms. Lynch and Chair Reynolds congratulated Student Trustee Dudit and these PTK students for their outstanding achievements!

Curriculum Committee Update.

Mr. Jon Althaus, Vice President for Academic Services, presented highlights on activities by the Curriculum Committee from October 2020 to February 2021.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Annual Organizational Meeting scheduled for April 29, 2021, Commencement scheduled for May 14, 2021, a Board Retreat scheduled for May 19, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of Proposed Revisions to Board Policies 05.04.15- *Absence Due to Inclement Weather.*

Dr. Bullock requested the Board approve proposed revisions to the above-referenced Policy. He said the administration has received no questions or concerns since these proposed revisions were presented as first reading during the March 2021 regular meeting.

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Trustee Storm moved and Trustee Curtis seconded to approve as presented revisions to Board Policy 05.04.15 – *Absence Due to Inclement Weather*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of February 2021 Financial Statements.

Trustees reviewed the February 2021 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, regarding a narrative update for the Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Walk moved and Trustee Sullivan seconded to approve as presented the February 2021 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 Duduit voted yes.

Absent: None.

Motion carried.

Approval of Honorable Dismissal Notice and Authorization for Reemployment Upon Continuation of Grant-Funded Programs.

Trustees reviewed a memorandum request from Ms. Dustha Wahls, Director of Human Resources, and heard a concurring recommendation from Dr. Bullock that the Board approve sending honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College assigned to the following IDOC grant-funded programs:

- Kewanee Life Skills Re-Entry Center
- East Moline Correctional Center
- Shawnee Correctional Center
- Vienna Correctional Center

Ms. Wahls and Dr. Bullock also requested authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants programs. Dr. Bullock noted there are no faculty for whom this provision would apply. He said that although

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this is a practice we regret having to enact, the administration feels it is in the College's best interest in the event the anticipated grant funds are not received.

Trustee Cadwell moved and Trustee Wright seconded to approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College assigned to the following IDOC grant-funded programs:

- Kewanee Life Skills Re-Entry Center
- East Moline Correctional Center
- Shawnee Correctional Center
- Vienna Correctional Center

Additionally, grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grant programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

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

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

Trustee Storm moved and Trustee Curtis seconded to certify as presented the 2021 winners of the sophomore SGA delegates election, the student trustee election and seat Ms. Katherine (Katie) Greuel as the 2021-2022 student trustee effective April 15, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Chair Reynolds thanked outgoing Student Trustee Duduit for his outstanding service in representing the Lake Land College student body this past year.

Approval of Property, Casualty, and Liability Insurance Renewal.

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Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the property, casualty and liability insurance bid submitted by Employers Mutual Casualty (EMC), in the amount of \$153,473, for the coverage period April 15, 2021 through April 15, 2022. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant, solicited bids from several providers, with four quotes being received and EMC provided the lowest bid. Trustees learned the proposed bid from EMC represents an increase of \$7,092 or 4.84% in costs for the current policy year that expires April 15, 2021

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the property, casualty and liability insurance bid from Employers Mutual Company (EMC), in the amount of \$153,473 for the upcoming policy year April 15, 2021, through April 15, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Gift-in-kind Donation from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of a disc golf basket valued at \$500 from the Lake Land College Foundation.

Trustee Sullivan moved and Trustee Storm seconded to accept as presented the gift-in-kind donation of a disc golf basket valued at \$500 from the Lake Land College Foundation. Chair Reynolds expressed the Board's appreciation to the Coles County Disc Golf Club for originally making this generous donation to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Academic Calendars for 2022-2023 and 2023-2024.

Trustees reviewed a recommendation from Ms. Lynch, on behalf of the Academic and Enrollment Calendar Committee, regarding recommended academic calendars for 2022-2023 and 2023-2024. Trustees also reviewed details of the draft calendars. Ms. Lynch reported the recommended calendars comply with requirements established in relevant College Board

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Policies, the Illinois Community College Board, and the Agreement between the Lake Land College Faculty Association and the Board of Trustees

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the academic calendars for 2022-2023 and 2023-2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Transition to First Mid Bank & Trust of Mattoon for College Credit Card Vendor Servicing.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the transition of the College Credit Card Vendor Servicing from Fifth Third Bank to First Mid Bank and Trust of Mattoon. Mr. Nuxoll reported the transition to First Mid Bank and Trust will consolidate all of our banking related activities under one organization and that the Card services provided by First Mid Bank & Trust include robust reporting capabilities that will allow us to better automate the credit card transaction process for over 100 cardholders in the future. Trustees learned that this transition will provide enhanced security features that will aid the College in preventing any fraudulent charges. Trustees also learned that services for our current provider, Fifth Third, are no longer available locally within the district.

Trustee Curtis moved and Trustee Walk seconded to approve the transition of the College Credit Card Vendor Servicing from Fifth Third Bank to First Mid Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Project for Backup Generator and Related Installation for the Foundation and Alumni Center and the Board and Administration Center.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced project. Trustees learned:

- The Foundation and Alumni Center and the Board and Administration Center are currently not connected to any backup source, and all campus buildings should have emergency power backup.

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- As an addendum to our pre-existing energy savings contract, the College used CTS Group of St. Louis, Missouri, to lead the project in areas of cost estimating, bid administration, engineering and design, which are all professional services. After CTS prepared and received bids for the entirety of the project, the anticipated total project cost for installation of the backup diesel generator and related concrete work is \$126,024.
- The project proposal includes related installation costs, including placement of nine concrete filled, black painted bollards to cover and protect the geothermal caps located near the proposed installation area.

Trustee Cadwell, Buildings and Site Committee Chair, said the Committee has reviewed and discussed in-depth this recommendation. He said the Committee's consensus was to recommend to the Board approval of the proposed project as presented.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented a proposed project with the CTS Group of St. Louis, Missouri, to allow the College to move forward in providing emergency backup power to the Foundation and Alumni Center and the Board and Administration Center at an estimated cost of \$126,024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report.

Trustee Wright motioned and Student Trustee Dudit seconded to approve as presented the standard Human Resources Report.

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

Pender, Diane	2/9/21-2/28/21
Weilmuenster, Diane	2/4/21-3/15/21

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Burton, Jack	Human Resources Assistant	3/19/21
	Primary Position-Tutor	
Clark, Macy	Covid-19 Checkpoint Screener	3/22/21

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Denning, Haili	Primary Position-Bookstore Rush worker Head Cheer Coach Primary Position- Allied Health BNA Adjunct	3/11/21
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Part-time - Grant Funded Dowds, Kayla	Tutor-Student Carl Perkins	2/22/21
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Primary Position-Tutor
 End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time Burton, Jack	Tutor-Student Community Education, Tutor-Disability Services - Student, Tutor-Student Carl Perkins	3/18/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time Aitken, Brittany	Community Outreach Coordinator	4/19/21
Coartney, Blake	Groundskeeper	4/26/21
Homann, Ashley	Administrative Assistant Allied Health-Dental	4/12/21

Part-time

Bartley, Ashley	Athletic Trainer Extender	3/16/21
Hunt, Hannah	Navigator Sales Assistant	2/24/21
	Newspaper Editor - Student Newspaper	2/24/21
Smith, Molly	Admissions and Records Data Entry Assistant	3/29/21
Stokes, Samantha	Newspaper Editor - Student Newspaper	2/24/21
Taylor, Shayla	Newspaper Editor - Student Newspaper	2/24/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time Fennelly, John	Correctional Custodial Maintenance Instructor	4/2/21
Harrington, Elizabeth	Adm Asst to Dean of Correctional Prog	4/2/21
Ingmire, Randall	Associate Dean of Correctional Programs	3/5/21
Kremer, Monica	Community Outreach Coordinator	3/19/21
Lanthrum, Dennis	Correctional Commercial Cooking Instructor	3/5/21
McCullum, William	Associate Dean of Correctional Programs	3/31/21
Simmons, Eric	Correctional Auto Body Instructor	3/26/21
Spence, Latrina	Correctional Cosmetology Instructor	4/2/21
Weber, Jeffrey	Correctional Career Technology Instructor	3/15/21
Weilmuenster, Diane	Correctional Office Assistant	4/5/21

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Part-time

Arndt, Toni	Adjunct Faculty Technology Division	3/8/20
Hetland, Cherie	Financial Aid Outreach Coordinator	3/12/21
Lee, Christina	Adjunct DOC College Funded Instructor	3/9/21
Lucht, Hailey	Covid-19 Checkpoint Screener	3/22/21
Martinez Montes de Oca, Yesica	Tutor - Bachelor's Community Ed	8/23/20
McCarter, David	Adjunct DOC College Funded Instructor	3/8/20
O'Connor, Margaret	Adjunct DOC College Funded Instructor	3/8/21
Phillips, Clark	Adjunct DOC College Funded Instructor	3/8/20
Saril, Hannah	College Work Study - Adult Education	2/25/21
Sharp, Kennedy	Student Success Coach Trio Dest College	4/2/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Hedges, Jennifer	Director of Financial Aid and Veteran Services Transferring from Financial Aid Loan Specialist	4/19/21
Part-time		
Burton, Jack	Human Resources Assistant	3/30/21
Gillespie, Alex	Adjunct Faculty Social Science Division	3/31/21

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:07 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Lake Land College Board of Trustees
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Board Chair

Board Secretary

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

Lake Land College
Board of Trustees
District No. 517



Special Board Meeting
Webb Hall, Room 081, Mattoon, IL
April 29, 2021

Minutes

Call to Order.

Chair Doris Reynolds called the special meeting of the Lake Land College Board of Trustees to order at 9:00 a.m. in Webb Hall, room 081, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

Roll Call.

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

Trustees Absent: Student Trustee Katie Greuel.

Others Participating via Teleconference: None.

Others Present: 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; and members of the staff and media.

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.

Approval of Resolution No. 0421-013 to Acknowledge Results of the April 6, 2021, Board of Trustees Election.

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Trustee Wright motioned and Trustee Curtis seconded to approve Resolution No. 0421-013 as presented to certify and proclaim that, as a result of the election held April 6, 2021, Mr. Gary Cadwell and Mr. Thomas Wright were each elected to serve a six-year term on the Board of Trustees of Community College District No. 517. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Adjournment Sine Die.

Trustee Storm motioned and Trustee Curtis seconded to adjourn sine die at 9:02 a.m.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Organization of the Board.

Seating of Newly Elected Board Members.

Chair Reynolds congratulated incumbent Trustees Mr. Gary Cadwell and Mr. Tom Wright.

Call to Order and Appointment of Secretary Pro Tem.

Chair Reynolds called the meeting to order at 9:02 a.m. and appointed Trustee Wright to act as secretary pro tem.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Mr. Kevin Curtis, Ms. Doris Reynolds, Mr. David Storm, Mr. Mike Sullivan, Ms. Denise Walk and Mr. Thomas Wright.

Trustees Absent: Student Trustee Katie Greuel.

Election of Chairperson Pro Tem.

Trustee Storm nominated Trustee Sullivan to act as Chairperson Pro Tem. Trustee Curtis seconded the nomination.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Election of Secretary Pro Tem.

Trustee Storm nominated Trustee Wright to the position of Secretary Pro Tem. Trustee Sullivan seconded the nomination.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Election of Board Chair and Length of Term.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Election of Board Vice-Chair and Length of Term.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Election of Board Secretary and Length of Term.

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

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

Approval of Resolution No. 0421-014 to Appoint College Treasurer and Approval of Surety Bonds.

Trustee Walk motioned and Trustee Cadwell seconded to Approve Resolution No. 0421-014 as presented 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.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Approval of Resolution No. 0421-015 to Authorize the College Treasurer to Act as College Fiscal Agent.

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Trustee Storm motioned and Trustee Curtis seconded to Approve Resolution No. 0421-015 as presented to authorize the Treasurer to act as the College's fiscal agent. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

Recognition of Outgoing Board Chairman.

Chair Sullivan presented a plaque to outgoing Chair Reynolds and thanked her for her outstanding service as Board Chair during the past two years.

Approval of Use of Remaining Tech Refresh Bond Proceeds for Campus Wide Technology Infrastructure Upgrades.

Trustees heard a recommendation from President Bullock and Mr. Nuxoll for the Board to approve the use of remaining Tech Refresh Bond proceeds for campus wide technology infrastructure upgrades. Trustees reviewed a memorandum from Mr. Nuxoll with this recommendation and two project proposals from CDW-G of Vernon Hills, to fund the purchase of related IT equipment, namely core switches, for all buildings on campus along with the data center. Trustees learned the purchase of the equipment is split between two separate orders from CDW-G, with one order totaling \$471,392.04 and one totaling \$92,939.76, for a total aggregate amount of \$564,331.80. Mr. Nuxoll said CDW-G is an approved vendor under the Illinois Public Higher Education Cooperative, which alleviates the need to seek bids on the above related equipment. Mr. Nuxoll noted an error in his memorandum regarding the total amount remaining in the Tech Refresh Bond proceeds, with the correct amount remaining as \$1.8 million.

Trustee Cadwell motioned and Trustee Storm seconded to approve as presented the use of remaining Tech Refresh Bond proceeds for campus wide technology infrastructure upgrades, including the purchase of IT equipment split between two separate orders from CDW-G of Vernon Hills, Illinois, with one order totaling \$471,392.04 and one totaling \$92,939.76, for a total aggregate amount of \$564,331.80

There was no further discussion.

Roll Call Vote:

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

Absent: Student Trustee Greuel.

Motion carried.

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Adjournment.

Trustee Reynolds moved and Trustee Curtis seconded to adjourn the meeting of the Lake Land College Board of Trustees at 9:16 a.m.

Motion carried with unanimous voice vote approval.

Approved By:

Board Chair

Board Secretary

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Valerie Lynch, Interim Vice President for Student Services
DATE: May 5, 2021
RE: 2020-2021 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 Zoom, which allowed student journalists across the state to learn from informative speakers and celebrate the award winners. The Navigator News is advised by Dustyn Fatheree, Student Life Specialist.

1st Place: Madelyn Kidd for Sports Feature

Jess Oakley for Arts Review

Navigator Staff for Mike Foster General Excellence

2nd Place: Breanna Moore for Page Design

Austin Wendling for Sports Photo

3rd Place: Brett Sawyer for Editorial Cartoon

Navigator Staff for Website

Honorable Mentions:

Jess Oakley for Headline

Michael Grovier for News Photo

Congratulations to the students who received an award! The Navigator will continue to strive to create innovative and high-quality content for the Lake Land community.

Calendar of Events

Monday, May 10, 2021	6 p.m. – Board Meeting – Webb Hall 081
Friday, May 14, 2021	Commencement Celebrations 3 p.m. – Parade on Campus 7:30 p.m. – Virtual Commencement
Wednesday, May 19, 2021	12 p.m. – 5 p.m. - Board Retreat – Foundation and Alumni Center
Fridays, May 21 – August 13, 2021	Energy Savings Summer Hours. College is Closed on Fridays.
Friday, June 4, 2021	ICCTA Annual Convention and Trustee Training Sessions Marriott Bloomington-Normal Hotel & Conference Center
Thursday, June 10, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, June 14, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 8, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, July 12, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 5, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, August 9, 2021	6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, September 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 17, 2021	Foundation Golf Classic
Thursday, October 7, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, October 11, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, November 4, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: May 4, 2021

RE: Proposal for COVID-19 Recovery Support for Student Withdrawals During Pandemic

Since Spring 2020, Lake Land College students have worked diligently to continue pursuit of their educational goals despite additional challenges and unpredictable changes many of them faced as the result of the COVID-19 pandemic. During the Spring, Summer and Fall 2020 terms, the Illinois Community College Board approved, and the College allowed, students the option of requesting a Pass or Withdrawal grade following assignment of course grades at the end of the semester. Although the College was not able to provide the same option for Spring 2021, we know that continued challenges have resulted in students needing to withdraw from a class prior to successfully completing it.

We would like to recognize the challenges that many of our students have faced with academic progress throughout the COVID-19 pandemic and financially support them in re-taking some of the credit hours that they previously paid for, and then found it necessary to withdraw from, during this time.

Our proposed "COVID-19 Recovery Support" program will provide a Fall 2021 tuition award (waiver) equivalent to the credit hours a student withdrew from during the past year (Spring, Summer or Fall 2020 and Spring 2021) up to a maximum of five (5) credit hours (\$552.50). Our goal is to help students "recover" some of the credit hours lost through withdrawal and to encourage and support them in continuing their Lake Land College education.

Approximately 1,500 – 1,800 students could benefit from this Recovery Support initiative (final numbers for Spring 2021 are not available at this time). If all students took advantage of this opportunity at the maximum allowable award (\$552.50), we would be "giving back" to students nearly \$1 million dollars of tuition dollars that resulted in a withdrawal. All funds to support this initiative will be provided through the use of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA).

With your support, I would like to submit this request to the Board of Trustees for approval at their May 10 meeting. I am happy to provide additional information or address any questions that you or board members may have. Thank you.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: April 28, 2021

RE: March 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of March for Fiscal Year 2021.

Areas of Concern:

- We are comfortable that we do not have any significant budgetary areas of concern through March 2021 of FY2021. We continue to closely monitor the COVID-19 Pandemic situation along with Illinois State Budget issues 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 2021 revenue was \$1,998,439 resulting in a favorable variance of \$758,005 compared to the budgeted level. Year to date, total revenue is favorable to budget by \$762,335.
- *Expenditures* – Total March 2021 expenditures were \$2,180,513 resulting in an overall favorable variance of \$51,859. Year to date, expenditures remain favorable overall by \$4,620,117 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$6,694 while the year to date variance is favorable to the amount of \$654,762. We expect the year to date variance to normalize by the end of the current fiscal year.
- *ICCB Credit Hour Grant* – We received \$464,144 in credit hour grant payments in March 2021 resulting in a favorable monthly variance of \$88,164. Year to date, this area is unfavorable by \$19,991. Any variances are timing related as we typically receive a larger payment in the first 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 received \$1,052,026 in equalization payments in March 2021 resulting in a favorable monthly variance of \$510,202. The ICCB Equalization Grant revenue is unfavorable to budget by \$142,298 YTD. The unfavorable variance is 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 2021 had a favorable variance for tuition of \$10,995 and a favorable variance in fees in the amount of \$69,002. Year to date, there is a favorable variance for tuition of \$956,461 and an unfavorable variance for fees of \$222,130. The variance in tuition revenue is attributable to enrollment exceeding budgeted enrollment levels. The fees revenue variances to budget is unfavorable YTD due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is unfavorable \$11,029 month to date and an unfavorable year to date variance of \$361,098. The variances are unfavorable mainly due to the fact that we have only received approximately 50% of CTE grant revenue for the year thus far. The variance should improve once CTE grant revenue is received through the year.
- *Other Revenue* – Other revenue is favorable by \$83,978 month to date and unfavorable by \$169,347 year to date. The year to date variances are unfavorable due to reduced CBI and CDL offerings during the summer due to the COVID-19 pandemic.
- *Gifts in Kind* – Gifts in Kind revenue is favorable by \$65,976 year to date.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in March 2021 of \$101,989. Year to date the salary and wage area remains favorable by \$2,575,486. The YTD favorable variance is expected to remain favorable for the year as due to the pandemic and lower enrollment the College did not hire as many adjunct professors and paid less overload pay to full-time faculty. Also, a few positions were not filled due to the pandemic and a few positions were filled at a lower rate of pay.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in March 2021 in the amount of \$9,547. Year to date this area is favorable by \$139,066.
- *Instructional* – The Instructional expenditures had an unfavorable variance in March 2021 of \$29,892. There is a favorable variance of \$1,979,041 for the year. The YTD variance is mainly attributable to favorable variances in salary and wages in the amount of \$1,628,066 along with favorable variances in all nearly all other line items.
- *Academic Support* – The Academic Support expenditures had an unfavorable variance in March 2021 of \$900. Year to date, the Academic Support expenditures are favorable by \$129,859.

- *Student Services* – The Student Services expenditures had a favorable variance in March 2021 of \$15,032. Year to date, the Student Service expenditures are favorable by \$169,649.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable March 2021 variance of \$16,618. Year to date, this area is favorable by \$192,532.
- *Operations & Maintenance* – The Operations and Maintenance had a favorable March 2021 variance in the amount of \$11,421. Year to date, this area is favorable by \$202,861.
- *Institutional Support* – The Institutional Support expenditures had a favorable March 2021 variance of \$40,646. Year to date, the Institutional Support expenditures are favorable to budget by \$1,835,358 with the most significant favorable budget line items of \$602,109 in salary and wages, \$444,600 in general material and supplies and \$270,000 in strategic initiatives.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for March 2021 of \$1,065. Year to date, this area is unfavorable by \$651,517. The unfavorable variance is attributable significantly due to the College providing more athletic scholarships to international athletes than anticipated in FY 2021.

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.

Board Meeting – May 2021
Fund 03, 04, 05, 06, 11 and 12 Financial Statement Talking Points

Fund 03 - Operational and Maintenance Restricted Funds

- The revenues are over budget by \$109,898 and expenditures were under budget by \$1,599,970.
 - As projects in progress are completed, the expenditure variance should normalize.

Fund 04 – Bond and Interest Fund

- The revenues were under budget by \$122,399 and expenditures were over budget by \$15,234.
 - The revenues should normalize as additional real estate tax monies are collected the remainder of the fiscal year.

Fund 05 – Auxiliary and Enterprise Funds

- The revenues were over budget by \$119,975 and expenditures were under budget by \$505,477.
 - Student life has revenue but zero budgeted revenue. The revenue is activity fees and we do not allocate them until year end. Ultimately, this amount will not actually stay in student life but be allocated out to all of the other areas like athletics, Ag judging, etc.
 - With athletics being shut down due to COVID during the fall semester, the expenditures are under budget YTD by \$108,133. Meanwhile, Student Life expenditures are under budget by YTD \$125,399 resulting from fewer activities and the remote learning environment.

Fund 06 – Restricted Funds

- Overall revenue is \$9,212,800 below budget.
- Overall expenditures are \$16,990,769 below budget.
 - Revenue is lower compared to budget due to timing issues of payments received with DOC revenue of \$7,790,838 making up a significant portion of the variance.
- With grant related revenue line items, the expenditures typically do not occur unless the grant revenue is available; thus if the grant revenue is below budget, the expenditures related to the grant will also be below budget.
- We included the CARES Act Funds for Students and the Institution in both revenue and expense, and of course we did not budget for such funds.

Fund 11 – Audit Fund

- The revenues are under budget by \$2,341 and expenditures were under budget by \$3,315; no significant variance rationale to report.

Fund 12 – Tort Fund

- The revenues are under budget by \$42,866 and expenditures were under budget by \$4,343.

The revenues should normalize as additional real estate tax monies are collected the remainder of the fiscal year.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,404,473.22	1,506,462.19	101,988.97	Salary and Wages	12,540,802.95	15,116,288.57	2,575,485.62
327,359.12	336,905.72	9,546.60	Employee Benefits	2,814,551.53	2,953,617.13	139,065.60
202,263.56	129,250.80	(73,012.76)	Contractual Services	994,005.63	1,100,907.61	106,901.98
92,827.37	83,327.59	(9,499.78)	General Materials and Supplies	1,232,305.43	1,974,834.62	742,529.19
5,934.95	30,016.46	24,081.51	Travel and Meeting Expenses	25,328.11	208,347.75	183,019.64
35,232.07	23,382.51	(11,849.56)	Fixed Charges	474,431.74	459,901.59	(14,530.15)
96,788.78	114,559.23	17,770.45	Utilities	853,655.27	945,508.32	91,853.05
5,191.00	3,277.50	(1,913.50)	Capital Outlay	37,112.41	79,483.14	42,370.73
9,377.45	1,440.00	(7,937.45)	Contingency Funds	282,714.72	475,545.84	192,831.12
-	3,750.00	3,750.00	Other Expenditures	450,022.19	637,000.00	186,977.81
2,179,447.52	2,232,372.00	52,924.48	Total	19,704,929.98	23,951,434.57	4,246,504.59

Lake Land College
FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$8,019,257	\$9,647,324	\$1,628,066	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$414,766	\$463,239	\$48,473	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$1,218,293	\$1,322,366	\$104,073	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$208,610	\$331,329	\$122,719	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$658,789	\$728,835	\$70,045	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$2,021,087	\$2,623,196	\$602,109	\$3,503,366		\$3,503,366	\$3,503,366
Total Salary and Wages	\$12,540,803	\$15,116,289	\$2,575,486	\$18,728,804	\$0	\$18,728,804	\$18,728,804

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,474,335	\$1,583,542	\$109,207	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$93,367	\$115,855	\$22,488	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$313,053	\$299,501	(\$13,552)	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$38,218	\$43,020	\$4,803	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$237,096	\$248,529	\$11,434	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$658,483	\$663,169	\$4,686	\$1,315,695		\$1,315,695	\$1,315,695
Total Employee Benefits	\$2,814,552	\$2,953,617	\$139,066	\$4,393,919	\$0	\$4,393,919	\$4,393,919

Mar-21	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,510,264	1,573,444	(63,180)	1,507,896	1,573,422
Bond Proceeds	-	-	-	8,565,000	
Loan Proceeds	-	-	-	9,025,000	
Investment Income	173,078	-	173,078	(220,321)	
Total Revenues	1,683,342	1,573,444	109,898	18,877,576	1,573,422
Expenditures:					
Student Center Renovations : Buildi	3,265	-	(3,265)	4,254,799	-
Construction Proj : Site Improvemen	402,345	870,000	467,655	595,594	870,000
PHS Projects : Site Improvements	-	-	-	-	-
New Site: Sire Improvements	2,063,990	3,199,570	1,135,580	99,771	3,199,570
Other	-	-	-	9,571,556	-
Total Expenditures	2,469,600	4,069,570	1,599,970	14,521,720	4,069,570
Excess of Revenues over Expenditures & Transfers	(786,259)	(2,496,126)	1,709,867	4,355,856	(2,496,148)

Mar-21	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,427,680	6,596,250	(168,570)	6,708,530	6,596,250
General : Investment Income	46,171		46,171	-	-
General : Transfer from Other Funds	-		-	(850)	163,000
Total Revenues	6,473,851	6,596,250	(122,399)	6,707,680	6,759,250
Expenditures:					
Work Cash Bonds : Debt Principal Pa	-	-	-		-
Work Cash Bonds : Interest on Debt	-	-	-		-
Work Cash Bonds : Other Fixed Charg	-	-	-	600	-
Funding Bonds : Debt Principal Paym	6,339,982	6,340,000	18	6,089,991	6,340,000
Funding Bonds : Interest on Debt	223,677	208,125	(15,552)	325,814	416,250
Funding Bonds : Other Fixed Charges	1,200	1,500	300	1,600	3,000
Funding Bonds : Bond Is	-	-	-	136,350	-
Administration : Intere	-	-	-		-
Total Expenditures	6,564,859	6,549,625	15,234	6,554,355	6,759,250
Excess of Revenues over Expenditures & Transfers	(91,009)	46,625	(137,634)	153,325	-

Mar-21	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	342	15,000	(14,658)	1,027	15,000
Athletics	-	-	-	-	550,902
Fitness Center	36,614	55,026	(18,412)	41,213	55,000
Bookstore	475,281	477,063	(1,782)	583,955	636,084
Print Shop	444,602	500,799	(56,197)	587,267	638,066
Food Service	117	5,050	(4,933)	11,908	7,600
College Farm	128,795	94,675	34,120	102,220	94,675
Comm Choir	-	-	-	-	5,100
Student Life	181,836	-	181,836	202,813	259,208
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	515,000
Total Revenues	1,267,587	1,147,613	119,975	1,530,403	2,808,235
Expenditures:					
Ag Judging	16,346	27,906	11,560	36,043	31,108
Auto Shop	277	15,000	14,723	1,095	15,000
Athletics	404,816	512,948	108,133	411,607	604,109
Fitness Center	45,176	84,554	39,378	51,413	104,497
Bookstore	486,206	508,459	22,254	570,674	674,621
Print Shop	414,636	465,134	50,498	570,138	599,489
Food Service	9,375	7,687	(1,688)	7,447	10,349
College Farm	55,884	159,996	104,113	46,567	168,846
Comm Choir	-	5,100	5,100	3,612	5,100
Student Life	97,907	223,306	125,399	187,556	252,646
WLKL Radio	-	950	950	126	1,100
Tuition Waivers	599,942	625,000	25,058	636,909	625,000
Total Expenditures	2,130,564	2,636,042	505,477	2,523,187	3,091,866
Excess of Revenues over Expenditures & Transfers	(862,977)	(1,488,429)	625,452	(992,784)	(283,631)

Mar-21	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	273,797	365,785	(91,988)	208,681	496,515
Pathways	315,791	307,439	8,351	265,927	409,919
Perkins	329,383	345,432	(16,049)	187,032	437,868
WIOA	1,923,203	2,341,115	(417,912)	2,210,190	3,067,587
College Work Study	2,390	75,000	(72,610)	29,478	75,000
GAST	28,200	14,000	14,200	13,200	14,000
IL Cooperative Work Study	22,282	18,000	4,282	18,063	18,000
IPRF Grant	26,494	44,000	(17,506)	40,943	44,000
Veterans Services	76,138	537,000	(460,862)	93,954	537,000
ISAC MAP	457,269	760,000	(302,731)	516,423	760,000
Department Of Education	4,278,977	5,481,404	(1,202,427)	5,480,474	5,481,404
Direct loans	1,111,123	2,068,000	(956,877)	1,379,054	2,068,000
Corrections	1,674,926	9,465,764	(7,790,838)	3,192,421	12,551,352
Privately Funded/ Misc. Grants	448,436	85,000	363,436	125,985	85,000
TRIO SSS	204,675	204,798	(123)	187,443	265,801
TRIO DC	218,373	235,577	(17,204)	204,542	308,702
CARES/CRRSA	1,744,057	-	1,744,057	-	-
Total Revenues	13,135,513	22,348,314	(9,212,800)	14,153,810	26,620,148
Expenditures:					
Adult Ed	325,061	774,746	449,685	348,278	496,515
Pathways	275,581	667,601	392,021	293,265	409,919
Perkins	329,383	594,351	264,968	243,655	437,868
WIOA	2,045,018	5,287,020	3,242,002	2,380,701	3,067,587
College Work Study	2,715	146,324	143,609	33,238	75,000
GAST	2,560	28,000	25,440	-	14,000
IL Cooperative Work Study	(310)	36,000	36,310	9,033	18,000
IPRF Grant	12,333	44,000	31,667	14,148	44,000
Veterans Services	230,895	1,574,000	1,343,105	230,621	537,000
ISAC MAP	917,126	1,520,000	602,874	945,998	760,000
Department of Education	4,376,547	10,961,872	6,585,325	5,517,524	5,481,404
Direct loans	1,112,339	3,742,321	2,629,982	1,384,335	2,068,000
Corrections	6,514,143	9,465,767	2,951,624	6,557,255	12,551,352
Privately Funded/ Misc. Grants	310,284	170,000	(140,284)	41,322	85,000
TRIO SSS	224,191	419,164	194,973	204,109	265,801
TRIO DC	244,487	504,637	260,150	239,262	308,702
CARES/CRRSA	2,022,682	-	(2,022,682)	-	-
Total Expenditures	18,945,035	35,935,804	16,990,769	18,442,744	26,620,148
Excess of Revenues over Expenditures & Transfers	(5,809,522)	(13,587,490)	7,777,968	(4,288,934)	-

Mar-21	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	87,659	90,000	(2,341)	61,173	90,000
Total Revenues	87,659	90,000	(2,341)	61,173	90,000
Expenditures:					
Admin Staff Ful	17,165	18,429.29	1,265	16,951	24,821.74
Support Staff F	10,704	11,642.52	939	10,534	15,666.04
Medical Benefit	6,470	7,080.00	610	6,423	9,517.37
Life Insurance	19	20.70	1	19	27.60
Audit Services	46,000	46,000.00	-	42,750	46,000.00
Printing	-	500.00	500	537	500.00
Total Expenditures	80,358	83,673	3,315	77,214	96,533
Excess of Revenues over Expenditures & Transfers	7,301	6,327	974	(16,041)	(6,533)

Mar-21	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,482,134	1,525,000	(42,866)	1,300,262	1,525,000
Misc Income			-	-	
Total Revenues	1,482,134	1,525,000	(42,866)	1,300,262	1,525,000
Expenditures:					
Student Services	76,107	132,466	56,358	81,602	114,892
Operations and Maintenance	132,718	165,305	32,587	149,514	280,090
Police Dept	352,607	343,474	(9,132)	357,383	446,065
Institutional Support	95,160	107,111	11,951	71,117	144,236
Fixed Charges-ins	713,744	617,636	(96,107)	560,469	846,360
Total Expenditures	1,370,335	1,365,992	(4,343)	1,220,086	1,831,643
Excess of Revenues over Expenditures & Transfers	111,799	159,008	(47,209)	80,176	(306,643)



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: April 22, 2021

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.

Please note the Board, from action taken during the April 12, 2021 regular meeting, has already approved the sending of honorable termination notices to permanently federally grant-funded, full-time and part-time employees of Lake Land College assigned to the following IDOC grant-funded programs:

- Kewanee Life Skills Re-Entry Center
- East Moline Correctional Center
- Shawnee Correctional Center
- Vienna Correctional Center

This request is for all other permanently federally grant-funded, full-time and part-time employees of Lake Land College.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC:
DATE: May 4, 2021
RE: Surplus Equipment

Below are items that have become surplus. They are obsolete and have little value to the college:

- 1 – Marathon 2100R Fixed Angle Rotor Centrifuge
- 1 – Barnstead Mega-Pure System (MP-3A) Water distillation System

As with past surplus items, we will seek the best financial route to follow in disposing of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.



MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 3, 2021
RE: College-Wide Standing Committees FY 2022

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2022 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 2021-2022

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: Interim VP for Student Services

Committee Assistant: Administrative Assistant to Interim VP for Student Services

Members:

Director of Marketing & Public Relations

Comptroller

Academic Counselor/Coordinator for Orientation

Director of Grants and Academic Operations

Chief Information Officer

Dean of Admissions Services

Financial Aid Representative

Manager of Bookstore and Textbook Rentals

One Teaching Faculty

One Career Division Chair

One Transfer Division Chair

Sponsor: Interim 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 & Interim 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: Interim VP for Student Services

Committee Assistant: Administrative Assistant to Interim VP for Student Services

Members:

Dean of Admissions Services

One Academic Counselor

One Division Chair

Two Faculty

Student selected by Student Government Association

Sponsor: Interim 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 2021-2022

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: Interim 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 and Reporting

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

Director of Institutional Research and Reporting and Reporting

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 and Reporting

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 2021-2022

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

Interim 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 2021-2022

Inclusion and Diversity Education Committee

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

Chair: Coordinator of International Studies Program

Committee Assistant: Administrative Assistant to Student Life

Members

Director of Student Life
 Coordinator of International Studies Program
 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: Interim 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: Chief Information Officer

Committee Assistant: Administrative Assistant to the VP of Business Services

Members:

Dean of Admissions and Records
 Chair for Counseling
 Director of Enterprise Applications
 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 and Reporting

One Faculty Member

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
 Interim VP for Student Services
 Dean for Workforce Solutions & Community Education
 Director of Marketing and Public Relations
 Senior Executive to the President
 Chief Information Officer
 One Faculty Member
Sponsor: President

Occupational Safety Committee

Lake Land College Standing Committees 2021-2022

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

Chair: Sr. Human Resources Generalist and College Compliance Coordinator

Committee Assistant: Employment Specialist

Members:

College Nurse

Director of Physical Plant

One Custodial Staff

One Paraprofessional

Two Faculty

One Administrator/Supervisory

Sponsor: VP for Business Services

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:

Chief Information Officer

Director of Institutional Research and Reporting

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: May 5, 2021

RE: Approval of Upgrade of Campus Wireless Network with Use of Remaining Tech Refresh Bond Funds and College HEERF Funds.

The College is in need of upgrading its technology infrastructure, specifically upgrading the College's wireless networks at all campus locations. Once complete, the College would have the newest technology currently available for all buildings, all parking lots and ball fields.

The costs of the wireless network upgrades would be for equipment, software and support.

The College has approximately \$1.23 million of Tech Refresh Bond proceeds remaining from the 2017, 2018 and 2020 bond issuances that can be used for hardware equipment purchases. Additionally, the College has governmental provided HEERF funds to support any costs related to enhancing the College distance learning and remote environment.

I recommend using a portion of the remaining and available bond proceeds to fund the purchase of related IT equipment, namely Wireless Hot Spots, for all buildings. The purchase of the equipment from CDW-G totals \$65,714.65.

In addition to the equipment necessary to upgrade the College's wireless networks, I recommend the College use HEERF funds to buy the related software and technical support from CDW-G needed with the Wireless Hot Spot purchase. The cost of the software and support for the wireless network upgrade amounts to \$67,115.27.

The aggregate cost of the entire project including equipment, software and licensing is \$132,829.92.

CDW-G is an approved vendor under the Illinois Public Higher Education Cooperative which alleviates the need to seek bids on the above related equipment.

I respectfully ask the Board to approve the use of a portion of the remaining Tech Refresh Bond proceeds to purchase the above-mentioned IT equipment necessary to upgrade the College's wireless networks at all campus locations. In addition, I ask the board to use the College's HEERF funds to purchase the software and support needed with the Wireless Equipment.



QUOTE CONFIRMATION

DEAR JAMES WESTENDORF,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LZGJ375	3/10/2021	WIRELESS 5K CLEARPASS	2022046	\$132,829.92


QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>HPE Foundation Care Software Support 24x7 - technical support - for Aruba C</u> Mfg. Part#: H2XX0E UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	175	4362450	\$178.55	\$31,246.25
<u>HPE Foundation Care Software Support 24x7 - technical support - for Aruba V</u> Mfg. Part#: H5UC6E UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: MARKET	1	5196107	\$7,417.95	\$7,417.95
<u>HPE Foundation Care Software Support 24x7 - technical support - for Aruba V</u> Mfg. Part#: H5UE6E UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	1	4574265	\$6,256.48	\$6,256.48
<u>HPE Foundation Care Software Support 24x7 - technical support - for Aruba C</u> Mfg. Part#: H9WX9E UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	1	4907594	\$1,153.25	\$1,153.25
<u>HPE Aruba AP-270-MNT-H1 - network device mounting kit</u> Mfg. Part#: JW054A UNSPSC: 31162313 Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	25	4360934	\$37.63	\$940.75
<u>HPE Aruba Enterprise License Bundle - license - 1 access point</u> Mfg. Part#: JW471AAE UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	175	4586161	\$83.62	\$14,633.50
<u>HPE Aruba Virtual Mobility Master - license - up to 500 access points and M</u> Mfg. Part#: JY895AAE	1	4438486	\$2,925.19	\$2,925.19

QUOTE DETAILS (CONT.)				
UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				
<u>HPE Aruba Virtual Mobility Controller (US) - license - 8000 users, 250 acce</u>	1	4437357	\$3,482.65	\$3,482.65
Mfg. Part#: JY903AAE UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				
<u>ARUBA AP-515 (US) UNIFIED AP</u>	150	5364138	\$320.53	\$48,079.50
Mfg. Part#: Q9H63A UNSPSC: 43223108 Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				
<u>HPE Aruba AP-MNT-B Campus AP Type B Mount Bracket Kit</u>	120	5617107	\$8.37	\$1,004.40
Mfg. Part#: R3J16A UNSPSC: 31162313 Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				
<u>HPE Aruba AP-575 (US) - wireless access point</u>	25	6070380	\$613.20	\$15,330.00
Mfg. Part#: R4H18A Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				
<u>HPE Aruba AP-MNT-E - network device mounting kit</u>	30	5626405	\$12.00	\$360.00
Mfg. Part#: R3J19A UNSPSC: 31162313 Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				
				Σ (A)'s = \$64,773.90

EQUIP (A)
EQUIP (A)
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EQUIP (A)

PURCHASER BILLING INFO		SUBTOTAL	\$132,829.92
Billing Address: LAKE LAND COMMUNITY COLLEGE ACCOUNTS PAYABLE KAREN NEWMAN 5001 LAKE LAND BLVD MATTOON, IL 61938-9366 Phone: (217) 234-5412 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$132,829.92
		DELIVER TO Shipping Address: LAKE LAND COMMUNITY COLLEGE JAMES WESTENDORF 5001 LAKE LAND BLVD MATTOON, IL 61938-9366 Shipping Method: DROP SHIP-GROUND	

Need Assistance? CDW*G SALES CONTACT INFORMATION

	CDWG Account Team - Tyler and Marty	(866) 723-3283	tylerandmarty@cdwg.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$132,829.92	\$3,525.31/Month	\$132,829.92	\$4,081.86/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager
© 2021 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: May 4, 2021

RE: Approval of One Year Contract with Gartner, Inc.

The College is in the midst of a major refresh and overhaul of important IT systems across the college with funding in part from bond proceeds, college budgeted funds and governmental provided HEERF funds.

David Stewart, the College's CIO, and the ISS team are seeking an executive partner in Gartner, Inc. of Stamford, Connecticut, that will help the College in areas of strategy, alignment, identifying latest trends and cost optimization. The agreement will also allow the College access to research advisors, the Gartner IT Symposium/XPO, peer networking, and benchmark analytics.

Gartner Inc. is a known industry leader in IT consulting services and they have teams dedicated to helping the higher education sector. Mr. Stewart and the College administration believe Gartner's expertise and insight could be invaluable in navigating the everchanging technology within the higher education sector. The agreement will allow us to use our resources in the most prudent and efficient manner while providing the benefit to our students, faculty and staff.

The agreement term would be from June 1, 2021 through June 30, 2022 with a cost of \$67,000.

I respectfully ask the Board of Trustees to approve the contract with Gartner, Inc. to provide an executive technical partner to our ISS team over the next year.

Gartner, Inc. Service Agreement for LAKE LAND COLLEGE (“Client”)

This Service Agreement (“SA”), including the General Terms and all applicable Service Descriptions, constitutes the complete agreement between Gartner, Inc. of 56 Top Gallant Road, Stamford, CT 06902 (“Gartner”) on behalf of itself and all wholly-owned affiliates of Gartner, Inc. and Client of 5001 Lake Land Boulevard, Mattoon, IL 61938 (“Client”) for the Services (as defined below). Client agrees to subscribe to the following Services for the term and fees set forth below.

1. DEFINITIONS AND ORDER SCHEDULE:

Services are the subscription-based research and related services purchased by Client in the Order Schedule below and described in the Service Descriptions. Service Names and Levels of Access are defined in the Service Descriptions. Gartner may periodically update the names and the deliverables for each Service. If Client adds Services or upgrades the level of service or access, an additional Service Agreement will be required.

Service Descriptions describe each Service purchased, specify the deliverables for each Service, and set forth any additional terms unique to a specific Service. Service Descriptions for the Services purchased in this SA may be viewed and downloaded through the hyperlinks listed in Section 2 below or may be attached to this SA in hard copy, and are incorporated by reference into this SA.

<u>Service Name</u>	<u>Level of Access</u>	<u>Quantity</u>	<u>Name of User to be Licensed</u>	<u>Contract Term Start Date</u>	<u>Contract Term End Date</u>	<u>Annual Fee USD</u>	<u>Total Fee USD</u>
Executive Programs	Member Basic for Midsize Enterprises	1	David Stewart	01-JUN-2021	30-JUN-2021		
Core IT Research for Higher Education	Reference	1	Faculty, Staff, and Students Lake Land College	01-JUN-2021	30-JUN-2021		
				Term Total	(Excluding applicable taxes)		\$0.00
Executive Programs	Member Basic for Midsize Enterprises	1	David Stewart	01-JUL-2021	30-JUN-2022		
Core IT Research for Higher Education	Reference	1	Faculty, Staff, and Students Lake Land College	01-JUL-2021	30-JUN-2022		
				Term Total	(Excluding applicable taxes)		\$67,000.00
				Total Services:	(Excluding applicable taxes)		\$67,000.00

1-25EYU5Q9 2112

2. SERVICE DESCRIPTIONS:

<u>Service Name/ Level of Access</u>	<u>Service Description URL</u>
Core IT Research for Higher Education Reference	http://sd.gartner.com/sd_core_he_campus_access.pdf
Executive Programs Member Basic for Midsize Enterprises	http://sd.gartner.com/sd_ep_team_member_basic_mse.pdf

3. PAYMENT TERMS

Gartner will invoice Client annually in advance for all Services. Payment is due 30 days from the invoice date. Client shall pay any sales, use, value-added, or other tax or charge imposed or assessed by any governmental entity upon the sale, use or receipt of Services, with the exception of any taxes imposed on the net income of Gartner.

Please attach any required Purchase Order (“**PO**”) to this SA and enter the PO number below. If an annual PO is required for multi-year contracts, Client will issue the new PO at least 30 days prior to the beginning of each subsequent contract year. Any pre-printed or additional contract terms included on the PO shall be inapplicable and of no force or effect. All PO’s are to be sent to purchaseorders@gartner.com. This SA may be signed in counterparts.

4. CLIENT BILLING INFORMATION

Purchase Order Number

Billing Address

Invoice Recipient Tel. No.

Invoice Recipient Name

Invoice Recipient Email

5. AUTHORIZATION

Client:
LAKE LAND COLLEGE

Gartner, Inc.

Signature

Signature

Date

Date

Print Name

Print Name

Title

Title

General Terms

1. This SA for subscription-based research and related services (the “**Services**”) is non-cancelable, and may be terminated only for material breach by either party, upon 30 days prior written notice, if the breach is not cured within the notice period.

2. **Ownership and Use of the Services** Gartner owns and retains all rights to the Services not expressly granted to Client. Only the individuals named in this SA (each a “**Licensed User**”) may access the Services. Each Licensed User will be issued a unique password, which may not be shared. Client agrees to review and comply with the *Gartner Usage Policy*, which is accessible to all Licensed Users via the “Policies” section of gartner.com. Among other things, the *Gartner Usage Policy* describes how Client may substitute Licensed Users, excerpt from and/or share Gartner research documents within the Client organization, and quote or excerpt from the Services externally.

3. **DISCLAIMER OF WARRANTIES.** THE SERVICES ARE PROVIDED ON AN “AS IS” BASIS, AND GARTNER EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR AS TO ACCURACY, COMPLETENESS OR ADEQUACY OF INFORMATION. CLIENT RECOGNIZES THE UNCERTAINTIES INHERENT IN ANY ANALYSIS OR INFORMATION THAT MAY BE PROVIDED AS PART OF THE SERVICES, AND ACKNOWLEDGES THAT THE SERVICES ARE NOT A SUBSTITUTE FOR ITS OWN INDEPENDENT EVALUATION AND ANALYSIS AND SHOULD NOT BE CONSIDERED A RECOMMENDATION TO PURSUE ANY COURSE OF ACTION. GARTNER SHALL NOT BE LIABLE FOR ANY ACTIONS OR DECISIONS THAT CLIENT MAY TAKE BASED ON THE SERVICES OR ANY INFORMATION OR DATA CONTAINED THEREIN. CLIENT UNDERSTANDS THAT IT ASSUMES THE ENTIRE RISK WITH RESPECT TO THE USE OF THE SERVICES.

4. **Client Confidential Information.** Gartner agrees to keep confidential any Client-specific information communicated by Client to Gartner in connection with this SA that is (i) clearly marked confidential if provided in written form, or (ii) preceded by a statement that such information is confidential, if provided in oral form, and such statement is confirmed in writing within 30 days of its initial disclosure. This obligation of confidence shall not apply to any information that: (1) is in the public domain at the time of its communication; (2) is independently developed by Gartner; (3) entered the public domain through no fault of Gartner subsequent to Client's communication to Gartner; (4) is in Gartner's possession free of any obligation of confidence at the time of Client's communication to Gartner; or (5) is communicated by the Client to a third party free of any obligation of confidence. Additionally, Gartner may disclose such information to the extent required by legal process.

5. **Data Protection.** In performing its obligations under this SA, Gartner and Client will each comply with all applicable data privacy legislation. In providing the services Gartner shall comply with its global privacy policy available at gartner.com/privacy.

6. Miscellaneous

(a) **Assignability.** This SA and the rights granted to Client hereunder may not be assigned, sublicensed or transferred, in whole or in part, by either party without the prior written consent of the other party, except to a successor to substantially all of the business or assets of a party by merger or acquisition. Where consent is required, it will not be unreasonably withheld.

(b) **Dispute Resolution.** Any unresolved dispute under this SA shall be decided by arbitration conducted in Stamford, Connecticut before a single arbitrator under the administration of JAMS, in accordance with JAMS' Streamlined Arbitration Rules and Procedures. The decision of the arbitrator shall be final and binding, and the award may be entered in any court having jurisdiction. The prevailing party in any arbitration shall be entitled to an award of its reasonable attorneys' fees and costs, in addition to any award of damages or other relief.

(c) **Applicable Law.** This SA shall be governed by and construed in accordance with the procedural and substantive laws of the State of Connecticut, without reference to its conflict of law principles.

(d) **Use of Name, Trademark, and Logo.** Absent the prior written consent of the other party, neither party shall use the name, trademarks, or logo of the other in promotional materials, publicity releases, advertising, or any other similar publications or communications.

(e) **No Third Party Beneficiaries.** This SA is for the benefit of the parties only.

(f) **Surviving Clauses.** Sections 3, 4, 5 and 6 (b), (c), (d), (e) and (f) shall survive the termination of this SA.

SERVICE DESCRIPTION
Attachment to the Service Agreement
CORE IT RESEARCH FOR HIGHER EDUCATION CAMPUS ACCESS

Core IT Research for Higher Education Campus Access (the “Service”) is an offering designed to meet the needs of students, faculty, staff, and technology professionals within the institution’s designated campus location.

DELIVERABLES

Each user designated by the Client (“Licensed User”) receives access to the following Deliverable:

- Core IT Research

ADDITIONAL USAGE INFORMATION

Use of this Service is restricted, for educational purposes only, and does not extend to alumni of the higher education institution.

Client companies around the world trust Gartner to be objective and independent in its research and advice, and Gartner takes that responsibility seriously. To preserve the objectivity of research, Gartner does not promise clients favorable coverage or leads from its research advisors and analysts. Gartner does not provide access to confidential client information, offer aid to secure capital funding, or sell any product for use in litigation. There are no exceptions. If you have questions, please email ombudsman@gartner.com.

Use of the Service is governed by the Gartner Usage Policy and the Gartner Copyright and Quote Policy, which are accessible on the Policies section of gartner.com.

SERVICE DESCRIPTION
Attachment to the Service Agreement
EXECUTIVE PROGRAMS MEMBER BASIC FOR MIDSIZE
ENTERPRISE

Executive Programs Member Basic for Midsize Enterprise (the “Service”) is designed for the most senior technology executive in the client organization, typically the CIO. This Service provides the client with an ongoing advisory relationship with Gartner.

DELIVERABLES

1. Client may designate one (1) Licensed User, referred to herein as “Member,” who may access the Deliverables listed below.

- Assigned Service Delivery Team (Remote)
- Value Reviews
- Access to research advisors
- Gartner IT Symposium/Xpo™ with Executive Programs VIP access
- Executive Programs Events
- Peer Networking
- Gartner for IT Leaders Research and related content
- Peer & Practitioner Research
- Benchmark Analytics: IT Key Metrics Data
- Executive Programs Research and related content
- Talking Technology Series

2. Additional information on the Deliverables listed above include the following:

(a) **Assigned Service Delivery Team (Remote)**

An Executive Programs CIO expert, who works with CIOs every day, and a client service manager will serve as the Member’s primary point of contacts. The Executive Programs CIO expert will facilitate the identification and leverage of targeted Gartner offerings to meet Member initiatives and priorities in the Member’s context.

The Member may interact via teleconference monthly with the CIO expert and Gartner to ensure ongoing engagement and delivery of value. Interactions may include: research advisor interactions, local events, Gartner IT Symposium/Xpo attendance, peer networking interactions, or teleconferences with the Service Delivery Team to include the review and application of Executive Programs Research, the annual Executive Programs CIO Agenda, or other relevant content.

(b) **Value Review**

The CIO expert will periodically conduct Value Reviews with the Member against the Member Agenda.

(c) **Access to research advisors**

Inquiry – Access to Gartner research advisors associated with this Service. Participation is limited to the research advisor and the Member. Inquiry topic may be any area of Gartner-covered Research so long as the purpose is to advance the Member Agenda.

Prioritized Scheduling – The Member is entitled to prioritized scheduling for Inquiry sessions and 1-on-1 sessions at Gartner IT Symposium/Xpo.

(d) **Conference and Events**

Attendance at Gartner IT Symposium/Xpo™ – One (1) complimentary, nontransferable Gartner IT Symposium/Xpo invitation, including standard Symposium entitlements, plus Executive Programs VIP access.



Executive Programs Events – Complimentary, nontransferable invitation to attend local content-based Gartner Executive Programs Events, including regional CIO Leadership Forums, where available.

(e) **Peer Networking**

Peer Directory – Access to searchable directory of senior technology leaders and CEOs.

Online Forums – Access to virtual discussions of common issues among peers on gartner.com, including a private forum exclusive for Executive Programs Members and Leaders.

Offline Meetups – Access to designated program lounges at Gartner IT Symposium/Xpo.

Facilitated Networking – CIO expert will, upon request, set up meetings or conference calls with peers around a specific topic to discuss best practices or areas of expertise.

(f) **Gartner for IT Leaders Research and Related Content** – Includes Gartner Core IT and Role-specific Research; diagnostic tools, templates, and case studies; Weekly Picks and News Analysis; and webinars featuring Gartner research advisors.

(g) **Peer & Practitioner Research** – Includes peer benchmarks, best practices, case studies, tools, and templates.

(h) **Benchmark Analytics: IT Key Metrics Data** – Provides performance metrics on trends in IT spending and staffing, unit costs, and performance measures across critical IT domains.

(i) **Executive Programs Research and Related Content**

Research Reports – Up to 12 (twelve) Reports per year, covering Gartner-selected topics on areas where business and IT intersect (Schedules are approximations and are dependent on the publication schedule of relevant Research). Includes associated tools and teleconferences hosted by Executive Programs Research Report authors to discuss topics of their Research Reports.

Business Research and Related Content – Targeted to CIOs, CFOs, and other business executives.

(j) **Talking Technology Series** – Commentaries on the latest IT topics in a monthly audio program that can be accessed on gartner.com or downloaded to an MP3 device.

ADDITIONAL USAGE INFORMATION

Depending on travel advisories and/or government orders, at Gartner's sole discretion, some meetings and events may be held virtually.

Client companies around the world trust Gartner to be objective and independent in its research and advice, and Gartner takes that responsibility seriously. To preserve the objectivity of research, Gartner does not promise clients favorable coverage or leads from its research advisors and analysts. Gartner does not provide access to confidential client information, offer aid to secure capital funding, or sell any product for use in litigation. There are no exceptions. If you have questions, please email ombudsman@gartner.com.

Use of the Service is governed by the [Gartner Usage Policy](#) and the [Gartner Copyright and Quote Policy](#), which are accessible on the Policies section of gartner.com.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: May 4, 2021

RE: Approval of Three-Year Contract with Pluralsight for ISS Team Training

The College is in the midst of a major overhaul of important IT systems across the college with funding in part from bond proceeds, college budgeted funds and governmental provided HEERF funds.

The ISS team has multiple projects on their current docket and many in the queue for the near future and additional knowledge is required to be successful in these initiatives. I feel the team needs formal training for relevant content. The training via Pluralsight provides online training courses, skills assessments, virtual labs, certifications, and practice exams.

The training qualifies as appropriate use of the HEERF Act funding as it is empowering the ISS team to provide the technology and services to aid our transition to remote and cloud solutions as a result of the pandemic. In the end, the changes accomplished will definitely enhance the student experience.

The training agreement with Pluralsight is a three-year agreement (\$30,294 Total Cost), with pricing being \$10,098 per year over the course of the agreement.

- Year 1: \$10,098
- Year 2: \$10,098
- Year 3: \$10,098

I respectfully ask the Board of Trustees to approve the contract with Pluralsight to provide technical training to our ISS team over the next three years.



PLURALSIGHT

INVOICE

Invoice Date: April 5, 2021
 Due Date: May 5, 2021
 Terms: Net 30
 Invoice #: INV09872475

Tax ID/EIN:
DUNS:
PAN #:
EU VAT #:
UK VAT #:
Russian INN/KPP:



Customer: Lake Land College
 5001 Lake Land Blvd
 Mattoon, Illinois
 61938-9366
 United States

Purchase Order #: Signed Sales Order
 Quote #: Q-343873
 Email: dstewart@lakelandcollege.edu
 Currency: USD

UNPAID
30,294.00 USD

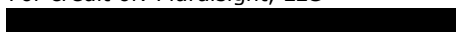
Subscription Term Dates	Description	List Price	Quantity	Item Price	Amount	Tax
Apr 6, 2021 - Apr 5, 2022	Business - Professional (Academic)	USD	18 Subscription	561.00 USD	10,098.00 USD	0.00 USD
Apr 6, 2022 - Apr 5, 2023	Business - Professional (Academic)	USD	18 Subscription	561.00 USD	10,098.00 USD	0.00 USD
Apr 6, 2023 - Apr 5, 2024	Business - Professional (Academic)	USD	18 Subscription	561.00 USD	10,098.00 USD	0.00 USD
Total Tax*					0.00 USD	
Invoice Total					30,294.00 USD	
Invoice Balance					30,294.00 USD	

International Wire Transfers:

Pay to Silicon Valley Bank
 Address: 3003 Tasman Drive Santa Clara,
 CA 95054 USA



For credit of: Pluralsight, LLC



Domestic Wire Transfers:

To: SIL VLY Bk SJ



Final Credit account number:



Checks:

Pluralsight, LLC

Courier Deposits (Fedex, UPS, etc.):

Pluralsight, LLC



PLURALSIGHT

INVOICE

Dept CH 19719
Palatine, IL 60055-9719

19719
5505 N. Cumberland Ave., Ste 307
Chicago, IL 60656-1471

Terms & Conditions

Pluralsight Terms and Conditions are available to view at <http://www.pluralsight.com/terms>. Please direct all questions to AR@pluralsight.com.

* If sales tax was not collected on this invoice, you may owe use tax to your resident taxing authority based on total sales price shown above. Please consult your tax adviser.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: May 4, 2021

RE: Approval to hire subcontractors via Randstad Technologies, LLC for ISS Team

The College is in the midst of a major refresh and overhaul of important IT systems across the college with funding in part from bond proceeds, college budgeted funds and governmental provided HEERF funds.

The workload of the current ISS team is immense and becoming unmanageable. The existing ISS team is supporting the normal on-going ISS activity of the College while trying to plan and implement multiple and significant upgrades and changes to our College IT systems.

I propose we seek sub-contract help via Randstad Technologies, LLC of Atlanta, GA, and contract for two desktop support technicians for a period of six months and one Project Manager for a period of 12 months.

With an employment company, a contract is not signed until appropriate and qualified personnel are found; therefore, I am seeking approval to enter into a contract with Randstad when the appropriate and qualified personnel are identified. The estimated costs of filling all three positions for the length of time described above is \$208,000.

Considering that the majority of the College upgrades and changes are in response to adapting to the on-line and remote learning environment, I believe the College can use a portion of their HEERF funds to fund the subcontractor fees from Randstad.

I respectfully ask the Board of Trustees to grant approval to enter into a contract with Randstad at an estimated total cost of \$208,000 to provide subcontractor help for the ISS team with on-going and future IT related projects.

Randstad Technologies, LLC Services Agreement

This Services Agreement (this "**Agreement**"), dated as of Month Day, Year (the "**Effective Date**"), is by and between **Randstad Technologies, LLC** ("**Agency**") and **Customer's Legal Name** ("**Customer**"). In consideration of the mutual promises, covenants, warranties and representations contained in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, agree as follows as of the Effective Date:

1. SERVICES. Customer may from time to time request that Agency identify and provide personnel for the job positions and categories set forth in Exhibit A to supplement Customer's existing workforce on a temporary basis (the "**Talent**"). Agency shall use commercially reasonable efforts to locate and provide such Talent to Customer (the "**Services**"), which Talent shall perform work at Customer's location(s) and under the direction, supervision and control of Customer (the "**Work**"). If for any reason Customer is dissatisfied with any Talent provided by Agency, then at Customer's request within the first work week for such individual, and as Customer's sole and exclusive remedy with respect to the Work or work product of such individual, Agency shall forgo billing up to 24 hours of such Talent's time worked for Customer.

2. RATES; COMPENSATION. Customer shall compensate Agency for its Services by paying Agency the Applicable Rate for each hour worked by a Talent. The "**Applicable Rate**" for any individual Talent shall mean (a) the hourly rate (as set forth in Exhibit A) applicable to the subject Talent, or (b) in the event a Talent commences Work prior to an hourly rate being established under Exhibit A, Agency's then-prevailing hourly rate for such Talent, as determined by Agency in its sole and absolute discretion.

3. Direct Hire Services: (if applicable) As requested by Customer from time to time, Agency may refer Direct Hire Candidates for direct hire by Customer. Customer will pay a placement fee for any Direct Hire Candidate referred by Agency and hired or engaged by Customer directly or indirectly.

a. Direct Hire Placement Fee. The placement fee shall be calculated as follows: 30% of first year guaranteed earnings (base salary plus any guaranteed bonuses, including sign-on bonuses).

The placement fee shall be due Agency for any Direct Hire Candidate hired or engaged by Customer directly or indirectly within 18 months of the date the Direct Hire Candidate was referred by Agency, regardless of the position for which the Direct Hire Candidate is hired or engaged.

b. Direct Hire Invoicing/Payment/Guarantee. Agency shall present Customer with an invoice on the start date of a Direct Hire Candidate's employment. Customer agrees and understands that payment is due upon receipt of the invoice. If a Direct Hire Candidate resigns or is terminated by Customer (provided that the resignation or termination is not the result of, or in connection with, a reduction-in-force, lay-off, down-sizing, reorganization, acquisition, merger, Customer exiting a particular line of business, material change in role, material change in resource allocations, change in reporting relationship, illness or death) within 30 days of the Direct Hire Candidate's employment start date, then upon written notification of such resignation or termination, and only if Customer paid the Placement Fee, Agency will refill the position for no additional fee. In the event Agency is unable to find a suitable replacement, Agency shall apply the previously paid Placement Fee as a credit towards a future candidate. In the event the invoice is not paid within terms, the above stated guarantee is void.

4. OBLIGATIONS.

a. Agency Obligations. When performing Services, Agency shall (a) assume sole responsibility to recruit, interview, select, hire, assign, pay, counsel, discipline and discharge Talent; (b) pay all federal and state employer taxes, workers' compensation insurance, federal and state unemployment insurance or other benefits required by applicable federal, state or local laws, on behalf of the Talent employed by Agency; (c) maintain payroll and personnel records for the Talent employed by Agency; and (d) verify the identity and right to work of each Talent employed by Agency under the immigration laws of the United States. Agency represents and warrants that it shall comply with all federal, state and local laws, rules, regulations, ordinances, orders and directions applicable to it, the Services and its employment of the Talent.

Further, Agency agrees to comply with all provisions of the Patient Protection and Affordable Care Act ("**ACA**") applicable to its Talent, including the employer shared responsibility provisions relating to the offer of "minimum essential coverage" to "full-time employees" and their "dependents" (as those terms are defined in Internal Revenue Code Section 4980H and related regulations) and the applicable information reporting provisions under Internal Revenue Code Section

6055 and 6056 and related regulations. The foregoing sentence is intended by the parties as the full and complete expression of Agency's ACA obligations under this Agreement, and the ACA shall not be deemed within the scope of any other more general provision of this Agreement.

b. Customer Obligations. When receiving the Services, Customer shall (i) provide each Talent with reasonable access to working spaces and office support, appropriate for performance of the Work, during appropriate business hours; (ii) provide safety and other appropriate orientation and training to all Talent and cover the cost of any safety or personal protective equipment, special badges, location-specific garments or uniforms; (iii) adequately instruct, direct, assist, control, manage, and supervise the work and will be responsible for the work product of the Talent in performing the agreed upon duties in an attended environment that contains proper internal procedures and safeguards that comply with all applicable statutes and ordinances relating to the worksite; (iv) provide Agency with details of any work-related injury suffered by any Talent, of which Customer has actual knowledge, within 24 hours of such injury; (v) approve Talent time cards in a timely fashion, and in no event, later than two business days following the end of each calendar week during which a Talent performed Work; and (vi) not relocate or change the assignment of job duties of Talent without the prior approval of Agency. Customer represents and warrants that it shall comply with all federal, state and local laws, rules, regulations, ordinances, orders and directions applicable to it and its use of Talent. Customer confirms/represents that the provision of services by, and payment by Customer to, Agency shall not result in any breach of any trade, economic or financial sanctions laws or regulations.

c. Government Mandated Benefits, Costs and Expenses. Notwithstanding any other agreement between the parties, if Agency provides any paid leave to Talent (including, but not limited to, paid sick or safe leave, paid maternity leave, paid family leave, etc.) (each such "Paid Leave"), Agency shall be entitled to increase its fees in connection with its increased costs with respect to such Paid Leave through the following: (a) an increase in Applicable Rates, (b) applying an additional line item charge to invoices, which shall be calculated based on the number of hours worked by a Talent placed on a Customer assignment, or (c) invoicing Customer at the current regular hourly bill rate for any paid leave taken by a Talent placed on a Customer assignment.

Customer agrees that time deemed compensable hours worked by Talent, for which Agency is legally required to pay such Talent (such as, for example, time spent by Talent to complete legally mandated workplace harassment training), shall be billed to and paid by Client as hours worked by such Talent on the Customer assignment.

If at any time during the term of this Agreement, Agency is required to increase its employees' compensation (including due to an increase in the minimum wage rates or mandatory benefit requirements) or incurs an increase in its payroll burden costs (such as FICA, FUI, SUI or worker's compensation) or is required to pay additional taxes or premiums or offer benefits or reimburse employee costs or expenses, which are related to the employment of Talent, as a result of any applicable law or determination, order or action by a governmental authority or government insurance benefit program, (collectively, an "Event of Change"), Customer agrees that Agency may increase the billing rates set forth above proportionately so as to place Agency in the same position after an Event of Change as Agency was in prior to such Event of Change. Agency shall use commercially reasonable efforts to provide Customer with 30 days' notice of any such modification.

All other costs and expenses incurred by Agency, including any screening costs incurred by Agency (which include, without limitation, drug tests and background checks in connection with Talent, any government mandated costs (as described above), any additional charges or expenditures assessed by a governmental authority (such as, for example, the San Francisco Health Care Security Ordinance, which requires employers of a certain size to spend a minimum amount per hour on healthcare for their employees who work in San Francisco), any employee expense reimbursement mandated by a governmental authority (such as, for example, the State of California law, which requires employers to reimburse employees for using employee personal technology devices for work related matters), as well as any third-party technology administrative costs or fees are separate from the above pricing structure and shall be invoiced to Customer as a pass through cost and paid by Customer.

5. PAYMENTS AND INVOICING. Agency shall invoice Customer on a weekly basis for the Services via Agency's billing system. Agency's invoices shall be due and payable upon receipt of such invoice. The Agency invoices shall be based on hours worked by Talent, as represented on timesheets approved by Customer, at the Applicable Rates. Agency reserves the right to invoice Customer the lesser of 12% annual interest or the highest annual interest rate allowable under applicable law for any outstanding, undisputed invoices not paid within 30 days of the date of any Agency invoice. Customer

shall reimburse Agency for all reasonable business expenses incurred by Talent in the performance of Services or Work, respectively, subject to Customer's standard expense reimbursement policies. Each party shall be responsible for taxes based on its own net income, employment taxes of its own employees and for taxes on any property it owns or leases. Agency shall invoice Customer for, and Customer shall pay to Agency for further remittance to the appropriate taxing authorities, any sales or use taxes applicable to the Services. If Customer claims that it is exempt from any such sales or use taxes, then Customer must provide Agency with an exemption certificate satisfactory to Agency. In the event Customer voluntarily files a Chapter 11 bankruptcy petition (or becomes subject to an involuntary bankruptcy petition), it shall, as soon as practicable thereafter, seek entry of an Order from the U.S. Bankruptcy Court having jurisdiction over Customer's bankruptcy case(s), in form and substance acceptable to Agency, (a) assuming this Agreement, (b) authorizing payment to Agency as part of any employee wage motion filed by or on behalf of Customer, or (c) naming Agency as a "critical vendor" and authorizing the payment of Agency's pre-petition invoices. Customer acknowledges that its failure to timely procure either such Order shall automatically serve as grounds for Agency's immediate rejection/termination of this Agreement. Customer acknowledges that Agency is relying on this provision as an inducement to enter into this Agreement and provide further services to Customer from and after the date hereof.

6. RESTRICTION ON USE OF TALENT; CONVERSION. During the term of this Agreement and for the 12-month period following the termination of this Agreement (the "**Restricted Period**"), Customer shall not hire any Talent placed with Customer under this Agreement unless Customer pays a conversion fee in accordance with this Agreement. In addition, during the Restricted Period, Customer shall not utilize the services of any Talent on an independent contractor basis or on a temporary or contract basis through any other vendor. In addition, Customer agrees that it will not induce or be a party to any violation of any Agency employee's non-competition or confidentiality obligations to Agency.

If during the Restricted Period Customer converts a Talent ("**Conversion Candidate**") into a Customer employee or uses a Talent through another vendor, Customer shall pay Agency a percentage of Conversion Candidate's annual salary in accordance with the following conversion schedule:

Percent of Conversion Candidate's First Year Guaranteed Earnings	Calendar Days of Service by Conversion Candidate for Customer through a Single Agency Placement
30%	0-90
25%	91-180
20%	181-270
15%	271-365
10%	365+

7. TALENT SCREENING. Agency offers a choice of additional qualifying and screening processes to screen Talent for temporary staffing placement using Agency's preferred vendor. These additional services will be invoiced separately as listed below along with any state mandated fees associated with the MVR and background check. Such pre-employment screening service costs shall be billed to Customer.

Except to the extent prohibited by applicable laws, Agency will perform the following pre-employment screening services using Agency's preferred screening vendor ONLY if the boxes below are checked. Agency will not conduct any of these screenings unless specifically indicated below. Any deviations from the standard screenings set forth below are subject to Agency approval.

For any criminal background, education, employment and/or credit checks, a Talent shall be screened within 90 days prior to start and Customer will allow for a 90 day service interruption before re-screening is required. For any drug tests, Talent shall be screened within 30 days prior to start and Customer will allow for a 30 day service interruption before re-screening is required.

DRUG SCREENING

Agency's 4 and 9-panel drug test includes all drugs defined in the 5 & 10-panel table except for marijuana:

Drug Screen Provider standard 4 panel lab (excludes marijuana)

Drug	Screening Cutoff	Confirmation
Marijuana	50 ng/ml	15 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Amphetamines	1000 ng/ml	500 ng/ml
Oxycodone	1000 ng/ml	200 ng/ml
Propoxyphene	100 ng/ml	200 ng/ml
PCP	25 ng/ml	25 ng/ml
Barbiturates	100 ng/ml	250 ng/ml
Benzodiazepines	100 ng/ml	150 ng/ml
Naloxone	100 ng/ml	150 ng/ml
Naltrexone	100 ng/ml	150 ng/ml
5-Panel		
Drug	Screening Cutoff	Confirmation
Marijuana	50 ng/ml	15 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Amphetamines	1000 ng/ml	500 ng/ml

- Drug Screen Provider standard 5 panel lab
- Drug Screen Provider standard 9 panel lab (excludes marijuana)
- Drug Screen Provider standard 10 panel lab

CRIMINAL BACKGROUND SCREENING

- Multijurisdictional Criminal background check including social security trace (will return criminal history for prior 7 years in (i) applicant's current and (ii) historical counties of residence, or (iii) statewide)
- Criminal background check excluding social security trace (will return criminal history for prior 7 years in only (i) applicant's current county of residence or (ii) statewide)
- Criminal background check: Federal
- Criminal Databank Search (Criminal multistate database search including national sex offender)

EDUCATION & EMPLOYMENT VERIFICATIONS US DOMESTIC SEARCH ONLY (not including international searches)

- Education verification [Provide specifics here]
- Employment verification [Provide specifics here]

CREDIT CHECK (Select only when mandated by Customer and permitted by law)

- Credit check in accordance with the Fair Credit Reporting Act and state/local guidelines

SANCTIONS & OTHER EXCLUSIONS

- OIG (Office of Inspector General)
- GSA (Government Services Administration)
- OFAC (Office of Foreign Asset and Control)
- FACIS 3 (Fraud and Abuse Control Information Systems)
- Patriot Act

SPECIALIZED JOB SKILLS TESTING

- Specialized job skills testing [Provide specifics here]

8. INDEMNIFICATION. Each of Agency and Customer ("**Indemnifying Party**") agrees to defend, hold harmless and indemnify the other, and their respective officers, directors, employees, agents and representatives ("**Indemnified Party**") from and against any and all third party claims, losses or damages (including costs of litigation and reasonable attorneys' fees) ("**Claims**") in proportion to the extent proximately caused by (a) the Indemnifying Party's breach of this Agreement; (b) the Indemnifying Party's violation of applicable law; or (c) the negligent acts or omissions or willful misconduct of the Indemnifying Party, its subcontractors, agents or employees; provided, however, that under no circumstances shall Agency be responsible or liable, either under this Section 8 or otherwise, for the acts or omissions of its subcontractors, agents or employees who are working under the supervision, direction and control of Customer (or its personnel or agents). Promptly upon becoming aware of a Claim subject to indemnification under this Agreement, the Indemnified Party must give notice of the Claim to the Indemnifying Party, accompanied by a copy of any written

documentation regarding the Claim received by the Indemnified Party. The Indemnifying Party will, at its option, settle or defend, at its own expense and with its own counsel, the Claim. The Indemnified Party will have the right, at its option, to participate in the settlement or defense of the Claim, with its own counsel and at its own expense; however, the Indemnifying Party will have the right to control the settlement or defense of the Claim. The Indemnifying Party will not enter into any settlement that imposes any liability or obligation on the Indemnified Party without the Indemnified Party's prior written consent. The Parties will cooperate in the settlement or defense and give each other full access to all relevant information.

9. LIMITATION OF LIABILITY. UNDER NO CIRCUMSTANCES SHALL AGENCY BE LIABLE FOR ANY DAMAGES, CLAIMS, LIABILITIES, COSTS OR EXPENSES IN ANY WAY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT FOR ANY AMOUNTS IN EXCESS OF THE FEES PAID OR PAYABLE TO AGENCY FOR THE SPECIFIC TALENT(S) TO WHICH THE CLAIM RELATES (NET OF DEMONSTRABLE PAYROLL COSTS) IN THE 12 MONTHS PRECEDING THE EVENT UPON WHICH A CLAIM IS BASED. NEITHER PARTY SHALL BE LIABLE UNDER THIS AGREEMENT FOR INDIRECT, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL LOSSES OR DAMAGES, INCLUDING LOST PROFITS, LOST OR DAMAGED DATA, OR LOSS OF USE OF FACILITY OR EQUIPMENT, REGARDLESS OF WHETHER ANY SUCH LOSSES OR DAMAGES ARE CHARACTERIZED AS ARISING FROM BREACH OF CONTRACT, BREACH OF WARRANTY, TORT, STRICT LIABILITY OR OTHERWISE, EVEN IF A PARTY IS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, OR IF SUCH LOSSES OR DAMAGES ARE FORESEEABLE.

10. TERM; TERMINATION. The term of this Agreement shall commence on the Effective Date and shall continue until terminated as provided herein. Either party may terminate this Agreement upon 14 days' notice to the other party. In addition, in the event a party declares or becomes bankrupt or insolvent, dissolves or discontinues operations or fails to make any payments within the time periods specified in this Agreement, the other party may terminate this agreement upon five business days' notice to the other party.

11. MISCELLANEOUS. This Agreement will be governed by the laws of the State of Georgia without reference to choice of law rules. This Agreement and the Exhibits constitute the entire understanding between the Parties with respect to the subject matter herein and may only be amended or modified by a writing signed by a duly authorized representative of each party; moreover, the Exhibits to this Agreement shall be incorporated into and deemed part of this Agreement and all references to this Agreement shall include the Exhibits to this Agreement. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original. This Agreement replaces and supersedes any prior verbal or written understandings, communications, and representations between the Parties regarding the subject matter contained herein. No purchase order or other ordering document that purports to modify or supplement the printed text of this Agreement or any Exhibit shall add to or vary the terms of this Agreement or any Exhibit. All such proposed variations, edits, or additions to this Agreement or to any Exhibit are objected to and deemed immaterial unless otherwise mutually agreed to in writing. This Agreement shall inure to the benefit of, be binding upon, and be enforceable against, each of the parties hereto and their respective successors and permitted assigns. Agency shall be entitled (without the consent of Customer) to transfer this Agreement and/or assign its obligations, rights and benefits, in whole or in part, in this Agreement to a third party. This Agreement shall not be assigned in whole or in part by Customer without the Agency's prior written consent.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement as of the Effective Date.

RANDSTAD TECHNOLOGIES, LLC

By: _____

Name: _____

Title: _____

Address:

Randstad Technologies, LLC
3625 Cumberland Blvd., Suite 600
Atlanta, GA 30339
Attn: Legal Dept.

CUSTOMER

By: _____

Name: _____

Title: _____

Address:

Customer Name
Street Address
City, State Zip
Attn:

Exhibit A

Pricing/Applicable Rates

This Exhibit A, effective as of Month Day, Year (the "**Effective Date**"), is made by and between **Randstad Technologies, LLC** ("**Agency**") and **Customer's Legal Name** ("**Customer**"), pursuant to the Services Agreement dated as of Month Day, Year (the "**Agreement**"). This document sets forth the details about the placement of certain Talent under the Agreement.

1. Talent Positions:

Position	Period, if applicable	Regular Hourly Bill Rate¹	Overtime Hourly Bill Rate²	Name, if applicable
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

¹ If the regular hourly bill rate is expressed as a range, the default regular hourly bill rate shall be equal to 90% of the maximum rate in the range, unless otherwise agreed in writing by the Parties. For example, if the stated regular hourly bill rate is \$40.00 to \$60.00 per hour, the regular hourly bill rate shall be equal to \$54.00 per hour (0.90 x \$60.00).

² Overtime will be billed at 1.5x the regular rate of pay. Overtime is defined by the requirements of local, state and federal law and may be hours worked by a Talent in excess of 40 hours in a week, 8 hours in a day or hours worked on consecutive days in a week. However, if the Talent is entitled to "double time" for certain overtime hours under applicable local, state or federal law, such overtime will be billed at 2.0x the regular rate of pay.

Upon 30 days prior notice to customer, Agency shall be entitled to increase the Applicable Rates; however Agency shall not be able to increase Applicable Rates more than one time in any calendar year.

Agency shall be entitled to increase Applicable Rates for any Talent who have reached a tenure of 12 months of service in their current assignment with Customer and every 12 months thereafter.

Pricing agreed to is based on expected volume of \$_____ annually. Should volumes fall below this level, Agency reserves the right to renegotiate the above pricing and/or the Services.

Customer will provide Agency with the most accurate job descriptions possible. Customer will communicate any job descriptions changes to Agency and, as a result of changes in the job descriptions, the above rates may be adjusted to reflect the changes in responsibility.

It is the Customer's obligation to notify Agency of any applicable prevailing wage or fringe benefits requirements for Talent placements made at the Customer for work to be performed on any government contract, including but not limited to contracts subject to the Service Contract Act or Davis Bacon Act. **Customer will indemnify Agency for any wages, backpay, penalties, fines, interest, damages or other award by a governmental agency or any claims made by Talent arising out of or related to Customer's failure to provide Agency with accurate and updated prevailing wage determinations or fringe benefits requirements.**

2. Amendments: This Exhibit A may not be amended or modified except by a written amendment agreed upon and signed by the parties to this Exhibit A and specifically referencing this Exhibit A.

3. Governing Terms and Conditions: It is expressly understood and agreed by Company and Agency that (i) the terms and conditions of the Agreement are incorporated herein by reference and (ii) this Exhibit A will be deemed part of the Agreement.

RANDSTAD TECHNOLOGIES, LLC

By: _____

Name: _____

Title: _____

CUSTOMER

By: _____

Name: _____

Title: _____

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: May 4, 2021

RE: Approval of MOU Between the Illinois Department of Corrections and Lake Land College for CPR Training

The College has reached a Memorandum of Understanding (MOU) with the Illinois Department of Corrections (IDOC) for the College to teach First Aid and CPR classes. The agreement becomes effective July 1, 2021 and runs through December 31, 2024.

The College will receive apportionment through the Illinois Community College Board (ICCB) for any and all IDOC staff who receive CPR and First Aid Training. The College Workforce Solutions and Community Education Department will oversee the CPR/First Aid Program with a WSCE staff member to act as liaison between the IDOC facilities and the College.

The IDOC will direct 175 employees to certify by the College in the area of CPR/First Aid. The employees will be determined by the IDOC Training Academy based on the need for certified instructors on a statewide basis. The cost of the instruction is \$975 per IDOC employee. If an IDOC employee requires remedial training as agreed upon by IDOC and the College, the cost of the remedial training is \$300 per employee.

Both parties agree to operate under a supplies budget of \$308,000 for the entire term of the agreement.

The agreement was reviewed by the College's attorneys' Robbins Schwartz and their suggested changes are incorporated into the entirety of the agreement.

I respectfully ask the Board of Trustees to approve the MOU between the Illinois Department of Corrections and the College to provide CPR training services.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE ILLINOIS DEPARTMENT OF CORRECTIONS AND LAKE LAND
COLLEGE FOR CPR TRAINING**

I. Introduction:

This Agreement is between the Illinois Department of Corrections (“IDOC”) and Lake Land College (“LLC”). LLC will coordinate with IDOC to teach CPR and First Aid classes. LLC will receive apportionment through the Illinois Community College Board (ICCB) for any and all IDOC staff who receive cardiopulmonary resuscitation (CPR) and First Aid training taught by LLC instructors during the effective dates of the Agreement.

II. Lake Land Responsibilities:

1. LLC will seek reimbursement/apportionment from the ICCB for CPR and First Aid training presented to IDOC staff.
2. LLC shall be eligible for reimbursement from IDOC for the purchase of equipment and training material to be used in providing CPR and First Aid training under this Agreement. Any equipment purchased by LLC and subsequently reimbursed by IDOC shall become the property of IDOC immediately upon proof of reimbursement.
3. IDOC shall be responsible for the transportation, delivery and maintenance of all equipment to be used in connection with the training to be provided by LLC as a result of this Agreement.
4. The LLC Workforce Solutions and Community Education Department (WSCE) will oversee the CPR/First Aid program. The WSCE will designate a staff member to act as a liaison between IDOC Correctional Facilities Training Coordinators and LLC.
5. LLC shall provide an American Heart Association (AHA) certified CPR Instructor to conduct Instructor-level CPR/First Aid training to the level of Heart Saver and Basic Life Support (BLS).
6. LLC shall submit requests for reimbursement under this Agreement only for the CPR and First Aid training to be provided by LLC in connection with this Agreement. This Agreement shall not otherwise limit LLC’s right to reimbursement from IDOC for expenses incurred by LLC or its employees in connection with other programs or services provided to IDOC by LLC.
7. LLC shall provide Instructor-level CPR/First Aid Training to all necessary staff to maintain certification on an annual basis or as needed, subject to the minimum and maximum class size requirements described below.
8. Any reimbursement sought from the IDOC by LLC for the purchase of any CPR/First Aid cards and manuals shall be in accordance with the AHA published rate. In the event that the AHA rates change; reimbursement shall be adjusted accordingly.
9. Any reimbursement sought by LLC for travel expenses will be according to State Travel Rules.

III. IDOC Responsibilities:

1. IDOC will direct 175 IDOC employees to be certified by LLC in the area of CPR/First Aid Instruction. These 175 employees will be determined by the IDOC Training Academy based on the need for certified instructors on a statewide basis. Unless otherwise agreed to in writing by the Parties, the minimum class size for certification courses provided by LLC in accordance with this Agreement shall be eight (8) students. The maximum class size shall be twelve (12).
2. Additional instructors will be added, as needed. The cost of instruction is \$975 per IDOC employee.
3. If an IDOC certified employee does not provide the standard of training required by AHA, and the LLC instructor and IDOC are in agreement that the employee shall receive remedial training, IDOC will pay LLC \$300 per employee. Remedial training will be held at a mutually agreeable location. In the event that an employee requires remedial training, IDOC agrees the employee will not conduct class until remediation is complete. The LLC instructor reserves the right to request the revocation of the employee's instructor certification.
4. IDOC shall provide the roster of staff to be trained and will coordinate the training time and location with LLC no fewer than 30 days before the training being scheduled. In the event that the course roster changes within 30 days of the scheduled training, IDOC agrees to substitute another employee or purchase the vacated seat.
5. IDOC agrees to abide by all guidelines, policies or requirements established by LLC applicable to educational programs offered by the College, including the need to investigate any allegations or complaints of misconduct, harassment or retaliation. This also includes abiding by student:teacher ratio of 12:1 and the use of up-to-date training materials.
6. This Agreement shall serve all current IDOC facilities as well as any facilities that open during the effective dates of this Agreement. Each correctional facility shall provide a Training Coordinator who will be accessible to Lake Land staff by both phone and email regarding the provision of CPR/ First Aid training.

IV. Other Training Provided

1. **All Heart Saver, BLS and Instructor CPR/First Aid** classes will be taught to the rigor and content of the current AHA course manual. These courses will be certified by the AHA. As such, students who successfully complete a course will receive the appropriate level CPR card and manual (if necessary) for their participation as mandated by the AHA via LLC or the AHA Training Center. Training provided will be as follows:
 - **Heart Saver CPR/First Aid Training** will be conducted for IDOC staff at approved IDOC training sites.

- **BLS CPR/First Aid Training** for State health care providers will be provided at approved IDOC training sites .
 - **Instructor Certification CPR/First Aid Training** will be provided at IDOC training sites mutually agreed upon by IDOC and LLC.
2. **Instructor Recertification** in the appropriate categories will be provided at IDOC training sites mutually agreed upon by IDOC and LLC to meet AHA guidelines for annual recertification.

V. Budget

1. The Parties will operate under a training and supplies budget in the amount not to exceed \$308,000 for the entire term of this Agreement. Any increase to this amount will need to be processed through an amendment and completed in advance of excess expenses being incurred.
2. LLC will submit invoices for reimbursement to IDOC for supplies and materials.
3. The amount paid by IDOC to LLC is to be offset by the estimated apportionment amount available from ICCB at the time the trainings are conducted or by grant funds received by LLC as a result of providing this service to IDOC. LLC will provide credit to the invoice for ICCB apportionment dollars or other similar grant dollars made available through this Agreement. If there is any change to the formula used by ICCB to calculate the apportionment rate, the parties shall meet and confer in good faith.

VI. Training Equipment and Locations

1. LLC will provide AHA-approved mannequins, AED training equipment, textbooks and related materials to the training center sites listed within this Agreement. Anything procured by LLC will be in accordance with the Illinois Public Community College Act and the governing policies and procedures of LLC. IDOC will reimburse LLC for the cost of the following equipment expenditures:
 - AED Training Equipment, as necessary, with the understanding that said AED training equipment will become the property of the IDOC upon reimbursement.
 - Mannequins meeting the 2015 AHA Standards, with the understanding that said mannequins will become the property of the IDOC upon reimbursement.
 - Mannequins, as necessary, which are in need of replacement/upgrade, to ensure proper training as deemed by the LLC instructor (or AHA).
 - Textbooks, DVD's, and related learning materials, as necessary and/or required by the American Heart Association, with the understanding that said materials will become the property of IDOC upon reimbursement.

- Required instructor kits; each facility should have one at a minimum.
2. All disposable equipment (e.g. AED replacement pads, cleaning supplies for the mannequins, mannequin lung bags and face shields) will be supplied by IDOC. However, if it is determined to be in the best interest of the IDOC, LLC shall purchase the equipment and receive reimbursement from IDOC.
 3. IDOC will provide Internet access for training and upon which instructors can gain certification.
 4. **TRAINING LOCATIONS. Training locations include:** Big Muddy Correctional Center, Central Region Parole, Centralia Correctional Center, Chicago (Oakley) Parole and APC, Danville Correctional Center, Decatur Correctional Center, Dixon Correctional Center, East Moline Correctional Center, Elgin Treatment Center, Fox Valley Adult Transition Center, Graham Correctional Center, Hill Correctional Center, Illinois River Correctional Center, Jacksonville Correctional Center, Joliet Treatment Center, Kewanee Correctional Center, Lawrence Correctional Center, Lincoln Correctional Center, Logan Correctional Center, Menard Correctional Center, Murphysboro Life Skills Re-Entry Center, Northern Region Parole, Peoria Adult Transition Center, Pinckneyville Correctional Center, Pontiac Correctional Center, Robinson Correctional Center, Shawnee Correctional Center, Sheridan Correctional Center, Southern Regional Parole, Southwestern Correctional Center, Stateville Correctional Center, Taylorville Correctional Center, Vandalia Correctional Center, Vienna Correctional Center, and Western Correctional Center.

VII. General Provisions:

1. **Entire Agreement.** This Agreement contains the entire understanding between the Parties relating to the subject matter contained herein and is in addition to the current contract in effect and agreed to by the parties. This Agreement may only be amended, altered, modified or changed through a written document signed by the Parties.
2. **Intergovernmental Cooperation.** To the extent applicable, this Agreement is entered into in accordance with, and in furtherance of, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*
3. **Insurance.** The Parties shall maintain such insurance as may be required by law and other insurance, to such extent and against such hazards and liabilities, as is customarily maintained in connection with the services to be performed.
4. **No Waiver.** No waiver of any breach of this Agreement shall be interpreted or deemed to be a waiver of any other or subsequent breach.

5. **Term.** This Agreement shall become effective July 1, 2021 through December 31, 2024. The Agreement may be modified or amended by mutual agreement of both parties at any time.
6. **Termination.** This Agreement may be terminated by either party by providing 30 days advanced written notice of intent to terminate. There shall be no financial fines or penalties as a result of termination of the Agreement in accordance with this section.
7. **Notices and Reimbursements.** Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile or e-mail (receipt confirmed), on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either Party may request. Requests for reimbursement for CPR/First Aid cards and manuals will be forwarded to IDOC from LLC within 30 days after its receipt from the AHA Training Center.

To IDOC: Illinois Department of Corrections
c/o Training Academy
Attn: Pat Connelly
1301 Concordia Court
PO Box 19277
Springfield, IL 62794-9277

To Lake Land:

8. **Applicable Law.** This Agreement shall be governed by, construed under, interpreted and enforced in accordance with the laws of Illinois.
9. **No Third-Party Beneficiaries.** This Agreement is not intended to confer any right upon any third party who is not a Party to this Agreement.
10. **Modifications.** This Agreement may be modified only through a written instrument signed by both Parties.
11. **Force Majeure.** Neither Party shall be considered in breach of this Agreement to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the Effective Date.
12. **Execution in Counterparts.** This Agreement may be executed in counterparts. When both counterparts have been executed, the exchange of counterparts in

hardcopy or electronically shall have the same effect as if the Parties had executed and exchanged the same instrument.

IN WITNESS WHEREOF, the Parties to this Agreement, through their duly authorized representatives have executed the Agreement on the days and dates set out below and certify that they have read, understood and agree to the terms and conditions of this Agreement as set forth herein. This Agreement shall be effective upon execution by the duly authorized representatives of IDOC and Lake Land.

By: Illinois Department of Corrections, Director

Date _____

By: IDOC Training Academy Manager

Date _____

By: Lake Land College, President

Date _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 10, 2021**

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

Copher, Julie

3/18/21-5/2/2021

The following positions have been recommended by the Lake Land College President's Cabinet

Infrastructure Analyst

Grade Level 12

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Stoutin, Drew	Tutor-Student Community Education	4/12/21
	Primary Position-Tutor-Student Learning Asst	
Tappendorf, Hannah	Admissions and Records Data Entry Asst	4/23/21
	Primary Position-Agriculture Education Intern	

Part-time - Grant Funded

Johnson, Stephanie	Pathways Substitute Instructor	6/2/21
	Primary Position-alternative Education Instructor	
Stoutin, Drew	Tutor-Student Success-Student	4/12/21
	Primary Position-Tutor-Student Learning Asst	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Yealick, Sabrina	Adjunct Faculty Technology Division	5/17/20

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Greuel, Katherine	Lake Land College Student Trustee	4/15/21
Mathis, Caleb	Dual Credit Instructor	4/29/21
Full-time		
Marshall, Brianna	Associate Dean of Correctional Programs	4/19/21
Saxton, Naomi	Financial Aid Loan Specialist	5/24/21

Full-time Tenure Track

Neff, Jameson	Mathematics Instructor	8/13/21
Marlor, Cody	Mathematics Instructor	8/13/21

Part-time

Fagan, Douglas	Commercial Driver Training Instructor	4/12/21
Kerner, Connie	IDOC CPR Instructor	4/12/21
Miller, Janet	IDOC CPR Instructor	4/12/21
Robison, Scott	Police Officer	4/19/21
Schlattman, David	IDOC CPR Instructor	4/16/21
Stoutin, Drew	Tutor - Student Learning Assistance Center	4/12/21

Part-time Grant Funded

Benhoff, Brooke	Agriculture Education Intern	5/10/21
Douglass, Drexel	Agriculture Education Intern	5/10/21
Kepp, Abigail	Agriculture Education Intern	5/10/21
Landmann, Mackenzie	Agriculture Education Intern	5/10/21
Osborne, Alexandria	Agriculture Education Intern	5/10/21
Pierson, Kadie	Agriculture Education Intern	5/10/21
Rincker, Grace	Agriculture Education Intern	5/10/21
Tappendorf, Hannah	Agriculture Education Intern	5/10/21
White, Christina	Agriculture Education Intern	5/10/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Copher, Julie	Correctional Office Assistant	4/30/21
Eifert, Robert	Associate Dean of Correctional Programs	4/16/21
Spence, Latrina	Correctional Cosmetology Instructor	4/2/21
Tolley, Rusty	Correctional Automotive Technology Instructor	4/7/21
Part-time		
Baker, Lesley	Dual Credit Instructor	4/30/21
Beeson, Jordan	Engineering Technician	4/23/21
Bushue, Jill	Center for Business and Industry Instructor	4/5/20
Clifford, Erin	Dual Credit Instructor	4/30/21
Earnst, Cassie	Allied Health BNA Clinical Instructor (hourly)	5/17/20
Eugea, Dennis	Adjunct Faculty Technology Division	4/16/21
Figueroa, Chaskiesha	Pathways Substitute Instructor	5/17/20
Hale, Tori	Dual Credit Instructor	4/30/21
Hood, Christopher	Tutor - BA Degree - Learning Asst Center	4/5/20
Jenkins, Destany	Dual Credit Instructor	4/30/21
Joles, Clarice	Commercial Driver Training Instructor	4/1/21
Lockwood, Don	Dual Credit Instructor	4/30/21
Richardson, Hannah	Tutor - Associate's TRIO	9/6/20
Smith, Katherine	Covid-19 Checkpoint Screener	4/8/21
Starwalt, Lori	Dual Credit Instructor	4/30/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
McKenzie, Michelle	Associate Dean of Correctional Programs Transferring from correction Office Asst-Taylorville	4/19/21
Part-time		
Clodfelter, Alan	CBI Tech Writer - Industry Transferring from Adjunct Faculty Technology	4/30/21