

Lake Land College

District No. 517

Board of Trustees

Agenda and Board Book

May 8, 2023

Regular Meeting No. 677



MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

LAKE LAND
COLLEGE

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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. 677
Monday, May 8, 2023, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of April 10, 2023, Regular Meeting.
2. Approval of Minutes of April 10, 2023, Closed Session.
3. Approval of Minutes of May 1, 2023 Special Meeting.
4. Approval of Agenda of May 8, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

<https://www.lakelandcollege.edu/board-of-trustees/>

6. Destruction of Tape Recording of November 8, 2021 Closed Session, and November 4, 2021 Buildings and Site Committee Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Gary Cadwell
B. Resource & Development	Mr. Gary Cadwell
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Maggie Kelly
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Monthly Data Point Discussion – Employee Demographics.	
2. Faculty Focus on Advancing Student Success - Fulfilling the College's Mission through the Library.	
3. Appointment of Board Committees.	
4. Navigator News Awards.	26
5. Proposed Revisions to Board Policies:	27-32
• 06.18.01 - Credit through State Seal of Biliteracy	
• 06.16.01 - Credit for Military Service	
• 07.01.02 - Special Admission and Graduation Requirements	
6. Calendar of Events.	33-34

B. Action Items.

	Board Book Page Number(s)
1. Acceptance of March 2023 Financial Statements.	35-47
2. Continued Employment of Grant Funded Employees.	48
3. Acceptance of Gift-in-Kind Donation from the Lake Land College Foundation.	
4. Approval of 2023-2024 College-Wide Committees.	49-55

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| 5. | Approval of Bid for Preventive Maintenance and Air Filter Replacements. | 56-57 |
| 6. | Approval of Purchase of IT Related Equipment for Server Room. | |
| 7. | Approval of Agreement with Dimond Bros. for Insurance Consulting Services. | 58-66 |
| 8. | Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College and to discuss collective negotiating matters. | |

[Return to Open Session - Roll Call]

- | | | |
|-----|--|-------|
| 9. | Approval of the Three-Year Contract and Related MOU with the Lake Land College Faculty Association as Discussed in Closed Session. | |
| 10. | Approval of Recommendation to Dismiss a Tenured Faculty Member as Discussed in Closed Session. | |
| 11. | Approval of Human Resources Report as Discussed in Closed Session. | 67-68 |

V. Other Business. (Non-action)**VI. Adjournment.**

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



Regular Board Meeting No. 676
Board and Administration Center, Room 011
Mattoon, IL
April 10, 2023

Minutes

Call to Order.

Chair Sullivan called the April 10, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

Approval of Consent Items.

Trustee Cadwell moved and Trustee Walk seconded to approve the following consent items:

1. Approval of Minutes of March 13, 2023, Regular Meeting.
2. Approval of Minutes of March 13, 2023, Closed Session.
3. Approval of Agenda of April 10, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

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Education Fund	\$	583,759.10
Building Fund	\$	29,698.55
Site & Construction Fund	\$	65,412.50
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	63,721.89
Restricted Purposes Fund	\$	834,116.67
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	264,171.66
Student Accts Receivables	\$	189,723.88
Total	\$	2,030,604.25

For a summary of trustee travel reimbursement and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>

5. Destruction of Tape Recording of October 11, 2021, 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 Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that the senate and the house are busy reviewing bills. She said she will be attending the May ICCTA meeting in Springfield along with Chair Sullivan and Dr. Bullock. Ms. Walk also plans to attend lobby day on May 3 for legislative visits.

Resource & Development.

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

Finance.

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

Foundation.

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

- Our new donor database went live early March and has led to exciting opportunities already! The new software was implemented just in time for our spring appeal and helped check the entire 46,000 records to ensure of proper mailing addresses.
- The Foundation is excited to award over \$600,000 in scholarships for the first round of our FY24 students, which is a new record! Thanks again to everyone who volunteered as a scholarship reader. Scholarships for incoming freshman will be announced at high school awards nights.
- Please save the date for the Foundation's annual golf classic on Friday, September 29th!

Student Report.

Ms. Maggie Kelly, Student Trustee, said Student Life has been very busy lately hosting events. Student Government Association (SGA) hosted a successful Club Lunch on March 29. More than 80 students attended and received club information, enjoyed Jersey Mikes and played board games. The Student Activity Board and SGA collaborated and did an incentive for the clubs to participate in SAB events over the past month. The winning clubs who participated in the most events were math club, criminal justice club and pride club. SGA is also hosting a blood drive on April 20 in Webb Hall for anyone interested in donating.

President's Report.

- Lake Land received a payment of \$304,422 from the Illinois Department of Juvenile Justice (IDJJ) in March toward the FY 2023 outstanding balance. A total of \$27,027 remains outstanding for IDJJ for FY 2023.
- Lake Land received no payments from the Illinois Department of Corrections (IDOC) in March toward the FY 2023 outstanding balance. A total of \$1.1 million remains outstanding for IDOC for FY 2023.
- In March, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and an equalization payment of \$544,608. A total of

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\$1.5 million in credit hour reimbursement and \$1.6 million in equalization remain outstanding for FY 2023.

- The College received no property tax payments in March.
- We will begin our energy savings summer hours in which the College is closed on Fridays from May 19 – August 11.

Business Items.

Non-action Items.

Presentation of Business Partnership Award to EJ Water Cooperative of Dieterich.

Dr. Mike Rudibaugh, Division Chair Math & Science/Geography/Earth Science Instructor, highlighted why he nominated EJ Water for the Business Partnership award. Mr. Bill Teichmiller, CEO of EJ Water Cooperative, attended the meeting to receive the College award from Chair Sullivan.

Quarterly Investment Report.

Ms. Brianna Whitley and Ms. Amanda Gatewood from SC3F Wealth management Group (formerly Wells Fargo Advisors) presented during the meeting and summarized key data in the Quarterly Investment Report for the period ending March 31, 2023. Each trustee received a copy of the report.

Acknowledgement of Community College Month.

Chair Sullivan provided a statement on behalf of the Board of Trustees regarding national Community College Month this April and Governor Pritzker's recent proclamation for the state's acknowledgement. The Governor's proclamation was included in the Board Book and highlighted the valuable role community colleges provide in Illinois.

Faculty Focus on Advancing Student Success – Updates from the Cosmetology Program.

Ms. Kristine Marler, Cosmetology Instructor and Director of Cosmetology/Esthetics Program, and Ms. Samantha Webster, Cosmetology Instructor, highlighted the College's Cosmetology program.

Spring 2023 Commencement.

Dr. Valerie Lynch, Vice President for Student Services, invited Trustees to participate in the Spring 2023 Commencement ceremony at 6:00 p.m. on Friday, May 12, 2023, in the Field House.

Phi Theta Kappa All-Illinois Academic Team Nominees.

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Dr. Lynch announced that three students, Mr. Andrew Matheny, Ms. Josie Strauch and Mr. Darrius Frazier, were nominated and recognized as members of the All-Illinois Community College Academic Team.

Curriculum Committee Update.

Dr. Nwosu presented an update on activities by the Curriculum Committee from October 2022 to March 2023.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Foundation Scholarship & Donor Reception set for April 12, the Annual Organizational Meeting on May 1, Commencement ceremonies on May 12 and the Board Retreat set for May 17.

Action Items.

Approval of Resolution No. 0423-009 Amending the Resolution Authorizing and Providing for the Issue of General Obligation Debt Certificates (Limited Tax), Series 2022, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, to Revise the Purposes for Which the Proceeds of Such Certificates May be Used. (Roll Call Vote Required).

Trustees heard a recommendation from Dr. Bullock that the Board approve the above-referenced resolution. Trustees reviewed details of the resolution to approve the revised use of \$12,500,000 of the bond funds approved in 2022 so that the College may use these funds toward the purchase of the Patterson facility that will house the Rural Development Technology Center (Effingham Technology Center) and the Effingham Regional Career Academy. The purpose of the originally approved bond funds was to build a new facility and further renovate the Kluthe Center for the Technology Center and Career Academy, which will not happen since the College will be purchasing the Patterson facility.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 0423-009 Amending the Resolution Authorizing and Providing for the Issue of General Obligation Debt Certificates (Limited Tax), Series 2022, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, to Revise the Purposes for Which the Proceeds of Such Certificates May be Used. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

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Absent: None.

Motion carried.

Approval of Resolution No. 0423-010 to Purchase Real Property Owned by Patterson Technology Center, Inc., for Property Located at 1201 Althoff Drive, Effingham, as Discussed in Closed Session.

Trustees heard a recommendation from Dr. Bullock that the Board approve as presented Resolution No. 0423-010 - Approval of Commercial Real Estate Purchase and Sale Agreement with Patterson Technology Center, Inc., for Property Located at 1201 Althoff Drive, Effingham. With Board approval of this Resolution, Trustees learned the Board would authorize the College President, and his designee to execute the Commercial Real Estate Purchase Agreement, any addenda, and/or any and all other required documents and instruments, and take any and all other required actions, to complete this transaction, which we anticipate will close on or before April 27, 2023.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented Resolution No. 0423-010 - Approval of Commercial Real Estate Purchase and Sale Agreement with Patterson Technology Center, Inc., for Property Located at 1201 Althoff Drive, Effingham, as discussed in closed session. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Lease Agreement with Patterson Technology Center, Inc., for Property Located at 1201 Althoff Drive, Effingham, as Discussed in Closed Session.

Trustees heard a presentation from Dr. Bullock regarding the proposed 10-year, triple net Lease Agreement with Patterson that would take effect upon closing of the Purchase and Sale Agreement detailed in the previous action item above. Dr. Bullock highlighted the terms of the agreement and also how the College has agreed to coordinate with Patterson any Freedom of Information Act (FOIA) requests regarding the agreement.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a 10-year Lease Agreement between the College, as landlord, and Patterson Technology Center, Inc., a Minnesota Corporation, as tenant, to become effective upon the closing of the Commercial Real Estate Purchase Agreement with Patterson, for Patterson to lease a portion of the lower level of the facility located at 1201 Althoff Drive, Effingham, IL. The triple net lease terms include Patterson paying a pro-rata share for common area maintenance, real estate taxes attributable to their portion of the leased space, and a base monthly rent of \$7,331.57 that will

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annually increase by 2% for the base rent. The Board further authorizes and directs its President and President's designee, upon closing of the Commercial Real Estate Purchase Agreement, to execute the Lease Agreement, any addenda, and/or any and all other required documents and instruments, and take any and all other required actions, to complete this transaction. This action follows discussion on the topic held in 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of February 2023 Financial Statements.

Trustees reviewed the February 2023 Financial Statements and heard from Mr. Greg Nuxoll, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Reynolds seconded to approve as presented the February 2023 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 Kelly voted yes.

Absent: None.

Motion carried.

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

Trustees heard a request from Dr. Lynch to accept the above-referenced election results and seat the newly elected student trustee, Ms. Jacqueline "Jackie" Schertz of Mattoon.

Trustee Reynolds moved and Trustee Curtis seconded to certify as presented the 2023 winners of the sophomore SGA delegate's election, the student trustee election and seat Ms. Jacqueline "Jackie" Schertz as the 2023-2024 student trustee effective April 15, 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

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Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policies: 07.22 – Change of Curriculum, 07.36 - Accessibility of College Programs and Facilities and Services for Individuals with Disabilities.

Trustees heard a recommendation from Dr. Bullock to approve proposed revisions for the two above-referenced Policies. Dr. Bullock said that the administration has received no comments or requests for additional revisions since we presented these recommendations as first reading during the March 2023 regular Board meeting.

Trustee Storm moved and Trustee Walk seconded to approve as presented Proposed Revisions to two Board Policies including 07.22 – *Change of Curriculum* and 07.36 - *Accessibility of College Programs and Facilities and Services for Individuals with Disabilities*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Items or Equipment.

Mr. Nuxoll requested the Board to declare as surplus four pedicure chairs and 12 sets of lockers. He said these items have become obsolete and have little value to the College. If these items are approved by the Board as surplus, then they will be disposed of in a manner most beneficial to the College.

Trustee Reynolds moved and Trustee Curtis seconded to declare as surplus four pedicure chairs and 12 sets of lockers so that the administration may dispose of these items or equipment in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Renewal of Three-Year Membership with the Education Advisory Board.

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Trustees reviewed a request from Dr. Bullock to approve a three-year agreement with the Education Advisory Board (EAB) for a Community College Executive Forum membership renewal in the amount of \$29,063 per year. He said that EAB is a best practices firm serving K-12, community colleges and universities across the country. Dr. Bullock said as a member institution with EAB since 2017, EAB has worked with us in a variety of ways including facilitating on-campus strategy sessions, a dedicated advisor for ongoing service and support, best practice library, implementation tools and templates, strategy reports, informative newsletters, and on-demand webcasts available for all staff. He said the College has been collaborating with EAB to implement EAB Navigate, a student-facing, student success retention tool. He noted that our EAB membership has helped lower our cost for the EAB Navigate software tool.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented a three-year agreement with the Education Advisory Board (EAB) for a Community College Executive Forum membership renewal in the amount of \$29,063 per year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for the Field House Women's Locker Room Renovation.

Trustees heard a recommendation from Mr. Nuxoll for the Board to award the bid from Schomburg & Schomburg Construction, Inc. of Danville, in the amount of \$776,027, for the addition of two women's locker rooms in the Field House and to renovate the men's locker room. The bid tabulation sheet was provided to each trustee and Mr. Nuxoll said this shows Schomburg & Schomburg Construction submitting the lowest of two bids received.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the bid from Schomburg & Schomburg Construction, Inc. of Danville, in the amount of \$776,027, for the addition of two women's locker rooms in the Field House and to renovate the men's locker room

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Police Department Squad Vehicle and Related Equipment.

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Ms. Jean Anne Highland, Chief of Staff, requested the Board approve the purchase of a 2023 Ford Police Interceptor Utility AWD vehicle and related equipment in the amount of \$51,185 from Morrow Brothers, a state contracted vendor. Trustees also reviewed a memorandum from Police Chief Jeff Branson regarding this purchase request. Ms. Highland reported the quote from Morrow Brothers includes a base price for the utility vehicle of \$39,785 and additional costs to equip the vehicle for police use. Ms. Highland noted that a bid is not required since we will be purchasing from Morrow Brothers, a state contracted vendor, per Board Policy 10.22 (4.K.).

Trustee Reynolds moved and Trustee Walk seconded to approve the purchase of a 2023 Ford Police Interceptor Utility AWD vehicle and related equipment in the amount of \$51,185, from Morrow Brothers, a state contracted vendor.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Furniture Purchase for Neal Hall.

Trustees heard a recommendation from Mr. Nuxoll for the board to approve the purchase of furniture as part of the CDB – Neal Hall project renovation scheduled for this summer. Mr. Nuxoll reported that Ms. Kimberly Wellbaum, Facilities Coordinator to Physical Plant Operations, is leading the College's efforts in working with Widmer Interiors and ordering the furniture. The furniture plan and proposed budget or quote were provided to each trustee. Mr. Nuxoll said the estimated invoice is \$378,538.64, and Ms. Wellbaum does not believe there will be any significant additions. He asked for Board approval to proceed with this purchase at a gross cost not to exceed \$400,000.

Trustee Cadwell moved and Trustee Curtis seconded to approve the purchase of furniture from Widmer Interiors, as part of the state procured Omni contract pricing, to replace furniture following the remodel of the CDB – Neal Hall renovation project, at a cost not to exceed \$400,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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Acceptance of ICCB Developmental Education Reform Act Grant.

Trustees heard a recommendation from Dr. Nwosu for the Board to accept a one-year Developmental Education Reform Act grant (DERA) for \$99,997.00 from the Illinois Community College Board (ICCB).

Trustee Cadwell moved and Trustee Reynolds seconded to accept as presented a one-year Developmental Education Reform Act grant (DERA) for \$99,997.00 from the Illinois Community College Board (ICCB).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:15 p.m. – Trustee Cadwell moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to discuss the appointment, employment, compensation, performance, discipline or dismissal of a specific employee.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:20 p.m.

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

Trustees Absent: None.

Approval of Human Resources Report.

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Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Trustee Curtis motioned and Trustee Storm seconded to approve as presented the following standard Human Resources Report as discussed in closed session.

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Klauser, Ryan	4/3/23-5/5/23
Ryan, Lori	4/1/23-5/5/23
Shoot, James	2/27/23-4/29/23

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

Technical Training Coordinator	Level 14
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Lynch, Annette	Admissions and Records Commencement Asst Primary Position Perkins Student Worker	5/12/23
Songo, Divine	International Studies Program Assistant Primary Position Library Assistant	3/13/23
Therault, Emma	Admissions and Records Commencement Asst Primary Position Perkins Student Worker	5/12/23
Vonderheide, Anthony	Admissions and Records Commencement Asst Primary Position College Work Study	5/12/23

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Czyzewski, Kennedy	College Work Study - TRIO SSS Primary Position TRIO DC Student Specialist	2/3/23
Fatheree, Dustyn	Adult Education Instructor Primary Position Student Life Specialist	2/19/23
Jenkins, Elyse	College Work Study - Student Life Primary Position Newspaper Ed Student New	2/6/23

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Higginbotham, Taneya	Coor of Diversity,Equity,Inclusion, & Belonging	5/15/23

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McDowell, Grace	Police Officer	4/11/23
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Part-time

Carter, Natashia	Fitness Center Specialist	3/31/23
Castro de Jesus, Gabryela	International Studies Program Assistant	3/27/23
Dasenbrock, Charity	Counseling Services Specialist	4/3/23
Peer, Kyler	Newspaper Editor - Student Newspaper	4/4/23
Robinson, Canyon	Fitness Center Specialist	3/21/23
Rubin, Sidney	Tutor - Student Learning Assistance Center	3/20/23
Wright, Vanessa	Dual Credit Coordinator	3/16/23

Part-time Grant Funded

Beech, Makayla	Student Path Recipient	1/9/23
Compton, Debra	Pathways Classroom Assistant	4/11/23

Unpaid

Nading, Danielle	Ag Volunteer	3/22/23
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Cavanagh, Mason	Associate Dean of Correctional Programs	3/31/23
Collins, Amanda	Correctional Office Assistant	3/28/23
Cox-Lercher, Jolie	Correctional Office Assistant	3/10/23
Dodson, Evan	Police Officer	3/31/23
Monti, Francesca	Correctional Office Assistant	4/10/23
Tabbert, Will	Kluthe Custodian	3/17/23

Part-time

Bray, Cassandra	BNA Clinical Instructor Adult Education	1/4/23
Dennis, Tracy	Adjunct Faculty Social Science Division	12/11/20
Kanouse, Douglas	Adult Education Instructor	11/1/22
Probst, Christina	Allied Health BNA Clinical Instructor (hourly)	6/24/21
Reed, Kaleb	Perkins Student Worker - Humanities	5/12/22
Sharp, Kennedy	Counseling Services Specialist	3/1/23
Thomas, Joseph	Perkins Student Worker - Humanities	5/13/22
Thomas, Justin	Adjunct Faculty Social Science Division	12/10/21
Towles, Lily	College Work Study - Library	3/1/23
Warman, Kristy	Adjunct Faculty Allied Health Division	5/9/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Hawk, Laura	Early Childhood Education Coach/Mentor	4/17/23

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Transferring from Early Education Mentor/Coach

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Curtis seconded to adjourn the meeting at 7:22 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

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/

Lake Land College
Board of Trustees
District No. 517



Special Board Meeting
Board & Administration Center, Room 011, Mattoon, IL
May 1, 2023

Minutes

Call to Order.

Chairman Mike Sullivan called the special meeting of the Lake Land College Board of Trustees to order at 3:30 p.m. in the Board & Administration Center, room 011, Mattoon.

Roll Call.

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

Trustees Absent: Student Trustee Schertz.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

Hearing of Citizens, Faculty, and Staff.

There were no other public comments.

Approval of Resolution No. 0523-011 to Acknowledge Results of the April 4, 2023, Board of Trustees Election.

Trustee Cadwell motioned and Trustee Curtis seconded to approve Resolution No. 0523-011 as presented to certify and proclaim that, as a result of the election held April 4, 2023, Ms. Doris Reynolds, Mr. Mike Sullivan and Ms. Denise Walk were each elected to serve a six-year

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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.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Adjournment *Sine Die*.

Trustee Storm motioned and Trustee Walk seconded to adjourn sine die at 3:32 p.m.

Motion carried with unanimous voice vote approval.

Organization of the Board.

Seating of Newly Elected Board Members.

Chair Sullivan stated his appreciation for being re-elected as an incumbent Trustee and congratulated Ms. Doris Reynolds and Ms. Denise Walk as newly elected Trustees.

Call to Order and Appointment of Secretary Pro Tem.

Chair Sullivan called the meeting to order at 3:33 p.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. Dave Storm, Mr. Mike Sullivan, Ms. Denise Walk and Mr. Thomas Wright, Secretary.

Trustees Absent: Student Trustee Schertz.

Election of Chairperson Pro Tem.

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

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

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

There was no further discussion.

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Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Election of Secretary Pro Tem.

Trustee Walk nominated Trustee Wright to the position of Secretary Pro Tem. Trustee Reynolds 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.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Election of Board Chair and Length of Term.

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

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Election of Board Vice-Chair and Length of Term.

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

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Election of Board Secretary and Length of Term.

Trustee Walk nominated Trustee Storm 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 Storm 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.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

The new officers took their seats, and Chair Cadwell took responsibility for the meeting. He led the newly elected Trustees in taking the oath or affirmation of office per Article XIII, Section 3 of the Constitution of the State of Illinois, stating the following:

“I do solemnly affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Lake Land College Trustee to the best of my ability.”

Approval of Resolution No. 0523-012 – Appointment of College Treasurer and Approval of Surety Bonds.

Trustee Curtis motioned and Trustee Walk seconded to Approve Resolution No. 0523-012 as presented to appoint Mr. Greg Nuxoll, Vice President for Business Services, as College

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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.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Resolution No. 0523-013 Authorizing College Treasurer to Act as College Fiscal Agent.

Trustee Curtis motioned and Trustee Sullivan seconded to Approve Resolution No. 0523-0013 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.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Recognition of Outgoing Board Chairman.

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

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 3:44 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

Mr. Gary Cadwell, Board Chair

Mr. Dave Storm, Board Secretary

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



MEMO

TO: Valerie Lynch
FROM: Dustyn Fatheree
RE: 2022 ICCJA Navigator Awards

Lake Land College newspaper student employees attended a two-day conference on April 13-14, 2023 for the Illinois Community College Journalism Association (ICCJA) spring conference at the College of DuPage (CoD). These students competed against other Illinois community colleges in various categories – there were 321 entries submitted from 15 schools to the contest, in total. On behalf of the ICCJA, I am honored to announce these awards for the Navigator staff regarding the 2022-2023 year:

1st Place: Adam Alexander for Sports Photo

Audra Gullquist for News Story

3rd Place: Adam Alexander for Sports Game Story

Audra Gullquist for News Photo

Paul Dorman for Feature Writing

Paul Dorman for News Column

Honorable Mentions:

Adam Alexander for Sports Photo

Molly Smith for Sports Game Story

Navigator Staff for Best Student Media

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.



MEMO

TO: Dr. Josh Bullock, President
FROM: Dr. Valerie Lynch, Vice President for Student Services
RE: 06.18.01 Credit through State Seal of Biliteracy, 06.16.01 Credit for Military Service, 07.01.02 Special Admission and Graduation Requirements

April 21, 2023

The Academic Standards Committee has reviewed the following board policies and determined that minor updates are needed:

06.18.01 Credit through State Seal of Biliteracy

Update needed to remove French and German from foreign languages taught at the College.

06.16.01 Credit for Military Service

Update needed to reflect the correct number of hours of credit awarded for completion of military basic training.

07.01.02 Special Admission and Graduation Requirements

Update needed to remove language about “pending approval from ICCB.”

I would like to present the proposed changes for first reading at the May 8, 2023 Board of Trustees meeting.

I am happy to answer any questions that you or the Board may have. Thank you!

06.18.01

Credit through the Illinois State Seal of Biliteracy

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

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

Adopted June 12, 2017

Revised

06.16.01

Credit for Military Experience

Lake Land College grants credit for military training, education and occupational experience in accordance with the American Council on Education (ACE) Military Guide including credit for DANTES Subject Standardized Tests (DSST). ACE credit recommendations appear on a service member's Joint Services Transcript.

To receive Lake Land College credit based on the Joint Services Transcript:

1. Students must submit the Joint Services Transcript and a Transcript Evaluation Request to Admissions and Records.
2. The Joint Services Transcript will be evaluated to determine specific course credit applicable to the requirements of the student's certificate or degree program.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point average.
5. No tuition or fees will be charged for credit awarded.
6. Students should be aware that credit awarded for military experience may not be accepted by another college or university.

Students may be awarded ~~four~~three hours of credit for completion of military basic training. If this credit is not documented on a Joint Services Transcript, the student may submit to the Admissions and Records Office a DD 214 indicating honorable discharge.

Board Policy No. 06.16.01

Information regarding specific credit available for military experience is maintained in Admissions and Records.

Adopted June 11, 2018

[Revised](#)

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

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

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

Programs with approved special admission and unique graduation requirements:

Associate Degrees

Associate Degree in Nursing, Court Reporting Technology, Dental Hygiene, Fire Science Management (~~pending final approval from the Illinois Community College Board~~), John Deere Tech, Medical Assistant, Physical Therapist Assistant.

Board Policy 07.01.02

Certificates

Fire Science Management ~~(pending final approval from the Illinois Community College Board)~~, Massage Therapy, Medical Assistant, Practical Nursing.

¹ See Board Policies 02.03 and 07.24.

Adopted May 8, 2000
Revised June 11, 2012
Revised June 12, 2017
Revised May 11, 2020
Revised July 13, 2020
[Revised](#)

Calendar of Events

Monday, May 8, 2023	5 p.m. - Board Dinner – Foundation and Alumni Center 6 p.m. - Board Meeting – Board and Administration Center, 011
Friday, May 12, 2023	10 a.m. - Nursing Pinning Ceremony – Field House 12 p.m. - John Deere Ag Tech Luncheon – West Building 2:30 p.m. - Dental Hygiene Ceremony – Luther Student Center Theatre 4:30 p.m. - Pizza party – Foundation and Alumni Center 5:45 p.m. - Platform party will line up in the library 6 p.m. - 2023 Commencement Ceremony - Field House
Tuesday, May 16, 2023	10 a.m. - Pathways Graduation – Luther Student Center Theatre 6 p.m. - GED Graduation – Luther Student Center Theatre
Wednesday, May 17, 2023	11:15 a.m. – Board and Administration Center, 011 Resource and Development Meeting 12 p.m. – 5 p.m. Board of Trustees Annual Retreat with Lunch Board and Administration Center
Thursday, June 8, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 12, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 10, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 14, 2023	5 p.m. – Board Dinner – Kluthe Center, Effingham 6 p.m. – Board Meeting – Kluthe Center, Effingham
Thursday, September 7, 2023	Buildings and Site Committee Meeting

	8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 29, 2023	Foundation Golf Outing – Mattoon Golf and Country Club
Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: April 25, 2023

RE: March 2023 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of March for Fiscal Year 2023.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through March 2023, the ninth month of FY 2023.

Overall Variances:

- *Revenue* – Total March 2023 revenue was \$1,412,488 resulting in a favorable variance of \$70,533 month to date and \$2,324,839 year to date.
- *Expenditures* – Total March 2023 expenditures were \$2,464,065 resulting in a monthly unfavorable variance of \$140,993 month to date while the year to date variance remains favorable to budget \$2,709,474.

Revenue Variances:

- *Local Sources* – An unfavorable variance exists of \$31,865 month to date and \$38,058 year to date. Overall, the variances on the local counties property tax cycle are timing related as to when funds are received by the College. As the year transpires, the variance will normalize.
- *ICCB Credit Hour Grant* – We received \$316,935 in March 2023 resulting in a favorable monthly variance of \$55,010 and a yearly favorable variance of \$380,791. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We received \$544,608 of equalization payments in March 2023 resulting in a \$0 month and year to date variance.

- *Tuition & Fees* – March 2023 yielded an unfavorable monthly variance of \$42,918 for tuition and \$129,392 for fees. Year to date, tuition is favorable to budget \$1,386,976 and fees are also favorable \$53 year to date. In the fiscal year 2023 budget, the College budgeted enrollment to be at the same level as fiscal year 2022. Through March 2023, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable tuition variance.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$3,326 and year to date \$51,845.
- *Other Revenue* – Other revenue is favorable by \$223,025 month to date and \$632,172 year to date. The major driver of the positive variance is additional revenue from the CBI and CDL programs.

Expenditure Variances:

- *Salary & Wages (overall)* – Month to date, salary and wages were \$61,918 favorable compared to budget in March 2023 and continues to maintain a year to date favorable variance of \$1,047,720. As the year transpires, we expect the variance to remain closer to budget.
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in March 2023 of \$8,933 and year to date \$107,348.
- *Instructional* – The Instructional expenditures had an unfavorable variance in March 2023 of \$29,483 while maintaining a year to date favorable variance of \$936,811. The year to date variance is mainly attributable to favorable variances in salary and wages and contractual services.
- *Academic Support* – Month to date, the Academic Support expenditures were \$15,398 unfavorable to budget and year to date the unfavorable variance is \$22,207.
- *Student Services* – The Student Services expenditures had a favorable variance in March 2023 of \$17,470 and a year to date favorable variance of \$330,789.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance of \$10,324 month to date and favorable year to date variance of \$77,074.
- *Operations & Maintenance* – Monthly to date, the Operations and Maintenance expenditures were \$5,295 unfavorable to budget but the variance remains favorable year to date \$321,229.
- *Institutional Support* – The Institutional Support expenditures were \$118,214 unfavorable to budget in March 2023 but the variance remains favorable year to date \$1,464,013. There are year to date positive variances in nearly all line items with the

largest variance in Contractual Services, Contingency Funds, Other and General Materials and Supplies. Over the course of the year, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for March 2023 of \$398 and maintains an unfavorable year variance year to date in the amount of \$398,234. The YTD variance is more a timing issue as to when scholarships are provided and we expect the variance to normalize throughout the year.

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

Board Meeting – May 2023
Fund 03, 04, 05, 06, 11 and 12 Analysis – As of 03/31/2023

Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are under budget by \$550,558 and expenditures were over budget by \$9,105,358 for a net deficit of \$9,655,916.
 - The payment of the \$16,025,000 bond is driving the significant expenditure variance and overall negative variance.

Fund 04 – Bond and Interest Fund

- Year to date, the revenues were over budget by \$139,724 and expenditures were over budget by \$134,360 for a net variance of a positive \$5,365.
 - The favorable variance in local taxes and bond funding interest are the most significant factors influencing the variances.

Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were over budget by \$513,054 and expenditures were under budget by \$26,678 for a net excess of a positive \$539,732.
 - The largest revenue sources that were above budget were the Print Shop, Student Life and the Bookstore.
 - The largest expenditure line item unfavorable to budget is the Print Shop but the overall variance is mitigated by all other line items.

Fund 06 – Restricted Funds

- Year to date, overall revenue is \$7,227,125 under budget.
- Year to date, overall expenditures are \$7,279,249 under budget.
 - Fund 06 is our restricted purposes fund where we record grants and third party spending such as IDOC and DJJ. The grant document or IDOC/DJJ contract dictates what we will receive as revenue and the same amount is allocated for spending. We are only reimbursed based on what we actually spend so the revenues and the expenses should always equal at year end.
 - 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

- Year to date, the revenues are under budget by \$74 and expenditures were under by \$662 for a net excess of a positive \$588.

Fund 12 – Tort Fund

- Year to date, the revenues are over budget by \$51,215 and expenditures were over budget by \$27,740 for a net excess of a positive \$23,475.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,504,775.28	1,566,693.64	61,918.36	Salary and Wages	13,698,545.82	14,746,265.73	1,047,719.91
349,185.74	358,118.86	8,933.12	Employee Benefits	3,041,311.97	3,148,659.74	107,347.77
191,318.89	138,674.96	(52,643.93)	Contractual Services	1,588,119.85	2,643,577.12	1,055,457.27
142,641.80	69,221.63	(73,420.17)	General Materials and Supplies	2,360,802.65	2,515,578.71	154,776.06
21,396.83	49,825.22	28,428.39	Travel and Meeting Expenses	189,951.19	333,576.71	143,625.52
25,533.20	14,947.50	(10,585.70)	Fixed Charges	323,069.80	362,518.50	39,448.70
100,235.92	125,283.33	25,047.41	Utilities	819,092.13	1,127,550.00	308,457.87
1,532.60	200.00	(1,332.60)	Capital Outlay	56,166.09	62,527.99	6,361.90
74,701.33	107.00	(74,594.33)	Contingency Funds	549,658.93	754,943.00	205,284.07
52,345.63	-	(52,345.63)	Other Expenditures	1,094,897.69	1,134,126.86	39,229.17
397.50	-	(397.50)	Scholarships Grants and Waivers	558,800.46	160,566.00	(398,234.46)
2,464,064.72	2,323,072.14	(140,992.58)	Total	24,280,416.58	26,989,890.36	2,709,473.78

Lake Land College

FY2023 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$8,567,787	\$9,183,184	\$615,397	\$13,028,296	\$11,423,716	\$13,028,296	\$1,604,580
Salary and Wages - Acad. Support	\$464,310	\$365,464	(\$98,846)	\$216,254	\$619,080	\$216,254	(\$402,826)
Salary and Wages - Stud. Svcs	\$1,317,917	\$1,482,497	\$164,580	\$1,892,481	\$1,757,223	\$1,892,481	\$135,258
Salary and Wages - Public Svc.	\$313,462	\$405,327	\$91,865	\$493,346	\$417,950	\$493,346	\$75,396
Salary and Wages - Maintenance	\$763,403	\$774,985	\$11,582	\$1,041,986	\$1,017,870	\$1,041,986	\$24,116
Salary and Wages - Inst. Support	\$2,271,666	\$2,534,809	\$263,143	\$3,533,791	\$3,028,888	\$3,533,791	\$504,903
Total Salary and Wages	\$13,698,546	\$14,746,266	\$1,047,720	\$20,206,154	\$18,264,728	\$20,206,154	\$1,941,426

Employee Benefits	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,497,783	\$1,555,860	\$58,077	\$2,188,558	\$2,051,378	\$2,188,558	\$137,180
Employee Benefits - Acad. Support	\$92,969	\$123,590	\$30,621	\$63,897	\$74,099	\$63,897	(\$10,202)
Employee Benefits - Stud. Svcs	\$348,309	\$427,687	\$79,378	\$574,909	\$438,935	\$574,909	\$135,974
Employee Benefits - Public Svc.	\$51,503	\$45,867	(\$5,636)	\$62,870	\$61,706	\$62,870	\$1,164
Employee Benefits - Maintenance	\$254,548	\$288,639	\$34,091	\$376,366	\$334,730	\$376,366	\$41,636
Employee Benefits - Inst. Support	\$796,200	\$707,017	(\$89,182)	\$824,367	\$1,317,320	\$824,367	(\$492,953)
Total Employee Benefits	\$3,041,312	\$3,148,660	\$107,348	\$4,090,967	\$4,278,168	\$4,090,967	(\$187,201)

Mar-23	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,727,416	1,706,935	20,482	1,824,287	1,720,000
Bond Proceeds	15,159,895	16,000,000	(840,105)		16,000,000
Loan Proceeds			-		
Investment Income	269,065		269,065	(116,368)	
Total Revenues	17,156,376	17,706,935	(550,558)	1,707,919	17,720,000
Expenditures:					
Student Center Renovations : Buildi					
Construction Proj : Site Improvemen	931,192	7,955,110	7,023,918	53,178	8,330,110
PHS Projects : Site Improvements				448,432	
New Site: Sire Improvements	11,532		(11,532)		1,000,000
Other	16,117,744		(16,117,744)	18,857	
Total Expenditures	17,060,468	7,955,110	(9,105,358)	520,468	9,330,110
Excess of Revenues over					
Expenditures & Transfers	95,909	9,751,825	(9,655,916)	1,187,451	8,389,890

Mar-23	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,679,262	6,548,749	130,513	6,054,643	6,598,875
General : Investment Income	9,211		9,211	46	
General : Transfer from Other Funds			-		162,250
Total Revenues	6,688,473	6,548,749	139,724	6,054,689	6,761,125
Expenditures:					
Work Cash Bonds : Debt Principal Pa		-	-	-	-
Work Cash Bonds : Interest on Debt			-	0.01	-
Work Cash Bonds : Other Fixed Charg			-	-	-
Funding Bonds : Debt Principal Paym	6,370,024	6,370,000	(24)	6,064,980	6,370,000
Funding Bonds : Interest on Debt	272,545	388,125	115,580	422,046	388,125
Funding Bonds : Other Fixed Charges		1,500	1,500	600	3,000
Funding Bonds : Bond Is	251,417		(251,417)	-	-
Administration : Intere			-	-	-
Total Expenditures	6,893,985	6,759,625	134,360	6,487,625	6,761,125
Excess of Revenues over Expenditures & Transfers	(205,512)	(210,876)	5,365	(432,936)	-

Mar-23	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		-	-	-	31,143
Auto Shop		15,500	(15,500)	-	15,500
Athletics		-	-	-	890,791
Fitness Center	34,439	55,000	(20,561)	32,765	55,000
Bookstore	638,953	522,063	116,890	653,618	696,084
Print Shop	803,088	535,000	268,088	638,306	683,000
Food Service	11,272	5,700	5,572	4,475	7,600
College Farm	118,663	130,000	(11,337)	185,522	140,000
Comm Choir		-	-	-	5,100
Student Life	169,902	-	169,902	-	144,500
WLKL Radio Activity fees		-	-	-	1,100
Transfer for Tuition Waivers		-	-	161,749	515,000
Total Revenues	1,776,316	1,263,263	513,054	1,676,434	3,191,318
Expenditures:					
Ag Judging	27,657	34,643	6,986	33,032	37,643
Auto Shop	-	15,500	15,500	-	15,500
Athletics	662,988	755,183	92,195	485,798	876,291
Fitness Center	46,827	69,500	22,673	58,239	69,500
Bookstore	647,480	581,361	(66,119)	633,859	694,100
Print Shop	707,288	504,852	(202,436)	551,450	662,245
Food Service	5,777	5,810	33	5,968	8,097
College Farm	91,133	65,577	(25,556)	36,788	86,254
Comm Choir	-	3,850	3,850	-	5,100
Student Life	183,913	289,821	105,908	134,260	352,710
WLKL Radio	-	1,100	1,100	-	1,100
Tuition Waivers	524,817	597,361	72,545	599,911	625,000
Total Expenditures	2,897,878	2,924,557	26,678	2,539,305	3,433,541
Excess of Revenues over Expenditures & Transfers	(1,121,562)	(1,661,294)	539,732	(862,871)	(242,223)

Mar-23	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	380,098	390,683	(10,585)	317,451	520,295
Pathways	316,894	175,311	141,583	383,097	233,766
Perkins	180,243	321,002	(140,759)	342,271	435,667
WIOA	2,259,196	2,568,215	(309,019)	1,747,705	3,377,120
College Work Study	-	70,000	(70,000)	-	70,000
GAST	20,000	50,000	(30,000)	28,159	50,000
IL Cooperative Work Study	54,158	50,000	4,158	44,352	50,000
IPRF Grant	26,679	88,000	(61,321)	19,609	88,000
Veterans Services	54,015	1,060,000	(1,005,985)	80,269	1,060,000
ISAC MAP	1,495,002	1,520,000	(24,998)	495,474	1,520,000
Department Of Education	4,512,393	10,867,718	(6,355,325)	3,809,228	10,867,718
Direct loans	1,159,535	2,068,000	(908,465)	1,062,888	2,068,000
Corrections	5,846,697	10,051,058	(4,204,361)	5,496,673	13,373,244
CARES Funds-Students	2,422,506	-	2,422,506	3,156,706	-
CARES Funds-Institutional	2,296,640	-	2,296,640	2,796,392	-
Privately Funded Grant	1,166,926	85,000	1,081,926	202,315	97,100
TRIO SSS	181,892	208,773	(26,881)	134,747	286,323
TRIO DC	213,640	239,880	(26,240)	199,473	320,160
Total Revenues	22,586,515	29,813,640	(7,227,125)	20,316,808	34,417,393
Expenditures:					
Adult Ed	386,885	390,683	3,798	310,794	520,295
Pathways	274,799	175,311	(99,488)	241,771	233,766
Perkins	243,819	321,002	77,183	375,408	435,667
WIOA	2,457,141	2,568,215	111,074	2,069,820	3,377,120
College Work Study	21,559	70,000	48,441	11,724	70,000
GAST	-	50,000	50,000	10,579	50,000
IL Cooperative Work Study	4,746	50,000	45,255	-	50,000
IPRF Grant	10,708	88,000	77,292	11,003	88,000
Veterans Services	156,440	1,060,000	903,560	179,629	1,060,000
ISAC MAP	1,575,028	1,520,000	(55,028)	928,624	1,520,000
Department of Education	4,470,119	10,867,718	6,397,599	3,851,054	10,867,718
Direct loans	1,150,864	2,068,000	917,136	1,074,661	2,068,000
Corrections	6,018,569	10,051,058	4,032,489	3,910,712	13,373,244
CARES Funds-Students	2,422,506	-	(2,422,506)	3,109,917	-
CARES Funds-Institutional	2,358,069	-	(2,358,069)	3,018,658	-
Privately Funded Grant	549,397	85,000	(464,397)	71,233	97,100
TRIO SSS	201,304	208,773	7,469	151,264	286,323
TRIO DC	232,438	239,880	7,442	215,782	320,160
Total Expenditures	22,534,391	29,813,640	7,279,249	19,542,633	34,417,393
Excess of Revenues over Expenditures & Transfers	52,124	-	52,124	774,175	-

Mar-23	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	173,596	173,671	(74)	75,794	175,000
Total Revenues	173,596	173,671	(74)	75,794	175,000
Expenditures:					
Admin Staff Ful	18,235	18,136.67	(98)	17,460	25,489.38
Support Staff F	11,327	11,196.57	(131)	10,774	15,735.72
Medical Benefit	6,749	7,138.80	389	6,484	9,518.40
Life Insurance	19	20.70	1	19	27.60
Audit Services	47,800	47,800.00	-	46,900	47,800.00
Printing	-	500.00	500	-	500.00
Total Expenditures	84,131	84,793	662	81,636	99,071
Excess of Revenues over Expenditures & Transfers	89,466	88,878	588	(5,842)	75,929

Mar-23	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	2,366,493	2,315,278	51,215	2,241,962	2,333,000
Misc Income	-		-		
Total Revenues	2,366,493	2,315,278	51,215	2,241,962	2,333,000
Expenditures:					
Student Services	61,696	79,963	(18,267)	69,136	105,160
Operations and Maintenance	141,979	156,474	(14,495)	140,292	216,485
Police Dept	439,028	237,983	201,044	376,183	534,945
Institutional Support	222,572	400,309	(177,737)	104,197	330,631
Fixed Charges-ins	540,101	502,905	37,195	625,476	841,655
Total Expenditures	1,405,374	1,377,634	(27,740)	1,315,285	2,028,876
Excess of Revenues over Expenditures & Transfers	961,119	937,644	23,475	926,677	304,124



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 27, 2023

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 state and/or 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.



MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 3, 2023
RE: College-Wide Standing Committees FY 2024

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2024 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 2023-2024

Standing Committees:

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

Academic and Enrollment Calendar Committee

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

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to VP for Student Services

Members:

Director of Marketing & Public Relations

Comptroller

Academic Scheduling Coordinator

Academic Counselor/Coordinator for Orientation

Dean of Academic Operations

Chief Information Officer

Coordinator of Student Communications & Initiatives

Dean of Admissions Services

Financial Aid Representative

Manager of Bookstore and Textbook Rentals

One Teaching Faculty

One Career Division Chair

One Transfer Division Chair

VP for Academic Services

Sponsor: VP for Student Services

Academic Council Committee*

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

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

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

VP for Academic Services

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

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

Agriculture:

Allied Health:

Business:

Humanities:

Math/Science:

Non-teaching:

Social Science:

Technology:

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

Director of Human Resources

Dean of Academic Operations

Faculty appointments are for three-year rotating terms

*Faculty Association President

Sponsor: VP for Academic Services

Academic Standards Committee

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

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to VP for Student Services

Members:

Dean of Admission Services

Director of Enrollment Services

One Academic Counselor

One Division Chair

Two Faculty

Student selected by Student Government Association

Sponsor: VP for Student Services

(DC and faculty appointments are three-year terms)

Lake Land College Standing Committees 2023-2024

Advising Committee

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

Chair: Academic Counselor/Coordinator of Advising

Committee Assistant: Counseling Services Specialist

Members:

One to two Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Two Academic Counselors

Two students selected by Student

Government Association

Sponsor: VP for Student Services

Assessment Committee

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

Chair: Director of Assessment & Program Review

Committee Assistant: Executive Assistant to the President's Office

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

Community and College Services Awareness Committee

Purpose: Raising awareness of information on resources within the college and external agency partners committed to assisting all students with a focus on underrepresented populations and at-risk students. Through information sharing and networking, our vision is to keep updated and accurate communication to use in serving students as well as to collaborate on how to overall best serve any current or future students in need of assistance.

Chair: Dean of Workforce Development and Community Education

Members: Director of Adult and Alternative Education

Adult Education Transition Coordinator

Director of Student Life

Director of TRiO

Community Outreach Coordinator

Academic Counselor

VP for Student Services

Chief of Staff

Financial Aid representative

Perkins Specialist

Paraprofessional

Sponsor: VP for Student Services

Curriculum Committee

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

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

Dean of Academic Operations

Dean of Admission Services

Director of Assessment & Program Review

Director of Data Analytics

Director of Institutional Research and Reporting

Director of Library Services

Associate Dean of Enrollment

All Division Chairs

Academic Scheduling Coordinator

Lake Land College Standing Committees 2023-2024

One Member from Workforce Solutions and Community Ed.

One Admissions and Records Staff

One Academic Counselor

One Career Faculty

One Transfer Faculty

Two students selected by the Student

Government Association

Sponsor: VP for Academic Services

Developmental Education Committee

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

Chair: Division Chair for Math/Science or Humanities

Committee Assistant: Administrative Assistant to the current Chair

Members:

Director of Data Analytics

Director Student Success Service

Director of Institutional Research and Reporting

Developmental Reading/Writing Instructor

Developmental Math Coordinator

Developmental Math Instructor

Director of Adult and Alternative Education

Counselor/Retention Coordinator

Counselor for Student Accommodations

Director of TRIO SSS

Division Chairs for Mathematics and Humanities

Student identified by Director Student Success Service

Sponsor: VP for Academic Services

Diversity, Equity, Inclusion and Belonging Education Committee (DEIB)

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

Chair: Director of Student Success Services

Committee Assistant: Paraprofessional on the Committee

Members:

Director of Student Life

Coordinator of International Studies Program

Coordinator of Diversity, Equity, Inclusion, and Belonging

Counselor for Student Accommodations

Trio Student Support Services Advisor

One Human Resources Staff

One Supervisory/Support Staff

One Media and Public Relations Staff

One Paraprofessional

One Custodial

Five Faculty Members

One Adjunct Faculty Member

Two students selected by the Student Government Association.

Sponsor: VP for Student Services

(One member also serves on Employee Development Committee)

Employee Appreciation and Engagement Committee

Purpose: The committee is charged with hosting ad hoc appreciation and engagement events and developing methods to show appreciation and engagement that foster a sense of belonging. The committee works in conjunction with the Employee College Events and Recognition Committee.

Chair: Director of Human Resources

Committee Assistant: TBD

Members:

Membership by volunteer

Preferred one person from each work group to represent inclusivity:

One Paraprofessional

One Support-Staff

One Faculty member

One Custodial member

New staff member

Seasoned staff member

Co-Sponsors: VP for Business Services and President

Employee College Events and Recognition Committee

Purpose: Coordinates the official annual college wide events. Committee members provide support to the Employee Appreciation and

Lake Land College Standing Committees 2023-2024

Engagement Committee and reward employees demonstrating the College's vision and values.

Chair: Human Resources Staff Member

Committee Assistant: TBD

Members:

One Marketing & Public Relations

One Audio-Visual Services

One Supervisory/Support

One Physical Plant

One Human Resources

One Adjunct Faculty

One Faculty

One Paraprofessional

Sponsor: VP for Business Services and President

Emergency Operations Center Policy Group Committee (EOC) (Formerly NIMS)

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: Police Sergeant & Coordinator for Emergency Mgt. Response & Training

Committee Assistant: Executive Assistant to the President's Office

Members:

Chief of Police

Chief of Staff

Vice President for Academic Services

Vice President for Business Services

Vice President for Student Services

Dean for Workforce Solutions and Community Education

Director of Marketing and Public Relations

Communications Engagement Coordinator

Chief Information Officer

Director of Human Resources

Director of Physical Plant

Webmaster

Sponsor: President

Employee Development Committee*

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

Chair: Training & Development Coordinator

Committee Assistant: Sr. Human Resources Generalist

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)

Faculty Sabbatical Leave Committee*

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

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

*One teaching faculty from each division

*One Non-teaching faculty

VP for Student Services

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

General Education Committee

Purpose: Establish and promote the general education philosophy and learning goals.

Recommend strategies for integration and assessment of general education and learning goals within the college curriculum.

Chair: Transfer Faculty Member (3 year term)

Committee Assistant: Administrative Assistant to the current Chair

Members:

Director of Assessment & Program Review

Director of Data Analytics

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

Lake Land College Standing Committees 2023-2024

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

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:

Coordinator of Student Communications & Initiatives

Dean of Admission Services

Chair for Counseling

Director of Enterprise Applications

Director of Financial Aid & Veteran Services

Comptroller

Director of Human Resources

Dean of 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

Occupational Safety Committee

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

Chair: Sr. Human Resources Generalist and College Compliance Coordinator

Committee Assistant: Employment Specialist

Members:

College Nurse

Director of Physical Plant Operations

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: Chief of Staff

Lake Land College Standing Committees 2023-2024

Committee Assistant: Executive Assistant to the President's Office

Members:

Vice President for Academic Services
 Chief Information Officer
 Associate Dean of Enrollment
 Director of Institutional Research and Reporting
 Director of Data Analytics
 Director of Assessment & Program Review
 One Faculty Association
 One Paraprofessional
 One Custodial
 Two Support (Business Services and Student Services)
 One Career Tech Faculty
 One Transfer Faculty
 Four Appointed Team Members (Academic Services, Student Services, Business Services, and Workforce Solutions and Community Education)
Sponsor: President

Training/Retraining Committee*

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

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the VP for Academic Services

Members:

Membership is appointed as needed.

Sponsor: VP for Academic Services

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: April 28, 2023

Re: Approval of Bid for Preventive Maintenance and Air Filter Replacement

Preventive maintenance is an important part of facilities management, and is essential for the continued performance and safety of the college's heating, air-conditioning and ventilation equipment, and helps to improve equipment life and avoid unplanned maintenance costs.

Changing air filters provides several benefits in addition to maintaining healthy air quality, such as extending the life of the HVAC units, and helping to keep energy costs down.

The College recently solicited bids for Preventive Maintenance and Air Filter Replacement. Work will include cleaning of equipment, providing and installation of filters, parts, fittings, and any other accessories required to provide complete Mechanical Equipment Preventive Maintenance and Air Filter Replacement for the college HVAC systems. The Base Bid is for (4) four complete filter changes and the accompanying preventive maintenance.

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

<u>Name</u>	<u>Total Bid</u>
Mechanical, Inc. dba Helm Service Champaign, Illinois	\$42,452.91
Entec Services Mattoon, Illinois	\$45,900.00
Sycamore Engineering Terre Haute, Indiana	\$66,886.00

Based on the bids received, it is my recommendation that we award this bid to Helm Service of Champaign, Illinois for the Preventive Maintenance and Air Filter Replacement.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Preventive Maintenance & Air Filter
Replacement Bid Tab
Project No. 2023-006
BID DATE: April 28, 2023 - 1:00 PM

CONTRACTOR	Total Bid					
Mechanical, Inc. dba Helm Service Champaign, Illinois	\$ 42,452.91					
Entec Services Mattoon, Illinois	\$ 45,900.00					
Sycamore Engineering Terre Haute, Indiana	\$ 66,886.00					



DMEMO

TO: Dr. Josh Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC:
DATE: April 27, 2023
RE: Approval of Insurance Consulting Contract

Since 2018, the College has contracted with Dimond Bros. LLC of Mattoon, IL as an insurance consultant. As the College's insurance consultant, Dimond Bros provides the following services in all College insurance matters except health insurance: Risk management services, Insurance marketing services, Claims management services, Account management services and Stewardship reporting services.

The College's current three-year contact with Dimond Bros. paid Dimond Bros. \$25,000 annually and it expires June 30, 2023.

Dimond Bros. has been a trusted partner in working through insurance matters. They were especially helpful in dealing with the outside insurance carrier after the fire at Neal Hall in April 2020. Dimond Bros. has significant contacts in the insurance agency and has been able to bring multiple insurance companies to the College to secure the best insurance pricing possible.

The College would like to continue its working relationship with Dimond Bros. in renewing the insurance consulting agreement at that the same pricing of the expiring contract at \$25,000 annually or \$75,000 over three years. The new contract would be in effect from July 1, 2023 to July 1, 2026.

I respectfully request the Board approve the insurance consulting contract with Dimond Bros. Insurance, LLC.

Insurance Services Agreement

This Insurance Services Agreement ("Agreement") is effective as of July 1, 2023 between Dimond Bros. insurance, LLC ("CONTRACTOR") and Lake Land College ("CLIENT").

1.0 Applicable Documents

This Contract and the Exhibits listed below form the entire agreement between the parties. Any conflict in the terms of the agreement shall be resolved by giving preference first to the provisions of the Contract, then to the Request for Proposals, and then to the Proposal submitted by CONTRACTOR.

Exhibits

2.0 Definitions

- 2.1 **Broker of Record:** The insurance brokerage firm identified in this Agreement who has been selected through a competitive solicitation to place coverage and administer an insurance program for a designated period, also referred to as the CONTRACTOR herein.
- 2.2 **Commission:** A percentage of the amount of insurance premium generally paid to an insurance broker as full compensation for the placement and on-going administration of insurance program.
- 2.3 **Insurance Premium:** The amount due in one sum or periodically for an insurance policy including any taxes and fees.
- 2.4 **Policy Period:** The period that the policy is in effect.

3.0 Term

- 3.1 The initial term of this Agreement shall commence on July 1, 2023, and shall continue in full force and effect until July 1, 2026. This agreement may be extended at the CLIENT's option for additional period(s) upon execution of an amendment hereto providing for such extension.
- 3.2 In the event of expiration or prior termination of the term of this Agreement, the CONTRACTOR shall fully cooperate with CLIENT to provide for the transition to whatever service-replacement method the CLIENT determines to be in its best interest.

4.0 Compensation

CONTRACTOR will be compensated for performance of services under this Agreement as follows:

4.1 Total annual compensation for all brokerage services provided by the CONTRACTOR pursuant to this Agreement shall be a \$25,000 lump sum fee. This payment shall be billed and included with annual premium billing. Such amount shall be the sole compensation owing by and to any person by reason of CONTRACTOR's services under this Agreement, except as otherwise provided in this paragraph. This is to be the total compensation paid on this account to any and all parties associated with assisting the CONTRACTOR in procuring insurance for CLIENT.

4.2 Prior to submitting a proposal for any policy year and in order to be responsive to the CLIENTS specifications, a principal of the insurance company or pool shall provide written certification to the CLIENT that premiums quoted for the policy year EXCLUDE a broker commission.

4.3 Such fee shall include all services provided under this Agreement and all normal business expenses, including all overhead expenses associated with CONTRACTOR's business, such as clerical time and overtime, telephone calls, facsimiles, photocopying, and mailing expenses.

4.4 CLIENT shall reimburse CONTRACTOR for actual out-of-pocket travel expenses directly attributable to performance of the services hereunder, which expenses may include travel, lodging and meals during the period of travel.

4.5 CONTRACTOR understands and agrees that travel expenses, if reimbursable under this Agreement, shall be reimbursed in accordance with the travel policies of the CLIENT. Travel expenses violating or exceeding the limitations set forth in these policies shall be at CONTRACTOR's own expense.

5.0 Ownership of Documents

5.1 All documents, data and records produced by CONTRACTOR in carrying out CONTRACTOR's obligations and services hereunder, without limitation and whether preliminary or final, shall become and remain the property of CLIENT, except for CONTRACTOR's work papers and documents, data, and records pertaining solely to CONTRACTOR's internal administrative matters.

5.2 Subject to subsection (a) above CLIENT shall have the right to use all such documents, data and records without restriction or limitation and without compensation to CONTRACTOR and CONTRACTOR shall have no right or interest therein.

5.3 Upon completion of the services provided hereunder or at the termination of this Agreement, all such documents, data, and records shall, at the option of CLIENT, be appropriately arranged, indexed, and delivered to CLIENT by CONTRACTOR.

5.4 Any documents, data and records given to or prepared by CONTRACTOR under this Agreement (other than publicly available information) shall not be made available to any individual or organization by CONTRACTOR without prior written approval of CLIENT. Any information secured by CONTRACTOR from CLIENT in connection with carrying out the services provided under this Agreement shall be kept confidential unless disclosure of such information is approved in writing by CLIENT.

6.0 CLIENT'S Contact Person

The CLIENT's contact person for this Contract shall be the Vice President for Business Services. All work performed by CONTRACTOR under this Contract shall be subject to approval by the CLIENT's contact person or his/her designee(s), who shall be responsible for on-going evaluation of CONTRACTOR's performance and have full authority to direct the CONTRACTOR in areas relating to procedural requirements and other matters within the purview of this Contract.

7.0 CONTRACTOR'S Contact Person

CONTRACTOR's contact person shall be: Tony R. Reynolds / Mark E. Donaldson

This contact person shall be a full-time employee of CONTRACTOR, and any replacement of this contact person, or any other key employees identified in CONTRACTOR's proposal, shall be subject to written approval by the CLIENT'S contact person. He or she shall have overall responsibility for the performance of CONTRACTOR's activities under this Contract and shall be authorized to act for and bind the CONTRACTOR in all matters relating to this Contract.

8.0 CONTRACTOR Personnel

The CONTRACTOR shall provide qualified personnel to perform work and provide deliverables as indicated in the RFP and CONTRACTOR's response to the RFP that are exhibits to this Agreement. The CONTRACTOR will ensure that its staff possesses the required professional licenses and certificates, if any, required by the State of Illinois, and a sufficient number of competent personnel to adequately perform CONTRACTOR's Services as described in this Agreement on a timely basis.

CLIENT reserves the right to require replacement of the CONTRACTOR's personnel. The CONTRACTOR also shall provide CLIENT with two weeks' notice (10 business days) of any proposed changes in the CONTRACTOR's assigned personnel. In each instance, the CONTRACTOR shall provide CLIENT's contact person or his/her designee with a resume of the proposed replacement and opportunity to interview and approve the person prior to assigning a person to this Contract.

9.0 CONTRACTOR Services and Responsibilities

CONTRACTOR shall provide the services required by CLIENT including, but not limited to, the following:

9.1 Risk Management Services

- Discuss and identify immediate and long-range risk management objectives
- Implement risk management action plans to achieve identified objectives with assigned responsibilities and timelines
- Identify loss exposures including the use of interviews with key personnel of the CLIENT, loss control inspections, checklists, loss history analysis, policy analysis, financial information and contract analysis
- Identify alternative risk financing techniques, including deductibles, self-insurance, captives, contractual transfers such as hold harmless/indemnification provisions and commercial insurance
- On an annual basis, recommend in writing any changes to the CLIENT'S insurance and risk management program which, in CONTRACTOR's judgment, may be in the best interest of the CLIENT.

9.2 Marketing Services

- Develop a marketing strategy in conjunction with the CLIENT to accomplish goals and objectives
- Design risk management program to eliminate gaps or overlaps in insurance policies and provide coverages requested by the CLIENT, to extent such coverages and limits are available.
- Prepare coverage specifications to solicit the most comprehensive and broadest program available at the most competitive price
- Review specifications to ensure the accuracy of underwriting information.
- Review the insurance marketplace in terms of capacity, solvency, pricing and limitations or extensions of coverage.
- Prepare timely and efficient marketing submissions(s) for the marketplace which articulates the CLIENT's concerns and the CONTRACTOR's professional recommendations for an optimal insurance and risk management program.
- Negotiate terms, conditions and premiums with underwriters to carry out objectives
- Evaluate, analyze and compare underwriter responses for coverage, limits, pricing and companion services; and make recommendations, with supporting rationale, on options best suited to meet the needs of the CLIENT by the third Tuesday of January for each of the subsequent coverage years.
- Finalize negotiations and execute orders to underwriters to bind coverage by direction of the CLIENT's Board of Trustees.
- Provide status reports in writing to CLIENT's management prior to policy anniversaries and renewals outlining marketing efforts and program alternatives

9.3 Claims Management Services

- Obtain loss runs from carriers, in a timely and adequate manner that details losses for each policy, both paid claims and reserves; provide customized loss reports to the CLIENT as needed.
- Provide assistance on coverage and policy interpretation issues and help the CLIENT defend/resolve claims and lawsuits.
- Assist in the preparation, filing, negotiation and collection of insurance claims and in the development of strategy on claim collections and claims management generally.
- Monitor the progress of claim settlements and aggressively assist in seeking prompt payment of claims and in resolving any issue related thereof; audit claim reserves.
- Respond to claim-related issues and inquiries, and attend meetings, as requested by CLIENT.
- Provide written review of loss history to identify frequent and/or costly losses; monitor losses to identify trends; assist in identifying loss sources and methods to control losses; and assist in assessing impact of certain losses, as required.

9.4 Account Management Services

- Review on a timely basis for accuracy and compliance with specifications insurance policies, binders, plan documents, service agreements and endorsements for transmittal to CLIENT's designated representative. An explanation of any differences/variances from prior documents is required with indications of their materiality.
- Monitor insurer's financial status and advise immediately of any downgrade, evaluate impact to the CLIENT and recommend actions to be taken to protect the CLIENT's interest.
- Provide complete coverage analysis of proposed and existing policies and provide early warning of rate/coverage changes and impact on the CLIENT's program.
- Review policies for accuracy and completeness, setting target dates for the delivery of the documents.

- Perform daily activities such as certificate issuance, binders and endorsement requests as required or as requested by CLIENT's designated representative.
- Follow-up for timely issuance of all policies and endorsements. Endeavor to deliver policies and endorsements within sixty (60) days to CLIENT. However, CONTRACTOR will not be held liable for the insurance carriers' performance.
- Address and respond to questions regarding coverage, program structures, regulatory issues, etc., as required.
- Review certain contracts, leases and agreements for insurance requirements, and make recommendations where appropriate.
- Prepare an historical schedule of insurance showing types of coverage, insurer, expiration dates, policy numbers and period, annual premiums, limits, deductibles, aggregates and special terms and conditions as appropriate.
- Maintain current records of all exposures (i.e. property values, payrolls, vehicles).
- Develop an activity calendar identifying coverage renewals, meeting scheduling as well as specific time frame to complete identified assignments.
- Assist in the submission of information necessary for audits required by insurers; reviewing all audits for accuracy.

9.5 Stewardship Reporting Services

- Confirm coverage placements and provide policy reviews identifying all outstanding items.
- Provide comments on the status of major losses incurred during the year.
- Address major business objectives for the upcoming year and evaluate success in meeting the past year's objectives.
- Address philosophy on risk retention for various policies, based on market conditions.

9.6 Other Services

- Advice on other coverages and other insurance programs/subjects, if requested by CLIENT.
- Provide, with the occurrence or at the request of the CLIENT's contact person, seminars and training sessions.
- Provide CLIENT with periodic reports, orally and in writing, on the status of the insurance marketplace and conduct annual stewardship meeting detailing the status of the insurance program.
- Act as the contact for Whistleblower Policy

10.0 CLIENT's Responsibilities

Subject to all other terms and obligations of this Agreement, CLIENT agrees to:

- 10.1 Appoint the CONTRACTOR as the exclusive broker of record for the CLIENT'S property, casualty and worker compensation insurance program. The CLIENT'S medical, dental and life insurance benefit programs are excluded from the scope of services in this Contract.

- 10.2 Designate a CLIENT representative responsible to interface with the CONTRACTOR's personnel.
- 10.3 Provide, to the best knowledge of the CLIENT's representative, underwriting and other information requested by CONTRACTOR.
- 10.4 Attend, where and when necessary, scheduled meetings to assist CONTRACTOR with the continuing administration requirements for the insurance program.
- 10.5 Pay all appropriate premiums, charges and taxes within the time specified by Illinois statute. In some instances, insurance placements made by CONTRACTOR on behalf of CLIENT may require the payment of state surplus lines of other premium taxes and/or fees in addition to the premium itself. CONTRACTOR will identify any such tax and/or fee prior to inception of the insurance.
- 10.6 Provide CONTRACTOR entry and access to property and sites owned by the CLIENT at all reasonable times during this Agreement.

11.0 Termination

CLIENT and CONTRACTOR acknowledge and agree that they shall not terminate this Agreement at any time, unless such termination is the result of a material breach of this Agreement by the other party, which is not cured within 30 days of written notice to the other party. CLIENT may terminate this Agreement without cause on 30 days' written notice to CONTRACTOR.

12.0 General Provisions

- 12.1 Assignment. Neither party shall assign this Agreement or transfer any right hereunder, by operation of law or otherwise, without the prior written consent of the other party.
- 12.2 Counterparts. This Agreement may be executed simultaneously in one or more counterparts, with the same respect as if the parties executing the several counterparts had executed one counterpart: provided, however, that the several executed counterparts shall together constitute one and the same instrument.
- 12.3 Entire Agreement. This Agreement contains the entire agreement between the two parties. No waiver, amendment or modification of any covenant, condition, limitation or provisions herein contained shall be valid, unless in writing and duly executed by both parties.
- 12.4 Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois.
- 12.5 Headings. The heading of the Sections herein are inserted for convenience only and are not intended to affect the meaning or interpretation of this Agreement.
- 12.6 Independent Parties. This Agreement does not create an employer/employee relationship between the CONTRACTOR and the CLIENT. Each party is an independent CONTRACTOR with respect to all activities pursuant to this Agreement. Neither party is in any manner the employee, legal representative, or agent of the other for any purpose and shall not have the power to assume or create an obligation or responsibility of any kind in the name of any other party unless specifically provided for in this Agreement.
- 12.7 Notice. Any notices or other communications to be given to either party under this Agreement shall be in writing. Notice, under this Agreement, shall be sufficient only if personally delivered by a commercial delivery service or mailed by certified or registered mail (return receipt requested) to the other party at its address set forth below.

If to the CLIENT:

Lake Land College
 Greg Nuxoll, Vice President for Business Services
 5001 Lake Land Boulevard
 Mattoon, Illinois 61938

If to CONTRACTOR:

Dimond Bros. Insurance, LLC
 Tony R. Reynolds, Producer & Mark E. Donaldson, Chief Insurance Officer
 1220 Charleston Ave
 Mattoon, IL 61938

12.8 Severability. If any provision of this Agreement shall be determined to be void by any arbitrator or arbitration panel or any court of competent jurisdiction, then such determination shall not affect any other provisions of this Agreement, all of which provisions shall remain in full force and effect; it is the intention of the parties hereto that if any provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders the provision valid.

12.9 Successors and Assigns. The Agreement shall inure to the benefit of the successors and assigns of the parties except that nothing contained in this Section shall be construed to permit any attempted assignment or transfer that would be in violation of any other provision of this Agreement.

12.10 CONTRACTOR certifies that its correct Federal Taxpayer Identification Number is 90-1017549 and the CONTRACTOR is doing business as an independent insurance agency who's mailing and billing address is 1220 Charleston Ave, Mattoon, IL 61938

13.0 Contact Person

CLIENT expressly approves of as CONTRACTOR's initial contact person for the services to be provided pursuant this Contract. CLIENT has the right to approve CONTRACTOR's personnel employed for this Contract. Should CLIENT be dissatisfied for any reason with CONTRACTOR personnel employed for the services, CLIENT shall give CONTRACTOR 60 days' written notice and opportunity to substitute new personnel.

14.0 Indemnity

CONTRACTOR agrees to indemnify, defend and save harmless CLIENT, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by CONTRACTOR in the performance of this Agreement.

15.0 No Third-Party Beneficiary

This Agreement is entered into by and between CONTRACTOR and CLIENT for their exclusive benefit. There is no intent by either party to create or establish third-party beneficiary status or rights or their equivalent in any subcontractor, other third party, or other insured, and no such third party shall have any right to enforce any right or enjoy any benefit created or established under this Agreement.

16.0 Insurance

Without limiting CONTRACTOR's indemnification of CLIENT and its elected and appointed officers, employees, and agents, and during the term of this Agreement, CONTRACTOR shall provide and maintain at its own expense, the following programs of insurance. Such programs and evidence of insurance shall be satisfactory to the CLIENT and primary to and not contributing with any other insurance maintained by CLIENT. Certificate(s) or other evidence of coverage shall be delivered to CLIENT promptly upon execution of this Agreement, shall specifically identify this Agreement, and shall

contain the express condition that CLIENT is to be given written notice by registered mail at least 60 days in advance of any modification or termination of insurance. Failure of CONTRACTOR to procure and maintain the required insurance shall constitute a material breach of contract upon which CLIENT may immediately terminate or suspend this Agreement.

16.1 Errors & Omissions. liability insurance covering liability arising from any error, omission, commission or negligent act by CONTRACTOR, its officers, agents, employees or subcontractors, in the performance of services hereunder. The insurance shall provide coverage in an amount of not less than two million dollars (\$10,000,000) per claim and shall be hereunder endorsed as follows: "Insurance afforded by this policy shall apply also to the liability assumed by the insured under the contract with CLIENT for broker services, provided such liability results from an error, omission, or negligent act of the insured, its officers, employees, agents, or subcontractors. All other provisions of this policy remain unchanged."

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

CLIENT:

Signature: _____
Vice President For Business Services

Date

Signature:  _____
Dimond Bros Insurance, LLC

5/1/2023

Date

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 8th, 2023**

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Niemerg, Kellie	8/11/23-11/3/23
Pender, Amber	4/23/23-10/1/23 Intermittent
Pender, Diane	4/28/23-4/28/24 Intermittent

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Taylor, Debra	4/20/23-5/22/23
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The following positions have been recommended by the Lake Land College President's Cabinet

Facilities Planning Manager	Level 15
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carter, Natashia	Newspaper Editor - Student Newspaper	4/10/23
	Primary Position Fitness Center Specialist	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Carpenter, Cassandra	Dual Credit Instructor	4/28/23
Schertz, Jacqueline	Lake Land College Student Trustee	4/15/23

Full-time

Dickens-Montgomery, Amanda	PATH Grant Project Manager	7/10/23
Ethridge, Nicole	Administrative Asst to Admissions & Records	5/17/23
Martin, Shelly	Community & Professional Programs Coord	5/22/23
Olarge, Annabelle	Correctional Office Assistant	4/19/23
Scherer, Jacob	Correctional Office Assistant	4/19/23
Wilkinson, Jordan	Apprenticeship Coordinator	5/15/23
Williams, Tiffany	Correctional Horticulture Instructor	4/17/23
Zumwalt, Macie	Correctional Office Assistant	4/17/23

Full-time Tenure Track

Kessler, Christian	Agronomy Instructor and Farm Manager	8/18/23
Sumitro, Richard	Mathematics Instructor	8/18/23

Part-time

Gillespie, Alex	Adjunct Faculty Social Science Division	8/21/23
Hoene, Brooke	Dual Credit Coordinator	4/27/23
Jones, Cory	Dual Credit Coordinator	2/27/23
Kasera, Noella	Bookstore Rush Worker	5/4/23
Omari, Marjolaine	Bookstore Rush Worker	5/4/23
Tshabu, Espadie	Bookstore Rush Worker	5/4/23

Part-time Grant Funded

Adams, Molly	Agriculture Education Intern	5/8/23
Cable, Elizabeth	Agriculture Education Intern	5/8/23
Douglas, Christina	Agriculture Education Intern	5/8/23
Dowers, Camden	Agriculture Education Intern	5/8/23
Horstmeyer, Paige	Agriculture Education Intern	5/8/23
Radke, Olivia	Agriculture Education Intern	5/8/23

Work Study

Perkins, Alexandria	College Work Study - Stud Success Service	4/18/23
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bonham, Beau Daniel	Correctional Food Service Instructor	3/31/23
Bowen, Mercury	Communications Engagement Coordinator	5/12/23
McGee, Patrick	Correctional Career Technology Instructor	4/14/23
Passmore, Steven	Correctional Automotive Technology Instructor	4/26/23
Roberts, Michael	Correctional Commercial Cooking Instructor	4/6/23

Part-time

Beltran, Mariah	Trio Destination College Intern	12/8/22
Bond, Katheranne	Admissions and Records Data Entry Assistant	4/28/23
Brock, Reese	Human Resources Assistant	11/9/22
Kelly, Maggie	Lake Land College Student Trustee	4/14/23
Smith, Nicole	Human Resources Assistant	4/20/23

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Gillenwater, Matthew	Programmer Analyst	5/15/23
	Transferring from Web Programmer	
Hunt, Rick	Technical Training Coordinator	5/15/23
	Transferring from Technical Training Specialist	
Wright, Sarah	Business Instr/Coordinator Office Prof-Medical	8/18/23
	Transferring from Adjunct Faculty Business	