

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
November 12, 2018
Regular Meeting No. 623

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



Regular Meeting No. 623
Monday, November 12, 2018, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of October 8, 2018, Regular Meeting.
2. Approval of Agenda of November 12, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

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

4. Destruction of Tape Recording of May 14, 2017, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Proposed Coles County Enterprise Zone Application.	19-30
2. Faculty Focus on Advancing Student Success – Exposing Students to the Latest Technology.	
3. Proposed Revisions to Numerous Policies – Board Policy Manual Annual Review.	31-75
4. Calendar of Events.	76-77
5. Correspondence.	78-81

B. Action Items.

	Board Book Page Number(s)
1. Acceptance of Reporting of September 2018 Financial Statements.	82-93
2. Approval of Proposed Revisions to Board Policy 10.15 - <i>Banking, Investments, and Checking</i> .	94-107
3. Acceptance of Gift-in-Kind Donation from Foundation.	108-109
4. Approval of Service Agreement for Technical Service and Support for Schneider Electric / Andover Controls Building Automation Systems.	110-120
5. Approval of Recommendations for CDB Deferred Maintenance Funded Projects.	121

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| 6. | Approval of Bid for the General Construction for Luther Student Center Project – Bid Package #3. | 122-123 |
| 7. | Approval of Bid for the Electrical for Luther Student Center Project – Bid Package #3. | 124-125 |
| 8. | Approval of Bid for the Glazing for Luther Student Center Project – Bid Package #3. | 126-127 |
| 9. | Approval of Bid for the Fire Sprinkler for Luther Student Center Project – Bid Package #3. | 128-129 |
| 10. | Approval of Bid for the Mechanical for Luther Student Center Project – Bid Package #3. | 130-131 |
| 11. | Approval of Bid for the Plumbing for Luther Student Center Project – Bid Package #3. | 132-133 |
| 12. | <p>Closed Session.</p> <p>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment, employment, compensation or performance of specific employees.</p> <p>[Return to Open Session - Roll Call]</p> | |
| 13. | Approval of the Appointment of the Vice President for Student Services as Discussed in Closed Session. | |
| 14. | <p>Approval of Employment Agreement Resolution No. 1118-003 to Approve One Year Employment Agreement with Ms. Jacqueline Joines, College Executive Director for College Advancement, through December 31, 2019, as Discussed in Closed Session. In addition to inclusion in the Board Book, a complete copy of the proposed contact is available at:
 https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/ or by contacting the College's Office of the President at 217-234-5222.</p> | 134-141 |
| 15. | Approval of Human Resources Report. | 142-145 |

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 622
Board and Administration Center, Room 11, Mattoon, IL
October 8, 2018

Minutes

Call to Order.

Chair Dave Storm, called the October 8, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 11, Board and Administration Center, Mattoon.

Roll Call.

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

Trustees Absent: Ms. Doris Reynolds, Vice Chair and Mr. Mike Sullivan.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Mr. Bryan Gleckler, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of September 10, 2018, Regular Meeting.
2. Approval of Agenda of October 8, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

Education Fund	\$	501,195.94
Building Fund	\$	31,437.45
Site & Construction Fund	\$	227,173.68

Bond & Interest Fund	\$	
Auxiliary Services Fund	\$	33,408.66
Restricted Purposes Fund	\$	452,136.16
Working Cash Fund	\$	
Audit Fund	\$	
Liability Insurance Fund	\$	19,412.38
Student Accts Receivables	\$	1,775,914.81
Total	\$	3,040,679.08

For details of bills refer to:

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

4. Destruction of Tape Recordings of Two Sessions of Closed Session Held April 10, 2017.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Deters, on behalf of Trustee Sullivan, said there was no report at this time.

Resource & Development.

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

Finance.

Trustee Deters, Finance Committee Chair, said the Committee had met recently for an in-depth review of several items that will appear later in the agenda. She will comment on those items as they are discussed per order of the agenda.

Buildings & Site.

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

Foundation.

Chair Storm, on behalf of Trustee Reynolds, said there was no report at this time.

Student Report.

Student Trustee Philpot provided an update on activities with the Student Government Association, Student Ambassadors and Laker Athletics. She also provided highlights from an event she recently attended as the alternate youth representative for the Governor's Cabinet Youth Commission with the Illinois Community College Board (ICCB).

President's Report.

Dr. Bullock said:

- The American Heart Association (AHA) has once again recognized Lake Land College for its ongoing commitment to workplace health initiatives. The College was recently designated by AHA as a 2018 Gold-level Workplace Health Achievement organization. Kudos to the Human Resources Department for their work to achieve this designation.
- Congratulations to Dr. Mike Rudibaugh, Geography/Earth Science Instructor, for being recognized with the Illinois GIS Association Hilton Distinguished Collaboration Award. This is presented to an individual who has provided extraordinary service to the GIS community in the advancement of coordination between GIS professionals. Kudos to Dr. Rudibaugh!
- On October 2, 2018, we welcomed over 1,100 high school students to campus for Career Day. Students had the opportunity to learn from our excellent Lake Land College faculty and staff, meet some of our outstanding students and experience our beautiful college campus. Thank you to everyone who helped make the day a success.
- We received a small payment from the Illinois Department of Corrections for Fiscal Year 2018 and a total of \$1,780,283 remains outstanding. Additionally, a total of \$118,175 remains outstanding from the FY2018 Juvenile Justice contracts
- No payments were received in the past month for the FY 2019 Illinois Department of Corrections or Illinois Department of Juvenile Justice contracts, nor from the Illinois Community College Board for credit hour reimbursement or equalization.

Non-action Items.

Faculty Focus on Advancing Student Success.

Ms. Valerie Lynch, Director of Student Life, presented on a new leadership opportunity for Lake Land students through the new chapter of the National Society for Leadership and Success.

Update on Preparations for Higher Learning Commission (HLC) Site Visit.

Ms. Emily Ramage, Director of Grants and Academic Operations, highlighted preparations underway for the Higher Learning Commission (HLC) site visit scheduled for November 5-6, 2018, and the College's Assurance Argument that has been submitted for the HLC Reaccreditation Review.

Strategic Planning Mid-Year Report.

Ms. Jean Anne Grunloh, Senior Executive to the President, presented on the *Strategic Plan FY 2016-2018 Final Report*.

Announcement of 2018-2019 Student Ambassadors.

Trustees learned of the selection of the 2018-2019 Student Ambassadors. Dr. Tina Stovall, Vice President for Student Services, said that fifteen highly qualified students were selected to serve on the ambassador team as official representatives of the College and that each ambassador will receive the \$500 yearly scholarship.

Student Laureate Nomination.

Dr. Stovall announced Ms. Tessa Philpot, Student Trustee, as this year's Lake Land College nominee for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois.

Curriculum Committee Highlights.

Mr. Jon Althaus, Vice President for Academic Services, provided an update on new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed since April 2018.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Presentation of Audit and Board Acceptance.

Ms. Tami Knight, CPA with Kemper CPA of Mattoon, provided highlights of the 2018 Audit Report and various financial statements. She also gave an overview of a trend analysis for the College's assets, debt, and income statements. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Trustee Deters, Finance Committee Chair, said the Committee met recently for an in-depth review of the Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Deters moved and Trustee Owen seconded to approve the FY 2018 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Reporting of August 2018 Financial Statements.

Trustees reviewed the August 2018 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements.

Trustee Deters said the Finance Committee met recently for an in-depth review of the Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve the August 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Health Insurance Plan Recommendation.

Trustees heard a presentation from Mr. Gleckler regarding a recommendation that the Board approve various plan changes and a 7.1% premium rate increase for the 2019 health insurance plan year renewal through Aetna, the College's current health insurance provider. Mr. Gleckler said that the College's Health Insurance Committee voted in favor of pursuing these changes for the 2019 plan year. He said that without this change, the College's premium renewal increase for the 2019 plan year would have been 22%. Trustees learned that J.W. Terrill, a health insurance consultant for the College, had conducted an analysis to help the Health Insurance committee arrive at its recommendation.

Trustee Deters said the Finance Committee met recently for an in-depth review of this agenda item and the Committee's consensus was to recommend to the Board approval of the health insurance plan changes and premium rate increase as recommended by the Administration.

Trustee Deters moved and Trustee Steward seconded to approve as presented plan changes and a premium rate increase of 7.1% for the College's 2019 health insurance plan year renewal through Aetna.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution No. 1018-002 - Intent to Continue Foundation Tax Levy.

Trustees heard a request from Mr. Gleckler that the Board approve Resolution No. 1018-002 - Intent to Continue Foundation Tax Levy. Mr. Gleckler said this is an annual action item and the Illinois Community College Board has certified that Lake Land College is authorized to levy 29.12 cents per \$100 of equalized assessed valuation for the 2018 tax year. Trustees reviewed details of the Resolution.

Trustee Deters said the Finance Committee met recently for an in-depth review of this agenda item and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Deters moved and Trustee Steward seconded to approve as presented Resolution No. 1018-002 - Intent to Continue Foundation Tax Levy. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

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Absent: Trustees Reynolds and Sullivan. Student Advisory Vote: Student Trustee Philpot voted yes.
 Motion carried.

Certification of Fall Student Government Association Election Results.

Dr. Stovall requested that the Board certify results of the Student Government Association fall election results. Trustees reviewed details of the election results.

Trustee Owen moved and Trustee Philpot seconded to certify the results as presented for the Student Government Association Election held September 12-13, 2018.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Proposed Revisions to Board Policy 07.12 – Talented Student Scholarships.

Trustees reviewed a recommendation by Dr. Stovall for proposed revisions to the above-referenced policy. Dr. Stovall requested revisions be approved upon first reading to accept a change to the minimum SAT score required to qualify for the Presidential Scholarship. She said the College Board recently updated concordance tables introducing 1230 as the new minimum SAT total score concordant to an ACT composite score of 26. With the Board-approved change, the administration can begin processing scholarships for the next two-year cycles, 2019-2021 and 2020-2022, with the revised, qualifying SAT score.

Trustee Cadwell moved and Trustee Owen seconded to approve as presented proposed revisions to Board Policy 07.12 – *Talented Student Scholarships*.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Lease Agreement with Black Hawk College for IDOC Welding Program.

Trustees reviewed a recommendation from Mr. Gleckler to approve the above-referenced lease. Dr. Bullock highlighted terms of the lease and answered various questions by Trustees.

Trustee Owen moved and Trustee Steward seconded to approve as presented the agreement effective October 8, 2018, for Lake Land College to lease, for a period of one year, a welding

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facility from Black Hawk College located in Kewanee, Illinois, for the IDOC Welding Program for a term of one year. Chair Storm noted that IDOC will fully bear the annual lease cost of \$72,000 as part of Lake Land's contract for educational services at Kewanee.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of New Caterer.

Trustees reviewed a recommendation from Ms. Chris Kramer, Director of Auxiliary Services, to approve Big A's Shake-Ups as a new caterer for the College. Trustees also heard a recommendation from Mr. Gleckler to approve this request.

Trustee Deters moved and Trustee Steward seconded to approve Big A's Shake-Ups of Charleston as an approved caterer for the College.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Human Resources Report.

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

Trustee Cadwell moved and Trustee Owen seconded to approve the following Human Resources Report:

The following employees are recommended for leave

Dawdy, Kim	FMLA Intermittent	10/01/2018-05/31/2019
Parrish, Katie	FMLA	10/15/2018-01/06/2019
Siercks, Ken	FMLA	09/25/2018-10/25/2018

Additional Appointments

The following employees are recommended for additional appointments

Position	Effective Date
Unpaid Volunteer	
Martinez, Yesica	Work and Learn - Business 09/19/2018

Part-time

Earl, Arthur	Adjunct Faculty Technology	09/07/2018
Rothrock, Brett	College Work Study Business	09/24/2018
Switzer, Christopher	College Work Study Business	06/01/2018
Tingley, Joey	CBI Instructor	09/07/2018
Walk, Aaron	Counseling Services Unpaid Intern	05/31/2018

Position Recommendation

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

Academic Services Specialist for Dean of Guided Pathways – Paraprofessional – Level III

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Blandford, Laurie	Work and Learn - CBI	09/10/2018
Carman, Kourtney	Work and Learn - Adult Ed	09/18/2018
Hendrix, John	Assistant Softball Coach Unpaid	08/27/2018
Ohnesorge, Collin	Peer to Peer Assistant - Technology	09/08/2018
Scott, Nicole	Work and Learn - Criminal Justice	09/04/2018
Wheeler, Elizabeth	Dual Credit Instructor	09/20/2018
Full-time - Grant Funded		
Cavanagh, Mason	Correctional Office Assistant-Kewanee	09/10/2018
Lawless, Thomas	Correctional Horticulture Instructor-Murphysboro	09/24/2018
Taira, Lora	Assoc Dean Corr Programs-Decatur CC	10/15/2018
Part-time		
Brown, Lakrisha	Special Needs Note Taker	08/20/2018
Croft, Hank	Tutor - Associate - Learning Assistance	08/23/2018
Danley, Mary	College Consultant	12/03/2018
Lawrence, Clint	Police Officer	09/15/2018
Perry, Jimmie	Mailroom Assistant	09/18/2018
Skinlo, Michelle	Adjunct Faculty Math/Science	08/20/2018
Yealick, Sabrina	Tutor - Bachelor's Degree - Learning Asst	08/23/2018
Part-time - Grant Funded		
Jones, Bridgette	Outreach Advisor/Mentor, TRIO Des	08/30/2018
Miller, Rachel	Perkins Student Worker-Agriculture	08/27/2018
Myers, Kendra	Pathways Classroom Assistant	09/11/2018
Perie, Amy	Pathways Classroom Assistant	09/17/2018
Reichert, Rita	Adjunct DOC College Funded Instructor	10/15/2018
Richardson, Hannah	Tutor - Associate's TRIO	08/21/2018

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Spanhook, Kimberly	Adult Education Instructor	08/20/2018
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College Work Study's

Anderson, Lily	College Work Study - Student Life	09/13/2018
Deremiah, McKenzie	College Work Study - Social Science	08/24/2018
Lewis, Halie	College Work Study-College Advancement	08/20/2018
Martinez, Yesica	College Work Study - Business	08/30/2018
Menna, Christina	College Work Study - SSE	09/18/2018
Moody, Caleb	College Work Study - Humanities	08/28/2018
Toothman, Elijah	College Work Study - TRIO Talent Search	08/23/2018
Vail, Corey	College Work Study - Business	09/10/2018
Wilson, Allison	College Work Study - Math/Science	09/10/2018
Winnett, Koltin	College Work Study - Men's Basketball	09/24/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Burden, Danielle	Counseling Services Unpaid Intern	08/31/2018
Davis, Heather	Work and Learn - Counseling	05/31/2018
Dunne, Sarita	Work and Learn - Counseling	09/07/2018
Fitzpatrick, Alan	Veteran's Work Study	09/07/2018
Garner, Alexis	Financial Aid Intern	08/09/2018
Lientz, Sean	Work and Learn - Student Life	09/07/2018
McQueen, Megan	Counseling Services Unpaid Intern	08/31/2018
Miller, Ashley	Peer to Peer Assistant-Human	06/01/2018
Nees, Franklin	Peer to Peer Assistant - Business	05/20/2018
Ohnesorge, Dylan	Peer to Peer Assistant -Technology	09/07/2018
Webb, Amber	Counseling Services Unpaid Intern	08/31/2018
White, William	Work and Learn - Technology	09/07/2018
Woods, Kyle	Peer to Peer Assistant - Business	09/07/2018
Full-time		
Larson, Leonard	Correctional Warehousing Instructor-Sheridan CC - Retiree	09/25/2018
Seaman, Randy	Service Worker-Retiree	10/01/2018
Part-time		
Annis, David	Adj Faculty Ag Division	01/01/2017
Aper, Randall	Adj Faculty Ag Sub	09/07/2018
Claybaugh, Ellise	Counseling Services Specialist	08/31/2018
Daniels, Todd	Adj Faculty Technology	09/07/2018
Derby, Ricky	Groundskeeper	08/24/2018
Dundee, Wade	Adj Faculty Humanities	09/07/2018
Eldridge, Michael	Adj Doc College Funded Instr	09/07/2018
Grigg, Alesia	Adj Faculty SSE	09/07/2018

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Gullidge, Bryce	Asst Farm Mgr	06/01/2018
Hall, Lana	Adj Faculty Business	01/01/2018
Hampsten, Sarah	Graphic Designer Pre-Flight	09/07/2018
Jarrett, James	Adj Faculty SSE	09/07/2018
Jurgens, Robert	Adj Faculty Ag Sub	09/07/2018
Mann, Amy	Adj Faculty Humanities	09/07/2018
McClearey, Sean	Adj Doc College Funded Instr	09/17/2018
Meeker, Allison	Dual Credit Coordinator	09/24/2018
Oliver, Steven	Tutor-Student Community Ed	09/11/2018
Reider, Kristina	Adj Faculty SSE	09/07/2018
Ruff, David	Adj Faculty Humanities	01/01/2018
Smith, Terry	Adj Faculty Technology	09/07/2018
Westfall, Emily	Counseling - Clerical Worker	08/31/2018

College Work Study's

Lewis, Brock	College Work Study - Physical Plant	05/14/2018
Morris, Jennifer	College Work Study - SSE	09/07/2018

Transfers/Promotions

The following employee is recommended for a change in position

Full-time

Hall, Sarah	Payroll Specialist Transferring from Accounting Assistant (pt)	10/09/2018
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There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Student Trustee Philpot moved and Trustee Steward seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:09 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Mr. Dave Storm, Board Chair

 Ms. Ann Deters, 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/

MEMO

TO: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: November 7, 2018
RE: Proposed Resolution to Abate Taxes for Coles County Enterprise Zone

Please find attached a proposed resolution for your consideration to abate real estate taxes related to an enterprise zone application for Coles County.

The duration of the Zone abatement program will be for 15 years and is subject to certification by the Illinois Department of Commerce and Economic Opportunity. The effective date of the Zone will be either January 1, 2020, or January 1, 2021, as determined by the state.

Per Board Policy 10.31, the proposed resolution will be presented to the Board for first reading during the November 12, 2018, Board meeting.

Lake Land College Board of Trustees



RESOLUTION NUMBER: _____

DATE: December 10, 2018

RESOLUTION APPROVING PARTICIPATION IN THE COLES COUNTY ENTERPRISE ZONE

WHEREAS, the County of Coles, the City of Charleston, The City of Mattoon and the City of Oakland, (herein after referred to as “the Designating Units of Government”) have expressed a desire to apply for a new Illinois Enterprise Zone designation; and,

WHEREAS, the Illinois General Assembly passed Senate Bill 3616 as amended on May 31, 2012, and, which was signed into law by the Governor on August 7, 2012, thereby amending the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), hereafter referred to as “the Act,” under the provisions of Public Act 97-905; and,

WHEREAS, the Illinois General Assembly also passed Senate Bill 20 as amended on May 31, 2013, and, which was signed into law by the Governor on July 25, 2013, as Public Act 98-109, portions of which clarified Enterprise Zone related legislation contained in Public Act 97-905 and the Act; and,

WHEREAS, the Act provides for a new Illinois Enterprise Zone designation application process administered by the Illinois Department of Commerce and Economic Opportunity (hereafter referred to as “the Department”) subject to the approval and concurrence of the state Enterprise Zone Board, hereafter referred to as “the Board;” and

WHEREAS, once approved by the Board, the Enterprise Zone designation will be in effect for 15 years beginning on the date the Zone is certified by the Department, subject to review by the Board after the 13th year of existence for an additional ten-year designation beginning on the expiration date of the Zone; and,

WHEREAS, Enterprise Zones provide state and local incentives used to promote the economic growth of the area; to reduce unemployment; and to encourage expansion, rehabilitation, and new construction of structures within the Enterprise Zone; and,

WHEREAS, the Designating Units of Government have determined and concur that it is desirable and necessary for the Coles County region to apply for a new Enterprise Zone designation for the long-term benefit and economic viability of the area; and,

WHEREAS, the Designating Units of Government are seeking agreement with the taxing bodies located within the boundaries of the Coles County Enterprise Zone, subject to certification by the Department, to abate real property taxes pursuant to requirements in 35 ILS 200/18-170; and

WHEREAS, certain boundaries of the **LAKE LAND COLLEGE #517** taxing district lie or will lie in an area within an Enterprise Zone as outlined in the attached “ADDENDUM A,” subject to the certification of the Zone by the Department in accordance with the Act; and

WHEREAS, the real property tax abatements will apply only to economic development projects meeting specific criteria outlined below; and

WHEREAS, reimbursement provisions will be implemented if recipients of real property tax abatement fail to meet the job creation and/or retention and/or capital investment goals, as outlined below, and

WHEREAS, **LAKE LAND COLLEGE #517** wishes to participate in the Coles County Enterprise Zone real property tax abatement program, subject to certification of the Zone by the Department in accordance with the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE LAND COLLEGE #517 BOARD OF TRUSTEES:

That **Lake Land College #517** hereby abates real property taxes, subject to its jurisdiction, on those properties within the boundaries of the Coles County Enterprise Zone on which improvements have been constructed, as outlined below:

Section 1 – TERM. The term of the Zone will be for 15 years commencing on the date as certified by the Department, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or by ordinance of the participating governmental entities, whichever is sooner. After the 13th year, the zone is subject to review by the state Enterprise Zone Board for an additional 10-year designation beginning on the expiration date of the Coles County Enterprise Zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the State and units of local government as a result of tax benefits received by the enterprise zone before granting the extension. Upon approval of the state Enterprise Zone Board, the Zone may further be in effect for an additional 10 years.

Section 2 – PROPERTY TAX ABATEMENT. That, with the adoption of this Resolution and commencing on or after the Zone’s Certification date by the Department, taxes on real property levied by the **LAKE LAND COLLEGE #517** shall be abated on property located within the boundary of the Coles County Enterprise Zone as certified by the Department, and upon which new improvements meeting certain qualifying criteria have been constructed as outlined below. In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel. Land value increases as a result of the development are also included in said abatement.

A) DEFINITIONS

- 1) “Project Application” as defined herein is the written application for Coles County Enterprise Zone benefits for job development and capital investment projects. The application must be completed by the company seeking benefits (or the company’s designated representative) and submitted to the Coles County Enterprise Zone Administrator prior to the initiation of construction for said project. The Application provides information necessary for the Administrator to verify eligibility for Enterprise Zone benefits including, but not limited to, Property Tax Abatement and Sales Tax Exemption for Building Materials in conjunction with the Illinois Department of Revenue processes and procedures in effect at the time of the Application.
- 2) “Memorandum of Understanding” or “MOU” as defined herein is the written agreement between the Coles County Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the Coles County Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.

- 3) “Industrial/Manufacturing Projects” as defined herein, are enterprises where the manufacturing or assembling of goods takes place.
 - 4) “Logistic(s)/Distribution Center Projects” as defined herein, are warehousing and distribution enterprises that are engaged in the storage and/or packaging of goods and/or information and the transfer or transportation of products from a point of origin to a point of consumption. Data Centers supporting Information Storage and Distribution are included in this category.
 - 5) “Retail/Service/Commercial Projects” as described herein, are enterprises in the business of selling products or services to the general public or wholesale customers as well as restaurants, hotels/motels, assisted living and related concerns, and enterprises that are research oriented and/or provide professional services such as accounting, engineering, architecture, finance, law and telemarketing companies.
 - 6) Exclusions - Retail/Service/Commercial Companies engaged in the following categories of business below shall be ineligible for any property tax abatement as provided herein:
 - a) self-storage (mini warehouse facilities)
 - b) cash-advance, pay day loan, and title loan stores
 - c) adult entertainment venues including adult bookstores
 - d) apartments
 - e) solar energy systems, and wind towers and turbines
 - f) auto salvage yard
 - g) commercial feed lots
 - h) hides, skins, and raw furs processing
 - i) junk yards
 - j) landfills
 - k) refuse incinerators
 - l) slaughter houses, meat packing, processing plant, stockyards
 - 7) Additional Exclusions – All residential projects shall be ineligible for any benefits herein established in the Coles Enterprise Zone including sales tax exemption on building materials.
- B) Project Application Approval – No project shall be granted property tax abatement until or unless a Project Application has been submitted to the Administrator of the Coles County Enterprise Zone, to insure eligibility and qualifying criteria have been met.

Enterprise Zone Property Tax Abatement will not be granted if a project has begun construction prior to receiving approval of an Abatement request from the Administrator.

Applicants requesting Building Materials Exemption Certificates (BMEC) from the Administrator and the Illinois Department of Revenue will not receive benefits for materials purchased prior to the issuance of a BMEC by the Illinois Department of Revenue.

- C) That commencing on or after the Zone's Certification date by the Department, taxes on land and real property levied by the **LAKE LAND COLLEGE #517** shall be abated on property located within the Zone and upon which new improvements have been constructed according to the following schedule:

1)	For taxes levied in the first year of abatement:	100%
2)	For taxes levied in the second year of abatement:	100%
3)	For taxes levied in the third year of abatement:	100%
4)	For taxes levied in the fourth year of abatement:	100%
5)	For taxes levied in the fifth year of abatement:	100%
6)	For taxes levied in the sixth year of abatement:	100%
7)	For taxes levied in the seventh year of abatement:	100%
8)	For taxes levied in the eighth year of abatement:	100%
9)	For taxes levied in the ninth year of abatement:	100%
10)	For taxes levied in the tenth year of abatement:	100%

Said abatements shall be for ten (10) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made.

Abatements shall be made on the new tax increment created by said improvements according to the aforementioned schedule. Abatements for a specific project will cease after the tenth year or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

- D) The above property tax abatements shall be applicable for eligible **INDUSTRIAL, MANUFACTURING AND LOGISTICS/DISTRIBUTION CENTER PROJECTS** for increases in land values and improvements to real property upon which new construction, improvements, renovation or rehabilitation has been completed by the Zone's Certification date by the Department, and before the expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner. Abatement shall only apply to the incremental increase in taxes assessed as a result of the project

and its related improvements. Further, if a building permit is required, then its issuance is also a condition of abatement approval.

Questions as to the eligibility of a project and resulting improvements will be decided by the Coles County Enterprise Zone Administrator, with advice and consent of the local Enterprise Zone Advisory Board.

- E) That, with the adoption of this Ordinance, taxes on land and real property levied by the **LAKE LAND COLLEGE #517** shall be abated on **RETAIL/SERVICE/COMMERCIAL** property developments located within the Zone with the exception of those projects outlined in SECTION "2.A.6." above, and upon which new improvements have been constructed according to the following schedule:

1)	For taxes levied in the first year of abatement:	100%
2)	For taxes levied in the second year of abatement:	75%
3)	For taxes levied in the third year of abatement:	50%

Said abatements shall be for three (3) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made. Abatements shall be made on the new tax increment created by said improvements according to the aforementioned schedule. Abatement for a specific project will cease after the third year or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

- F) The above property tax abatements shall be applicable for eligible retail, service, and commercial projects involving real property upon which construction, improvements, renovation or rehabilitation has been completed after the Zone's Certification date by the Department and prior to the expiration, termination or decertification of the Coles County Enterprise Zone. Further, if a building permit is required then its issuance is also a condition of abatement approval.

Questions as to the eligibility of a project will be decided by the Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board.

- G) Regulatory and Legal Compliance. The Companies receiving Coles County Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the Taxing Bodies and shall not require formal action or findings by any governmental agency or court.

- H) Entities meeting abatement qualification criteria outlined above must enter into a Memorandum of Understanding with the Coles County Enterprise Zone through its Enterprise Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the eligible projects as defined in Section 2.A above. Said Administrator is hereby authorized to enter such agreements on behalf of the Coles County Enterprise Zone.
- 1) Entities receiving property tax abatement for eligible projects must agree to maintain a minimum of 75% of the employment levels at that location as described in the Memorandum of Understanding for the term of abatement. At the discretion of the Coles County Enterprise Zone Administrator, with the advice and consent of the local Enterprise Zone Advisory Board, failure to maintain a minimum of 75% of the employment levels during the agreement period may result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.
 - 2) The Administrator of the Coles County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.
 - 3) The Coles County Enterprise Zone Administrator will also inform the entity of required state of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Coles County Enterprise Zone benefits.
 - 4) The Administrator of the Coles County Enterprise Zone, with advice and consent of the local Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.

Section 3 – BENEFIT ENTITLEMENT - Upon the effective date of this ordinance, all incentives and benefits previously offered and in effect in the Coles County Enterprise Zone granted before the termination of the original Coles County Enterprise Zone, shall continue as originally implemented for the term of the new Coles County Enterprise Zone, subject to approval and certification of said Zone by the Department, for the following groups:

- A) Business enterprises which are receiving benefits or incentives in the original Coles County Enterprise Zone on the effective date of this designating resolution;
- B) Business enterprises or expansions which are proposed or under development on the effective date of this designating resolution:
 - 1) If the business enterprise demonstrates that the proposed business enterprise or expansion has committed to locating or expanding in the zone; or
 - 2) Substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available because of the Enterprise Zone.

Section 4 – NO ASSIGNMENT OR TRANSFER. Coles County Enterprise Zone property tax abatement shall be specifically granted to the Applicant and may not be re-assigned or transferred without a Written Notice of Transfer Request being submitted to the Coles County Enterprise Zone Administrator. In the event that the Applicant desires to transfer or assign any or all of its ownership of the subject property where the business located thereon, the transferee shall submit correspondence to the Coles County Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The Coles County Enterprise Zone Administrator, with the advice and consent of the local Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer, subject to the terms and conditions of Section 2 above as well as compliance with the Act. The Coles County Enterprise Zone Administrator shall notify the affected taxing bodies that such a request has been made and the action taken by the Administrator to address the transfer request.

Section 5 – ADMINISTRATION. By agreement of the joint applicants of the County Board of Coles County, the City of Charleston, the City of Mattoon and the City of Oakland, the Administrator of the Coles County Enterprise Zone will be the President of Coles Together or other qualified party as determined from time to time by completing a Request For Qualifications process conducted by the Enterprise Zone Advisory Board in accordance with the Illinois Enterprise Zone Act and Regulations. Administration of the Zone will be carried out as described in the Enterprise Zone Intergovernmental Agreement between the County of Coles, the City of Charleston, the City of Mattoon and the City of Oakland.

Section 6 – ADMINISTRATION FEES. Applicant Fees - As allowed by the Act, the Administrator of the Coles County Enterprise Zone is hereby authorized to collect a Zone Administration Fee from the Applicant for the issuance of Building Material Exemption Certificates in order to

offset the management and operational costs associated with the Administration of the Zone. Said fee shall be equal to .5 percent (1/2%) of the documented cost of building materials for each project up to a maximum of \$50,000 per Certificate (20 ILCS 655/8.2c). The Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, may also elect to collect a processing fee for related Enterprise Zone activities such as boundary amendment applications, technical correction applications, and/or other applications resulting in an amendment to the Zone or Zone operating procedures, which may change from time to time. At no time will all fees combined, related to a single project, exceed \$50,000 or such amount as may be stipulated in state statute. The **LAKE LAND COLLEGE #517** shall have no liability for payment of such fee on behalf of the Applicant.

Section 7 – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY. In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be, or has been created by a municipality under Division 74.4 of the Illinois Municipal Code, and said redevelopment project area contains property that is located in an enterprise zone, and the municipality adopts an enterprise zone designating ordinance pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as in Section 2 above, located within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the enterprise zone and the redevelopment project area or TIF District shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

Section 8 – BUSINESS ENTERPRISE FOR MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES. The Designating Units of Government are committed to the development of businesses owned by minorities, women and disabled persons, as defined in the Business Enterprise for Minorities, Women and persons With Disabilities Act (30 ILCS 575), in the Coles County Enterprise Zone. Further, as described in the Illinois Enterprise Zone Act (20 ILCS 655/4.e.11), the Designating Units of Government are committed to encouraging employers located within the boundaries of the Coles County Enterprise Zone to hire minorities, women and disabled persons in accordance with the intent of the Act and the regional economic development strategy.

Section 9 – LOCAL SOURCING STATEMENT. The Designating Units of Government encourage companies receiving Coles County Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

Section 10 – CONFLICTING LANGUAGE. All Ordinances or parts of Ordinances conflicting with any provisions of this Ordinance shall be and are hereby repealed.

Section 11 – EFFECTIVE DATE. This Ordinance shall be in effect from the date of and after its passage, approval and recording and upon certification of the new Enterprise Zone designation by the Illinois Department of Commerce and Economic Opportunity, according to law. Failure to receive certification of the Zone by the Department will render this Ordinance null and void.

ADOPTED this 10th day of December, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
LAKE LAND COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF CHRISTIAN, CLARK, CLAY,
COLES, CRAWFORD, CUMBERLAND,
DOUGLAS, EDGAR, EFFINGHAM, FAYETTE,
JASPER, MACON, MONTGOMERY,
MOULTRIE, AND SHELBY
STATE OF ILLINOIS

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

I, Ann Deters, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Lake Land College, Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, State of Illinois, (the "College District") and as such official, I am the keeper of the records and files of the Board of Trustees of said College District.

I do further certify that the foregoing Resolution to authorize participation in the abatement of real property tax in the Coles County Enterprise Zone in the City of Charleston, the City of Mattoon and the City of Oakland, Illinois, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 10th day of December, 2018.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting notice; and that the meeting was called and held in strict compliance with the provisions of the Illinois Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act of the State of Illinois, and that this Board of Trustees has complied with all of the applicable provisions of said Acts and with all the procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 10th day of December, 2018.

Secretary, Board of Trustees

MEMO

TO: Board of Trustees
 FROM: Dr. Josh Bullock, President
 DATE: October 29, 2018
 RE: Revisions to Board Policies from Policy Manual Annual Review

The College’s leadership team has conducted an annual review of the Board Policy Manual in its entirety. Proposed revisions are being submitted as first reading and will also be submitted to the Resource and Development Committee for review. Please see below for a list of the proposed revisions and find attached details of the proposed revisions for each policy.

Policy Number - Narrative for Revision(s)

02.13	Change "mailing announcements of meetings" to "issuing announcements of meetings" since the College issues Board meeting announcements via electronic means.
02.17	Clarify where trustees and employees shall file the annually required Statement of Economic Interest and the personal responsibility, not the College’s, for penalties or fines if a trustee or employee fails to timely file the Statement.
03.06	Remove the sentence "A motion to close any meeting to respond to actual danger to the safety of students, staff and College premises shall include a description of the actual danger." The requirement to cite the actual danger for the purposes of discussion in closed session was eliminated by state law effective January 1, 2001.
03.08	Remove the requirement for a roll call vote to exit closed session as by law this may be done via a voice vote. Please note that a roll call vote is still required to enter into closed session.
05.01.07	Update to add job description for coaches and clarify voluntary coaches are subject to completion of successful background screening.

05.01.08	Update to add job description for coaches and clarify voluntary coaches are subject to completion of successful background screening.
05.04.08	Add nieces and nephews to list for when bereavement leave with pay for a maximum of three days will be granted. Clarify bereavement leave exception approval.
05.04.21	Update to reflect practice for grant funded employees.
05.06	Exclude part-time paid and unpaid student worker positions.
05.09	Change "faculty" to "full-time staff" member for who may be present to supervise at student organization meetings.
05.10	Articulate process based on Human Resource best practices.
05.16	Delete policy in its entirety as language either no longer applies or is covered by other Board Policy language.
05.30	Eliminate a specific age addressing children in the workplace and instead refer to appropriate Illinois law.
06.36	Correct language to reflect that the IDOT contract is now reviewed every four years instead of biannually.
07.01	Update affirmative action information to match Policy 11.01; correct typo.
07.04	Clarify online intent to enroll procedure.
07.29	Clarify that DOC students follow a different complaint procedure.
08.04	Clarify language and procedures for closing the College due to inclement weather or other emergencies and address the process for IDOT class cancellations.
09.05	Clarify how the scheduling of conference rooms, class rooms and other campus facilities are reserved.
09.17	Update to remove coin operated copiers that no longer exist; also change annual review requirement to "as necessary."
09.18	Clarify when mail will be delivered to the Kluthe Center and that the College does not assume liability nor can the College guarantee the timing of delivery if an employee chooses to utilize the College's mail service by pre-paying for the delivery of personal letters or packages.

10.06	Correct grammar error and clarify meaning of commodities in relation to this policy.
10.24	Align language to Policy 09.02 regarding titling of real estate.
10.32	Update to clarify that direct deposit notices are not mailed.
10.33	Remove reference to withholding for union fair share fees as this is no longer allowable following the recent U.S Supreme Court ruling.
10.34.03	Update based on insurance consultant recommendations.
11.20	Clarify throughout the Policy that donations to memorial funds may be made as well as the purchase and delivery of flowers sent for funerals to memorialize the contributions of staff members and their immediate family, board members and their immediate family, retired staff members, and current students.

Attachments

02.13**Executive Secretary**

The Executive Secretary to the Board of Trustees shall be the Senior Executive to the President of the College. The Executive Secretary to the Board of Trustees will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and Secretary in the performance of their duties. In addition, he/she will perform the necessary clerical duties for the Board of Trustees, to include but not be limited to preparing materials and resolutions and receiving petitions for Board of Trustees elections, entering correspondence, filing, maintaining historical records, maintaining the Board Policy Manual, ~~mailing~~issuing announcements of meetings, preparing resolutions, making travel arrangements, and contacting Board members concerning meetings. He/she is expected to attend all meetings of the Board of Trustees, take minutes of the proceedings, and ensure said minutes are appropriately certified according to the latest edition of Robert's Rules of Order and the Open Meetings Act. In addition, the Executive Secretary to the Board of Trustees will attend other Board meetings or committee meetings called.

Adopted November 9, 1998

Revised July 14, 2003

Revised April 14, 2014

Revised August 11, 2014

Revised May 27, 2015

Revised

02.17

Disclosure of Economic Interest

Unless exempted by law, members of the Board of Trustees and College employees who are subject to the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interest with the Coles County Clerk by May 1 of each year. Any fines or penalties assessed against a member of the Board of Trustees or employee who fails to timely file a required Statement of Economic Interest shall be paid by the non-complying Trustee or employee, and not by the College.

~~On an annual basis, Board members shall file a Statement of Economic Interest with the Secretary of State, as required under the Illinois Governmental Ethics Act. After filing with the County Clerk, the Board member shall supply a copy of the receipt, stamped by the County Clerk, to the Personnel Officer of the College.~~

Adopted November 9, 1998

Revised

03.06**Closed Sessions**

The Board of Trustees may hold a meeting closed to the public or close a portion of the meeting to the public upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by law. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exemption contained in the Open Meetings Act shall be recorded and entered into the minutes of the meeting. ~~A motion to close any meeting to respond to actual danger to the safety of students, staff and College premises shall include a description of the actual danger.~~ A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than three (3) months of the vote. Only topics specified in the vote to close the meeting may be considered during the closed meeting. All closed sessions will be in compliance with the Open Meetings Act, which states clearly the exceptions authorizing the closing of meetings. A vote of each member on the question of returning to open session shall be recorded. Minutes taken in closed session must include but not be limited to:

1. Date, time and place of the meeting;
2. The members of the body recorded as present or absent; and
3. A summary of discussion on all matters proposed and deliberated.

The taking of final action in any closed meeting is prohibited.

A verbatim record of each closed meeting by an audio or video recording will be maintained. The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act no less than eighteen (18) months after completion of the meeting recorded but only after: (1) the Board of Trustees approves the destruction of a particular recording, and (2) the Board approves minutes of the closed meeting that meet the written minutes requirements.

Adopted November 9, 1998

Revised July 14, 2003

Revised

03.08**Vote Required - Motions**

The vote on any of the following measures shall be by roll call: budgets or budget amendments, collective bargaining agreements, election of Board officers, financing or lease/purchase agreements, personnel actions, property tax levies, selling of bonds, ratification of emergency procedures, changes in Board Policy, real estate transactions, call to closed session, ~~and return to open session~~, approval of bids, and payment of bills. In calling the roll of members, the Secretary shall call the names in alphabetical order, with the exception of the Chairperson, whose name shall always be called last. The voting method on any other measure shall be determined at the discretion of the Board Chairperson, provided, however, that any Board member may specifically request a roll call vote on any measure. Except as may be otherwise provided by statute, contract, policy, or the latest version of *Robert's Rules of Order*, a majority of the members voting on any measure shall determine the outcome.

Adopted November 9, 1998

Revised July 14, 2003

Revised April 14, 2014

Revised

05.01.07

Athletics Personnel

The College President, upon consultation with the Vice President for Student Services, will recommend coaching staff appointments. The coaches' performance will be annually evaluated by the Director of Athletics and discussed with the Vice President for Student Services. The coaches and Director of Athletics can be employed by a variety of arrangements, depending upon their employment status, such as:

Head Coaches and Director of Athletics

1. Full-time Faculty

- A. A faculty member may be employed to coach and/or serve as Director of Athletics in addition to regular teaching responsibilities. For the coaching and/or director responsibilities, release time from contractual instructional load may be given, or a stipend, or both. The terms and conditions of the coaching or director responsibilities, release time and stipend will be set forth in [a separate job description and request to hire a Supplemental Employee Agreement](#), which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory and Support Staff

- A. An administrative, supervisory or support staff position may include coaching and/or Director of Athletics responsibilities as part of the overall duties and responsibilities of the position. A coach or Director of Athletics who is released from his/her coaching responsibilities could also be released from his/her employment at the College as an administrative, supervisory or support staff member.
- B. An administrative, supervisory or support staff member may be employed to coach and/or serve as Director of Athletics in addition to his/her regular full-time position responsibilities. For the coaching and/or director responsibilities, a stipend would be

given. The terms and conditions of the coaching and/or director responsibilities will be set forth in [separate job description and request to hire](#) ~~Supplemental Employee Agreement, which will include the terms and conditions of the coaching and/or director responsibilities.~~

Assistant Coaches and Cheer Coach

Assistant and cheer coaches are hired on a voluntary or part time¹ basis [and subject to successful completion of background screening](#) upon the recommendation of the Director of Athletics to the Vice President for Student Services and approved by the College President and Board of Trustees.

¹ See Board Policy 05.01- Definition of Full-Time and Part-Time Employment

Adopted November 9, 1998
Revised December 8, 2003
Revised December 11, 2017
[Revised](#)

05.01.08

Livestock Judging Team Personnel

The Livestock Judging Team coach is appointed by the College President after consultation with the Vice President for Academic Services. The coach's performance will be annually evaluated by the Division Chair for Agriculture and discussed with the Vice President for Academic Services. The coach can be employed by a variety of arrangements depending upon his/her employment status, such as:

1. Full-time Faculty

- A. A faculty member may be employed to coach in addition to regular teaching responsibilities. For the coaching responsibilities, release time from contractual instructional load may be given, or a stipend, or both. The terms and conditions of the coaching responsibilities, release time and stipend will be set forth in a separate job description and request to hire~~Supplemental Employee Agreement~~ which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory and Support Staff

- A. An administrative, supervisory or support staff position may include coaching responsibilities as part of the overall duties and responsibilities of the position. An administrative, supervisory or support staff member who is released from his/her coaching responsibilities could also be released from his/her employment at the College as an administrative, supervisory or support staff member.
- B. An administrative, supervisory or support staff member may be employed to coach in addition to his/her regular full-time position responsibilities. For the coaching responsibilities, a stipend would be given. The terms and conditions of the coaching responsibilities will be set forth in a separate job description and request to hire~~Supplemental Employee Agreement~~, which will include the terms and

conditions of the coaching responsibilities.

3. Assistant Coaches

Assistant coaches are hired on a voluntary or part-time¹ basis and subject to successful completion of a background screening, upon the recommendation of the Division Chairperson for Agriculture to the Vice President for Academic Services and approved by the College President and Board of Trustees.

¹See Board Policy 05.01 – Definition of Full-Time and Part-Time Employment

05.04.08**Bereavement Leave**

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted ~~Bereavement leave for any circumstances beyond those specifically mentioned~~ may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Child Bereavement Leave Act, employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child or stepchild. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of a child.

For Lake Land College employees at correctional or youth center centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised November 11, 2002
Revised June 13, 2011
Revised June 9, 2014
Revised February 13, 2017
Revised February 12, 2018
Revised

Page 1 of 1

05.04.21

Vacations

Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees working eight (8) hours or more per day in a non-grant funded position will be applied according to the following accrual schedule:

Anniversary Accrual	Vacation Hours Earned Per Month
Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.00
Six years	10.67
Seven years	11.33
Eight years	12.00
Nine years	12.67
Ten years	13.33

For grant funded positions, vacation hours are earned monthly but are loaded at the beginning of each fiscal year. If an employee separates from employment and more benefit time was utilized than accrued, the amount in arrears will be deducted from the employee's final paycheck.

Vacations will be scheduled in advance, approved by the supervisor, and staggered to ensure a reasonable staffing level at all times.

College-funded employees may elect to carry-over into the next fiscal year a maximum of eighty (80) hours of earned vacation time. All other vacation time earned by each employee must be taken as time off from work. Vacation time cannot be accrued from year to year beyond the eighty (80) hour maximum accrual described above except in extenuating circumstances where the College may grant the employee an increase in the vacation carry-over balance in order to temporarily satisfy operational and staffing needs in a particular department of the College. All extensions of the eighty (80) hour maximum carry-over balance will be approved in writing by the immediate supervisor and the appropriate Vice

President. Approved requests will be forwarded to the Director of Human Resources.

Requests for additional vacation without pay must be submitted in writing and approved by the immediate supervisor and the appropriate Vice President. Approved requests are to be forwarded to the Director of Human Resources for subsequent Board action.

Administrative Personnel

Personnel employed as full-time administrators will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.33 hours per month. Vacation may be taken as earned at the rate of 13.33 hours per month.

Personnel employed as full-time administrators are covered by the following provisions:

1. A maximum total of 240 hours may be accumulated toward carry-over. The specific count of accumulated carry-over hours will be reviewed at the end of each fiscal year, and hours in excess of 240 will be removed from the record.
2. Administrators will schedule vacation in consultation with the President and/or respective Vice Presidents to avoid unnecessary disruption of the College.
3. Vacations will be scheduled, where possible, not to exceed two (2) weeks at any one period.

Support, Supervisory and Administrative Personnel

Full-time employees working less than a twelve-month schedule will earn a proportionate amount of vacation hours.

Vacation leave must be taken in not less than one-hour increments unless there is a balance remaining of less than one hour. All vacation must be approved by the immediate supervisor.

If an observed holiday or declared day off occurs during the vacation leave, employees will not be required to use vacation for that day.

New employees will be eligible to take vacation hours earned provided that the ninety (90) day probationary period has been satisfactorily completed.

Years of service for computing accrual of vacation earned will be based on the employee's position hire date.

If the College establishes a four-day summer work schedule, any vacation days taken during this period will be charged at the rate of one and one-quarter (1¼) vacation days, or ten (10) hours for each full work day taken. For every hour taken, 1.25 hours will be charged.

Except for employees in a totally grant-funded position, unless specifically authorized by the grant, all earned vacation time will be paid upon termination of employment.

Employees in a totally grant-funded position who attempt to carry-over unused vacation hours at the end of a fiscal year do so at the risk of losing the vacation hours and pay for those hours if the grant funding is not renewed and employment with the College is terminated. An employee in a totally grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

For Lake Land College employees at correctional or youth centers, if there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998

Revised July 14, 2003

Revised January 14, 2008

Revised April 13, 2009

Revised October 10, 2011

Revised February 12, 2018

Revised

05.06**Part-time Non-Instructional Employee Incentives**

In order to supplement the work load of full-time employees at the institution, individuals may be employed as needed in part-time non-instructional positions. On an annual basis, the Board of Trustees will approve the part-time non-instructional hourly rate. Individuals employed in these positions will receive no fringe benefits or guarantee of continued employment. However, the following incentives will be offered:

1. Include part-time non-instructional employees in staff development and in-service activities.
2. Include part-time non-instructional employees in any employee recognition program.
3. Include part-time non-instructional employees in the College phone listing by title and office location.
4. Waive tuition for part-time non-instructional employees enrolled in the Fitness Center during the period they are working at the College.
5. Provide part-time non-instructional employees with a College ID.
6. Include part-time non-instructional employees in the Employee Recognition Program for years of service as a part-time employee.
7. As a part-time non-instructional employee for a full semester, provide a one-credit-hour tuition voucher. The voucher would be nontransferable and have a one-calendar-year expiration from the date of issuance.

The above incentives are excluded for part-time paid and unpaid student worker positions.

Adopted November 9, 1998
Revised December 11, 2017
[Revised](#)

Page 1 of 1

05.09**Responsibilities of Club Sponsors**

Any faculty member or full-time staff member who sponsors a student organization is responsible for the following:

1. To assist in the development of a constitution and secure its approval from the Student Government Association, Vice President for Student Services, President, and the Lake Land College Board of Trustees.
2. To be present at each meeting of the organization or arrange for another ~~faculty~~full-time staff member to be present.
3. To ensure that the constitution of the organization is implemented and followed.
4. To deposit all dues and other funds with the Lake Land College Accounting Office.
5. To certify membership to the Student Government Association and Vice President for Student Services.
6. To verify the validity of all financial requests via the sponsor's signature and a signature of a designated student representative of the organization on all requisitions.
7. To ensure the organization's membership adheres to all College policies which relate to the function of the organization.
8. To establish regular meeting dates (a minimum of one per term) and to obtain approval for facility use.

Adopted November 9, 1998
Revised December 11, 2017
Revised

05.10

Hiring for Full-Time Employees

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received from qualified applicants will be available to the search team, provided they have had the required training. ~~in Human Resources will be submitted to the appropriate supervisor after the application deadline.~~
4. The hiring Supervisor must form a search team ~~selection committee to conduct the confidential review of qualified applicants, candidate interviews and recommendations.~~ The team should be limited in size, represent the hiring department and include at least one member from outside the department. Additionally, including a representative from Human Resources will be included on each team. All ~~committee~~ search team members must have appropriate training prior to participation. If a ~~selection committee~~ search team member is closely related to the applicant, he or she must excuse himself or herself from the committee.
5. The hiring supervisor will formulate a timeline, prior to posting the vacancy, outlining the process and have it approved by the Director of Human Resources. Interview questions must be approved prior to the interviews by the Director of Human Resources.
6. Candidates selected for interview will be scheduled through the Human Resources office. When search team members agree to serve, they are making a commitment to make every effort to attend all interviews and meetings.
57. Human Resources will conduct and ensure that reference checks

Board Policy 05.10

and background screenings will be conducted on the recommended all final candidates prior to hiring approval by the Board of Trustees. Background checks will include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification. If any information is developed and verified through reference checks or background screenings that is contrary to the conditions and/or personal qualifications represented by the applicant, an offer for hire, if already made, may be immediately revoked.

- ~~68.~~ The position supervisor appropriate administrator or supervisor will notify Human Resources as soon as a final recommendation has been made to the President will complete a request to hire through the CMS system and appropriate approvals are required. If any information is developed and verified through reference checks or background screenings, including felony convictions, that is contrary to the conditions and/or personal qualifications represented by the applicant, an appointment, if already made, may be immediately revoked and the employee dismissed.
- ~~79.~~ Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All final offers of employment will be made by the Director of Human Resources and are not considered final until obtaining require Board of Trustees approval.
- ~~810.~~ Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
- ~~911.~~ All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04. The hiring supervisor must collect from the search team all interview notes and materials and return to Human Resources.
- ~~10.~~ When positions must be posted internally in accordance with

Board Policy 05.10

~~collective bargaining agreements, the Human Resources Department will be notified of the position transfer or the need to advertise for the vacancy.~~

124. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.
132. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.

Adopted November 9, 1998
Revised April 9, 2001
Revised September 15, 2003
Revised September 8, 2008
Revised December 11, 2017
Revised

05.16

Compensation for Non-Credit Teaching

~~In order to ensure that non-credit classes shall be self-supporting, the following criteria will be followed:~~

- ~~1. Non-credit course fees and distribution of revenue shall be reviewed on an annual basis by the President, who will in turn make recommendations to the Board of Trustees.~~
- ~~2. A non-credit instructor shall receive a negotiated fee.~~
- ~~3. Off-campus sites rental fees will be reviewed on an annual basis by the President, who in turn will make a recommendation to the Board of Trustees.~~

Adopted November 9, 1998
Revised December 11, 2017
[Policy deleted](#)

05.30

Children in the Workplace

Since it is important that the workplace environment be as free from disruptions as possible in order to serve students, employees will not be permitted to bring children to their work stations or to leave children ~~under the age of 16~~ unattended on school premises ~~during normal work hours~~ in accordance with state law¹.

¹ 705 ILCS 405/2-3

Adopted November 9, 1998

Revised

06.36

Illinois Department of Transportation Quality Management Training Program

By contract with the Illinois Department of Transportation, and in cooperation with the Illinois Asphalt Paving Association, the College shall provide quality management training for contractors, consultants, and Department of Transportation employees. When classroom space is available, students enrolled in the Lake Land College Civil Engineering Technology program will be afforded the opportunity to enroll.

The contract is reviewed ~~biannually~~every four years and may include provisions for services in areas of the state outside the Lake Land College district.

Adopted November 9, 1998
Revised December 11, 2017
Revised

07.01**Admission of Students**

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

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

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. However, in order to be eligible for Title IV financial aid, a student admitted to the College without a high school diploma or GED diploma must “pass” a U. S. Department of Education approved standardized test.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.
6. A student currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school

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

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

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

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

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

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

¹ Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998
Revised May 8, 2000
Revised December 8, 2008
Revised December 11, 2017

Revised

07.04**Intent to Enroll Procedures and Requirements**

~~At a minimum, To enroll at Lake Land College, a student must submit an Intent to Enroll form. The Intent is submitted online or through printed forms will be available in the Lake Land College Admissions and Records Office, and the Lake Land College Kluthe Center for Higher Education and Technology, at in-district high schools or online for all students who wish to enroll in the College.~~

~~Students must complete the intent form.~~ Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, these scores may be used in lieu of college placement test scores. Some ~~vocational/technical~~ academic programs may require additional tests prior to registration.

An accepted student who does not enroll after applying loses his/her enrollment status at the College and must reapply for admission to any future semesters.

Adopted November 9, 1998
Revised May 12, 2003
Revised June 14, 2004
Revised January 10, 2011
Revised June 12, 2017
[Revised](#)

07.29

Student Complaints

Students concerned about issues that adversely affect them or someone else or who feel they have been discriminated against on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, or sexual orientation or any basis of discrimination precluded by applicable federal and state statutes are encouraged to, through appropriate channels, work to resolve such complaints. Students are encouraged to meet with an academic counselor for information regarding the complaint procedure.

[Students enrolled in correctional education programs should address complaints to the appropriate correctional site associate dean with final review by the dean.](#)

Complaint Procedure

It is the policy of Lake Land College that all student complaints be resolved as quickly and at the lowest step possible. Students with a complaint should make every effort to arrive at an agreement with the faculty, staff member or administrator involved. If students are not satisfied with the response to their complaint at that level, they should pursue additional steps as defined in the Procedures for Resolving Student Complaints. The procedures and Student Complaint Form will be published in the online Student Handbook available on the College's website. Printed copies will be available in Counseling Services.

Records of Student Complaints

To comply with federal regulations and requirements of the Higher Learning Commission, Lake Land College will maintain records of the formal, written student complaints pursued in accordance with this policy or established appeal processes which are (1) not resolved prior to reaching the level of Vice President or President; (2) complaints filed with the Higher Learning Commission, EEOC, or other such outside entities; (3) lawsuits filed by

current or former students against the College, the Board of Trustees of the College, or officers of the College; and (4) other formal, written student complaints filed with the offices of Vice President or President which are not covered by the College's established processes for grievances or appeals.

The records shall include the date the complaint was first formally submitted; the nature of the complaint; the steps taken by the College to resolve the complaint; the institution's final decision regarding the complaint, including referral to outside agencies; any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.); information about the disposition of the complaints, including those referred to external agencies for final resolution. The records shall be maintained so as to ensure anonymity of the complainants and other individuals involved in the facts of the complaint. These records shall be maintained in the offices of the Vice President or President for a period of two years and made available to Higher Learning Commission comprehensive evaluation teams for review. Each office is required only to maintain its respective complaints.

All complaints received through provisions of this policy will be presented and reviewed by the President's Cabinet for analysis and process improvement.

Adopted November 9, 1998

Revised December 8, 2003

Revised November 9, 2009

Revised January 9, 2017

[Revised](#)

08.04**College Closings Due to Severe Weather,
Mechanical Failure, or Power Failure**

In order to prepare for the event of inclement weather, mechanical or power failure, or other emergencies, the following procedures will be implemented:

1. Every effort will be made to keep the College main campus, the Kluthe Center for Higher Education and Technology, the Eastern Region Center, the Western Region Center, and Workforce Development Center/Center for Business and Industry open. In some cases, Lake Land College will remain open when elementary and secondary schools are closed.
2. The responsibility for canceling classes or closing for a specific period of time rests with the President of the College. Individual decisions by personnel should not be made.
3. The Lake Land College Chief of Police will be notified of any canceling or closings to allow for proper personnel coverage for safety of property, students, and staff.
4. When weather conditions prevent the opening of the College or cause a delayed opening of the College, announcements will be made on local radio and TV stations, and with text messaging, email and all other technology mediums available by 6:00 a.m. for that day.
5. Cancellation of day classes is not an automatic closing for evening sessions. The decision to close classes that begin at 5:00 p.m. or later will be made as close to 2:00 p.m. as possible.
6. The same radio and TV stations also will carry closing announcements in the event that evening sessions or activities have to be canceled on a day that the College was otherwise open.

Board Policy 08.04

7. In cases of inclement weather, the Pathways program operating off-campus at various locations throughout the district will follow the lead of the local school district in that location. If the local schools are closed for weather-related reasons, the ~~p~~Pathways program in that location will be closed as well.
8. Classes, clinicals, supervised occupational experiences (SOE), and other work-based learning experiences held at off-campus locations, other than the Kluthe Center for Higher Education and Technology, the Eastern Region Center, the Western Region Center, ~~and~~ Workforce Development Center/Center for Business and Industry and adult education sites, follow the procedure for that off-campus location.
9. Cancellation of IDOT classes will be determined by the Vice President for Workforce Solutions and Community Education and in consultation with IDOT officials.
10. In the event Lake Land College is closed due to severe weather all College facilities will be closed.

Adopted November 9, 1998
Revised March 8, 2004
Revised December 12, 2011
Revised March 10, 2014
Revised

09.05

Scheduling Facilities

1. All credit classes and upper division classes and graduate courses offered by outside educational institutions are scheduled through the office of the Vice President for Business Services.
2. All non-credit classes are scheduled by the office of the Vice President for Workforce Solutions and Community Education.
3. All classes on campus or at the Kluthe Center for Higher Education and Technology offered through the auspices of the Center for Business and Industry are scheduled through the office of the Vice President for Workforce Solutions and Community Education.
4. All home games and practices in the Field House are scheduled by the office of the Athletic Director.
- ~~5. The Board Room is scheduled either through the President's Office, or the Vice Presidents' offices.~~
- ~~6. The conference rooms are scheduled by the building administrative assistants.~~
- ~~7. The conference room in the Student Life wing is scheduled by the Administrative Assistant to Student Life.~~
85. Conference rooms are reserved through various staff according to a grid maintained by the Human Resources Department.
6. Other activities, meetings, and events which are not listed separately in this policy are scheduled through the office of the Vice President for Business Services.
- ~~9. The community rooms, conference rooms and food court in the Student Center will be scheduled by the office of the Vice President for Business Services.~~

Revised January 8, 2018
Revised

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09.17

Photocopiers and Network Printers

1. Photocopy machines for College business are located at various pre-approved locations on campus, at the Kluthe Center, and at other educational extension centers of the College.
2. ~~The approval for the renting of photocopy machines rests with the Vice President for Business Services.~~ The Vice President for Business Services will approve the rental or purchase of additional copy machines for student use.
3. Employees should be respectful of others' printing/copying requirements in their area when printing or copying. No user should monopolize the printing/copying machines when others have the need to utilize this shared equipment. Large copy/print volume should be directed toward the Print Shop, where faster copying equipment is in place.
4. In using copy machines, employees are personally responsible for any violation of copyright laws arising therefrom.
5. Students not employed as student workers may not use the College copy machines for any reason. Coin-operated machines are located in the Learning Resource Center and at the Kluthe Center for students to make personal copies at a nominal fee.
6. Copiers/printers are for business use only. ~~The coin-operated machines in the Learning Resource Center and at the Kluthe Center are available for personal use.~~

7. College employees will not copy, in its entirety, any book, magazine, pamphlet, sheet music, tests, workbooks, or other separate published work which is still in copyright and available through normal trade channels without permission of the publisher.
8. Each cost center will be assigned an account number for making photo copies and for printing on network printers.
9. Faculty members may reproduce, for their professional work, copies of a chapter of a book, a newspaper or magazine article, a short story, essay, or poem. However, if this material will be used for more than one semester, the faculty member must secure permission from the publisher. This procedure also applies to materials placed on reserve in the library.
10. ~~On an annual basis, t~~The Vice President for Business Services will review the use of copy machines and network printers with the President's Cabinet as necessary.

Adopted November 9, 1998

Revised Marcy 8, 2004

Revised

09.18

Mail

~~Each employee and adjunct employee will have a designated mail box.~~ Mail is collected and distributed on campus on a daily basis -and to the Kluthe Center as needed, on a daily basis. Use of the College's interoffice mail system and mail process is restricted to official College business. Distribution of materials through the interoffice mail process must receive approval of the Vice President for Business Services. Use of the College mail postage machine is for official College correspondence. ~~If an employee wishes to mail a personal letter or package, he/she must pay for the postage and the packing materials.~~ Employees may mail pre-paid personal letters or packages through the College's mail service, however the College does not assume liability for personal mail or packages and cannot guarantee the timing of delivery.

Adopted November 9, 1998
Revised March 8, 2004

Revised

10.06**Administration of Budget**

On an annual basis, the Board of Trustees shall adopt a budget in accordance with the Illinois Revised Statutes. The budget will be prepared by the President after consultation with the President's Cabinet members, who will have received requests from the various cost centers.

The total budget for any fund supported by property taxes cannot be amended by an amount greater than ten percent (10%) without proceeding through a new adoption procedure. The President is authorized to implement procedures for budget transfers within any given fund. The Board of Trustees shall be informed of all inter-fund transfers on a monthly basis through the regular financial reports. An increase to the total amount of an adopted budget shall require the approval of the Board of Trustees. Transfers between the various items in any fund supported by property taxes may not exceed in the aggregate ten percent (10%) of the total of such funds as set forth in the budget.¹ Accordingly, Lake Land College classifies budget items as salaries, employee benefits, contractual services, commodities (general materials and supplies), travel, fixed charges, capital outlay, and other expenses. Thus, the ten percent (10%) rule would provide for transfers between any of these major categories. Budget transfers within any of these categories are not considered under the ten percent (10%) limitation. Further, contingency accounts would not be subject to the ten percent (10%) rule since these are non-allocated funds.

¹ 110 ILCS 103-20.1, Illinois Public Community College Act

Adopted November 9, 1998

Revised April 12, 2004

Revised

10.24**Purchase or Lease of Sites**

The Board of Trustees is authorized to buy one or more sites for college purposes, with necessary ground, and to take and purchase the site for a college site either with or without the owner's consent, by condemnation or otherwise; to pay the amount of any award made by a jury in a condemnation proceeding; and to select and purchase all sites without the submission of the question to any referendum.¹ No such purchase may be made without the prior approval of the Illinois Community College Board. Purchase under this section of the law may be made by contract for deed when the Board considers the use of such a contract to be advantageous to the district, but a contract for deed may not provide for interest or unpaid balance of purchase price at a rate in excess of six percent (6%) per year nor for a period of more than ten (10) years in which that price is to be paid. Title to all real estate shall ~~be taken and held in the name of the Board of Lake Land College~~ align with Policy 09.02 – Title to Land.

¹ 110 ILCS 805/3-36, Illinois Public Community College Act

10.32**Pay Schedule**

Payroll is distributed bi-weekly for all employees. All electronic time entry must be submitted and approved by the employee's supervisor by 1:00 p.m. on Tuesday following the end of the pay period.

Faculty members have the option of receiving their annual salary paid on a nine-month, ten month or twelve-month basis. In either case, the option must be made with the Accounting office no later than the first day of the Fall Semester and may not be changed during that academic year.

Payment for overload will be made according to the approved Faculty Association contract.

~~Direct deposit notices and p~~Paychecks will be sent via regular U. S. Mail one day prior to the official pay date for employees who choose this option. Employees may also choose to view their pay advices online.

Adopted November 9, 1998
Revised June 10, 2002
Revised April 12, 2004
Revised December 13, 2004
Revised January 10, 2005
Revised July 14, 2014
Revised December 12, 2016
Revised

10.33**Payroll Withholdings**

Under the Government Salary Withholding Act, the Board of Trustees may, by resolution, authorize the withholding from the compensation of employees to provide insurance or retirement benefits and to make voluntary payroll deductions. The Board of Trustees, therefore, authorizes payroll deductions or withholdings, upon the written request of the individual employee, to cover the following:

- Union dues
- ~~Fair share fees~~
- Credit union deductions
- Tax sheltered annuities
- Combined charities campaign
- Flexible spending accounts
- Optional life insurance
- Dependent health care premiums
- United States Savings Bonds
- Identification theft and legal protection services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation

Future deductions must be approved by resolution of the Board of Trustees, which in turn will become part of the Board Policy Manual.

Adopted November 9, 1998
Revised April 10, 2000
Revised December 12, 2016
Revised January 8, 2018
Revised

10.34.03**Use of College Vehicles**

College-owned and College-rented vehicles are available to provide authorized transportation for College personnel and students. Unless specifically assigned to a particular Division, the office of the Vice President for Business Services is responsible for the maintenance, upkeep, and scheduling of College-owned vehicles and also for the renting of vans and vehicles to supplement the use of College-owned vehicles.

Requests for vehicles, with the proper authorization, shall be made by the appropriate ~~cost center~~ supervisor.

If travel is within the state, cost center budgets will be charged the greater of the cost of renting the vehicle or the authorized mileage rate. For out-of-state travel, the cost center will be charged the authorized mileage rate.

Vehicle keys and the trip ticket must be picked up at the office of the Director of Physical Plant Operations. The driver of College-owned or College-rented vehicles must have in his/her possession a valid Illinois driver's license.

Any personnel operating a College-owned or College-rented vehicle are not permitted to use tobacco products in the vehicle. All personnel operating a College-owned or College-rented vehicle or while using their own vehicle for business use will adhere to all state and local laws, including but not limited to cell phone/distracted/impaired driving laws, licensing laws, and speed limit laws.

All personnel operating a College vehicle are subject to annual MVR background checks.

Adopted November 9, 1998
Revised April 12, 2004
Revised January 8, 2018
Revised

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11.20

Flowers and Memorials

A College memorial fund for the purchase of appropriate flower arrangements for funerals or donations to an individual's designated memorial fund will be maintained by the Office of the President. ~~Flowers shall be purchased to memorialize the contributions of staff members and their immediate family members.~~ The Office of the President shall make all arrangements for the purchase and delivery of flower arrangements or the contribution to an individual's designated memorial fund, and other offices of the College should keep the President's Office fully aware of the passing of an active employee or Board of Trustee member or their immediate family member, or retired staff or Board of Trustee members or their spouse, or a current student who have died. Memorial donations will be made or Flowers will be sent to memorialize the passing of the following: Current employees or Board members and their immediate family members; retired employees or Board members and their spouse; and current students. ~~Active and retired staff members or spouses, civil union partners, children, father, mother, step father, step mother, mother-in-law, father-in-law, step mother-in-law, step father-in-law, and active and retired Board members.~~ Under special circumstances, memorial donations may be made or flowers may be sent to individuals not covered in the above statement with the approval of the President. Memorial donations or Flower arrangements sent by the Office of the President will officially acknowledge the sorrow of the College as a whole, the President, and the Board of Trustees.

Adopted November 9, 1998

Revised June 14, 2004

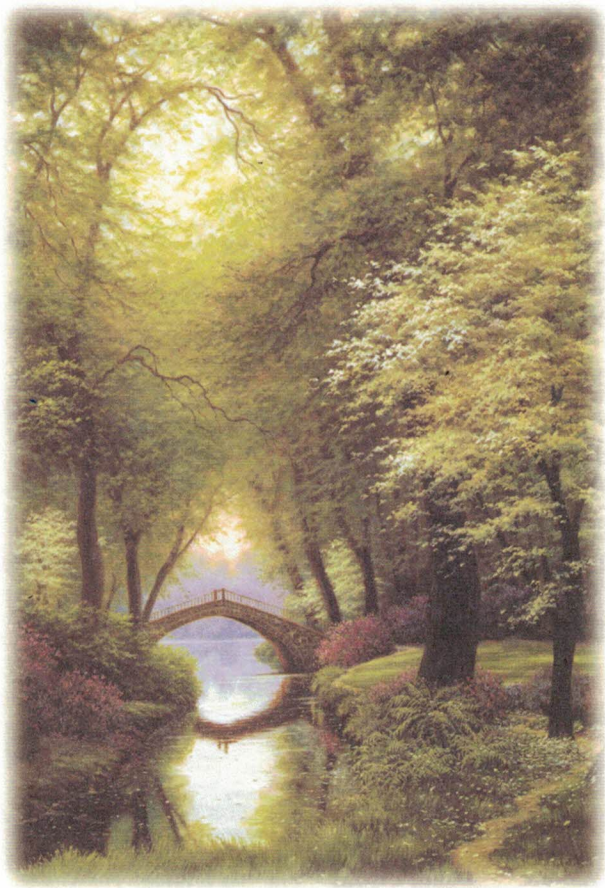
Revised June 13, 2011

Revised

Calendar of Events

Monday, November 12, 2018	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Wednesday, December 5, 2018	11 a.m. – 1 p.m. Lake Land College Employee Holiday Luncheon Field House
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, December 10, 2018	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, January 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, January 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, February 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, February 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, March 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, March 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, April 8, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011



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

*- Patrick Henry Mcbee
Career Technology Instructor
(Hill Correctional Center)*

Dear Lake Land College Board of Trustees
and President Bullock,

Board Book Page 79

There is no way to express the emotion I experienced when the beautiful plant and floral arrangement was delivered to me. Your sentiment of sympathy over my Mother's death overwhelmed me. I thank you for your kindness and expression of caring. Now wonderful of you!

I want to share how much I truly love Lake Land College. It is more than my alma mater and place of employment. For over 32 years, it has been a major part of my life and where my heart is!

Thank you for
your words of sympathy,
your voice of concern,
your gesture of caring
and the love you offer.

The Family of
Virginia Hortenstine

So many thanks -
Sajisa

THANK
YOU

DEAR JENNIFER AND LAKE LAND
COLLEGE,

THANK YOU FOR THINKING OF
US DURING OUR LOSS OF DEREK,

WE APPRECIATED YOUR
THOUGHTFUL CARD, PRAYERS, AND
THE BEAUTIFUL PLANT...

GOD BLESS YOU
LEN & SHARON LARSON &
FAMILY

A Little note of Thanks




Dr. Bullock + Board of Trustees:

Thank you for the beautiful
plant you sent in memory of
my brother Dave. It was
really appreciated.

Marty Schnorf + family



MEMO

TO: Dr. Josh Bullock, President 

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

DATE: October 24, 2018

RE: September 2018 Financial Statement Summary

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

Area(s) of Concern:

- **Local Source revenue** – while the unfavorable year to date variance in this area is most likely solely attributable to timing, having a variance of \$1,164,139 bears close monitoring over the coming months. There are counties that are well behind in distributing this year's tax payments which is leading to this sizable variance.
- **Utilities** – Through the first 3 months of the fiscal year, we have an unfavorable variance in this line of \$43,384, which is primarily being caused by the significant September billing that caused an unfavorable variance of \$57,371 for the month. This could simply be a timing issue but each of the monthly bills for the first 3 months of the fiscal year have been higher than the same timeframe from FY2018, with the September bill being significantly higher. Obviously, utilities is an area that is significantly impacted by severely warm or cold weather so the winter months will be key in how we ultimately end up versus our budgeted forecast for this line. This is an area that we will continue to monitor closely.

Overall Variances:

- **Revenue** – Total September revenue was \$2,923,163 resulting in a favorable variance of \$98,899 compared to the budgeted level. This favorable variance is attributable to timing of receipt of multiple equalization payments from the State of Illinois during the month of September.
- **Expenditures** – Total September expenditures were \$2,473,954 resulting in an overall favorable variance of \$121,518. While favorable variances exist throughout the major expenditure categories, the largest September favorable variance is in the area of General Materials & Supplies with a variance of \$249,243.

Revenue Variances:

- *Local Sources* – Unfavorable variance of \$173,467 due to timing of receipt of the Fayette and Jasper County tax receipts. These receipts will actually be reflected on the October financials based on when they were received.
- *ICCB Credit Hour Grant* – We did not receive a payment during the month of September so there is an unfavorable variance in the amount of \$207,947 for the month. Year to date this is unfavorable by \$415,895.
- *ICCB Equalization Grant* - Due to receiving multiple equalization payments during the month of September, there is a favorable variance in the amount of \$492,885. However, these were the first two equalization payments received for the year so we still have an unfavorable variance in this line for the year in the amount of \$492,884. This is due to timing and should catch up over the course of the fiscal year.
- *Tuition & Fees* – September unfavorable variance for tuition of \$37,592 and \$2,842 for fees. This is mainly due to timing as these areas are favorable year to date by \$86,490 and \$177,647 respectively.
- *Other State Sources* – Year to date this area is unfavorable by \$291,502 due to not yet receiving the CTE funding from the State of Illinois as of this time.
- *Other Revenue* – September had a favorable variance of \$19,962; however, year to date remains unfavorable by \$47,791. This is due to the CBI revenue being less year to date than anticipated. This will likely even out as this is more of a timing of when classes were actually conducted.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in September of \$43,430 and is favorable \$138,198 year to date. I am preliminarily projecting approximately a \$500,000 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in September in the amount of \$16,555. Year to date this line is unfavorable by \$15,255; however, this is primarily a timing issue and I am preliminarily projecting a favorable variance in the amount of \$191,668 for the year.
- *Instructional* – Had a favorable variance in September of \$91,342. The bulk of this favorable variance is in contractual services (\$30,962), materials and supplies (\$28,555), and travel & meeting expenses (\$24,805). Year to date this area is favorable by \$267,820.
- *Academic Support* – Had a slight favorable variance in September of \$5,035. Year to date this area has a favorable variance of \$20,729.

- *Student Services* – Had a favorable variance in September of \$22,065 that is primarily due to a favorable variance in salary and wages (\$11,300) and materials & supplies (\$13,130). Year to date this area is favorable by \$120,678.
- *Public Service/Continuing Education* – This area had a slight unfavorable September variance of \$8,599 which was primarily due to an unbudgeted recording of a gift in kind in the amount of \$7,900 for equipment that was donated to CBI from Littlefuse out of Arcola. Year to date this area has an unfavorable variance in the amount of \$4,858.
- *Operations & Maintenance* – This area had a favorable September variance of \$13,305. Salaries were favorable by \$17,866 and contractual services were favorable by \$40,188, while utilities were unfavorable by \$57,371. Year to date, this area is favorable by \$134,948.
- *Institutional Support* – Had a favorable overall September variance of \$16,724. This is despite having an unfavorable variance in Fixed Charges of \$218,529 due to the timing of when we paid our Iowa Lakes invoice for Datatel. Year to date this area has a favorable variance of \$824,430.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance for the month of September of \$18,355. Year to date, this line is favorable by \$226,067.

The corresponding monthly financial spreadsheets include a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY2019 projected final spending levels, and year to date spending through September 2018 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12).

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

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,516,695.46	1,560,125.53	43,430.07	Salary and Wages	4,430,769.03	4,568,967.00	138,197.97
309,095.02	325,650.13	16,555.11	Employee Benefits	953,496.77	938,241.00	(15,255.77)
100,232.15	137,684.37	37,452.22	Contractual Services	172,989.00	349,673.00	176,684.00
116,100.93	365,343.89	249,242.96	General Materials and Supplies	508,297.44	1,509,477.00	1,001,179.56
7,301.39	45,889.37	38,587.98	Travel and Meeting Expenses	15,684.07	97,130.00	81,445.93
241,613.52	33,079.18	(208,534.34)	Fixed Charges	307,434.57	306,985.00	(449.57)
156,994.85	99,624.33	(57,370.52)	Utilities	342,257.48	298,873.00	(43,384.48)
(2,106.28)	2,225.00	4,331.28	Capital Outlay	10,250.00	44,325.00	34,075.00
862.13	25,850.00	24,987.87	Contingency Funds	3,032.12	120,782.00	117,749.88
8,810.00	-	(8,810.00)	Other Expenditures	8,810.00	-	(8,810.00)
2,455,599.17	2,595,471.80	139,872.63	Total	6,753,020.48	8,234,453.00	1,481,432.52

Lake Land College

FY2019 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$2,820,581	\$2,844,424	\$23,843	\$10,971,545	\$10,827,513	\$10,971,545	\$144,032
Salary and Wages - Acad. Support	\$94,028	\$103,150	\$9,122	\$372,603	\$384,728	\$372,603	(\$12,125)
Salary and Wages - Stud. Svcs	\$386,398	\$430,468	\$44,070	\$1,588,486	\$1,522,311	\$1,588,486	\$66,175
Salary and Wages - Public Svc.	\$105,147	\$100,583	(\$4,564)	\$349,192	\$395,118	\$349,192	(\$45,926)
Salary and Wages - Maintenance	\$242,680	\$299,323	\$56,643	\$1,298,144	\$1,100,584	\$1,298,144	\$197,560
Salary and Wages - Inst. Support	\$781,935	\$791,019	\$9,084	\$3,410,486	\$3,264,562	\$3,410,486	\$145,924
Total Salary and Wages	\$4,430,769	\$4,568,967	\$138,198	\$17,990,456	\$17,494,816	\$17,990,456	\$495,640

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$528,997	\$528,894	(\$103)	\$2,457,938	\$2,110,354	\$2,457,938	\$347,584
Employee Benefits - Acad. Support	\$19,444	\$18,009	(\$1,435)	\$74,498	\$90,094	\$74,498	(\$15,596)
Employee Benefits - Stud. Svcs	\$97,536	\$97,290	(\$246)	\$402,438	\$413,081	\$402,438	(\$10,643)
Employee Benefits - Public Svc.	\$17,476	\$13,114	(\$4,362)	\$54,276	\$73,996	\$54,276	(\$19,720)
Employee Benefits - Maintenance	\$76,857	\$80,352	\$3,495	\$330,424	\$322,719	\$330,424	\$7,705
Employee Benefits - Inst. Support	\$213,187	\$200,582	(\$12,605)	\$762,845	\$880,507	\$762,845	(\$117,662)
Total Employee Benefits	\$953,497	\$938,241	(\$15,256)	\$4,082,419	\$3,890,751	\$4,082,419	\$191,668

Sep-01	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	831,918	1,033,353	(201,436)	1,080,803	1,400,000
Bond Proceeds	16,018,521	-	16,018,521	-	-
Loan Proceeds	-	-	-	-	-
Investment Income	72,229	-	72,229	14,086	-
Total Revenues	16,922,667	1,033,353	15,889,314	1,094,889	1,400,000
Expenditures:					
Student Center Renovations : Buildi	1,493,446	2,722,500	1,229,054	-	1,715,000
Construction Proj : Site Improvemen	-	-	-	310,497	258,000
New Site: Sire Improvements	-	-	-	-	-
Other	16,445,453	-	(16,445,453)	-	-
Total Expenditures	17,938,899	2,722,500	(15,216,399)	310,497	1,973,000
Excess of Revenues over Expenditures & Transfers	(1,016,231)	(1,689,147)	672,915	784,392	(573,000)

Sep-01	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	3,858,024	4,450,261	(592,238)	5,189,536	6,122,555
General : Investment Income			-	-	-
General : Transfer from Other Funds			-	-	150,914
Total Revenues	3,858,024	4,450,261	(592,238)	5,189,536	6,273,469
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-	-	910,000
Work Cash Bonds : Interest on Debt			-	-	18,200
Work Cash Bonds : Other Fixed Charg			-	-	2,000
Funding Bonds : Debt Principal Paym			-	-	4,850,000
Funding Bonds : Interest on Debt	(17,769)		17,769	-	491,269
Funding Bonds : Other Fixed Charges			-	-	2,000
Funding Bonds : Bond Is	242,212		(242,212)	-	-
Administration : Intere			-	(29,404)	-
Total Expenditures	224,443	-	224,443	(29,404)	6,273,469
Excess of Revenues over Expenditures & Transfers	3,633,581	4,450,261	(816,681)	5,218,940	-

Sep-01

Auxillary Enterprise Fund--Fund 05


	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	22,100
Auto Shop	-	7,500	(7,500)	-	15,000
Athletics	-	-	-	-	591,138
Fitness Center	25,239	30,333	(5,094)	26,090	55,000
Bookstore	392,613	352,182	40,431	381,793	1,125,400
Print Shop	223,197	134,646	88,551	203,508	532,794
Food Service	1,877	2,900	(1,023)	17,686	27,940
College Farm	35	-	35	35	75,000
Comm Choir	-	-	-	-	5,100
Student Life	-	-	-	-	251,391
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	528,110
Total Revenues	642,961	527,561	115,400	629,112	3,236,573
Expenditures:					
Ag Judging	8,049	8,195	146	5,762	28,600
Auto Shop	122	7,500	7,378	63	15,000
Athletics	116,390	233,381	116,991	128,397	482,944
Fitness Center	18,244	51,030	32,785	25,304	109,407
Bookstore	375,332	291,091	(84,241)	316,933	1,173,179
Print Shop	175,497	174,950	(547)	173,985	580,704
Food Service	2,837	2,992	155	2,792	12,627
College Farm	20,728	41,983	21,256	6,008	92,541
Comm Choir	80	1,300	1,220	-	5,100
Student Life	38,070	80,221	42,151	48,075	246,391
WLKL Radio	-	200	200	-	1,100
Tuition Waivers	285,216	-	(285,216)	255,484	522,110
Total Expenditures	1,040,564	892,843	(147,721)	962,804	3,269,703
Excess of Revenues over Expenditures & Transfers	(397,603)	(365,282)	(32,321)	(333,691)	(33,129)

Sep-01	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	36,476	104,853	(68,377)	343,487	449,621
Pathways	26,446	95,910	(69,464)	25,040	447,199
Perkins	-	70,583	(70,583)	189,079	228,973
WIOA	914,518	822,651	91,868	564,516	508,261
College Work Study	-	15,306	(15,306)	-	87,194
GAST	3,200	14,000	(10,800)	-	14,000
IL Cooperative Work Study	9,286	4,500	4,786	-	251,077
IPRF Grant	21,366	13,000	8,366	23,312	-
Veterans Services	47,174	259,250	(212,076)	23,159	424,832
ISAC MAP	-	380,000	(380,000)	70,516	-
Department Of Education	2,579,267	1,382,676	1,196,591	2,655,772	6,849,099
Direct loans	569,319	418,580	150,739	555,152	1,647,761
Corrections	202,932	3,277,999	(3,075,067)	487,051	8,357,183
Privately Funded Grant	75,438	85,000	(9,562)	91,259	167,717
TRIO SSS	65,030	62,924	2,106	118,147	157,158
TRIO DC	88,722	71,635	17,087	145,855	320,545
Total Revenues	4,639,173	7,078,866	(2,439,693)	5,292,345	19,910,619
Expenditures:					
Adult Ed	90,541	104,853	14,312	152,539	449,621
Pathways	84,334	95,910	11,576	92,954	447,199
Perkins	82,714	70,583	(12,131)	50,826	228,601
WIOA	508,550	822,651	314,101	909,984	508,261
College Work Study	2,039	15,306	13,267	4,280	87,194
GAST	-	14,000	14,000	-	14,000
IL Cooperative Work Study	9,430	4,500	(4,930)	-	-
IPRF Grant	3,361	13,000	9,639	7,610	-
Veterans Services	99,435	259,250	159,815	105,809	303,125
ISAC MAP	401,827	380,000	(21,827)	430,202	-
Department of Education	2,583,309	1,382,676	(1,200,634)	2,720,010	6,849,099
Direct loans	566,319	418,580	(147,739)	677,725	1,647,761
Corrections	1,735,400	3,291,499	1,556,099	1,589,283	9,318,824
Privately Funded Grant	33,490	85,000	51,510	54,249	167,717
TRIO SSS	65,030	62,924	(2,106)	58,287	257,158
TRIO DC	88,722	71,635	(17,087)	68,157	320,545
Total Expenditures	6,354,502	7,092,366	737,864	6,921,916	20,599,105
Excess of Revenues over Expenditures & Transfers	(1,715,329)	(13,500)	(1,701,829)	(1,629,571)	(688,485)

Sep-01	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	40,086	46,300	(6,214)	100,349	136,000
Total Revenues	40,086	46,300	(6,214)	100,349	136,000
Expenditures:					
Admin Staff Ful	5,147	4,949	(198)	4,949	21,414
Support Staff F	3,198	3,079	(119)	-	13,323
Medical Benefit	2,132	2,174	42	750	8,781
Life Insurance	7	7	0	3	41
Audit Services	21,375	32,063	10,688	32,063	61,300
Printing	-	1,000	1,000	57	1,000
Total Expenditures	31,859	43,272	11,413	37,823	105,859
Excess of Revenues over Expenditures & Transfers	8,227	3,028	5,199	62,526	30,141

Sep-01	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	924,178	1,046,774	(122,596)	1,400,066	1,800,000
Total Revenues	924,178	1,046,774	(122,596)	1,400,066	1,800,000
Expenditures:					
Student Services	22,821	26,384	3,562	21,638	99,903
Operations and Maintenance	40,852	41,152	300	38,785	163,010
Police Dept	112,712	184,067	71,355	96,130	460,755
Institutional Support	23,221	21,614	(1,607)	22,413	70,401
Fixed Charges-ins	179,414	147,500	(31,914)	479,168	745,000
Total Expenditures	379,020	420,716	41,696	658,134	1,539,069
Excess of Revenues over Expenditures & Transfers	545,158	626,057	(80,899)	741,932	260,931

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: October 22, 2018

Re: Update to Policy 10.15 – Banking, Investments, and Checking

Public Act 100-0752 amended the Public Funds Investment Act to allow for the investment in corporate notes with a maturity level of up to 3 years. Previously, the limit was a maturity level of up to 270 days. Given this statutory change, I am submitting an update to Board Policy 10.15 to reflect this revision to the Public Funds Investment Act.

I respectfully recommend the Board waive second reading and approve the revisions to Board Policy 10.15 so we can begin taking advantage of this greater flexibility in the Public Funds Investment Act.

10.15**Banking, Investments, and Checking**Introduction

It is the policy of the Board of Trustees of Community College District No. 517, Lake Land College, to prudently invest all College funds not required for immediate use in accordance with the "Illinois Public Community College Act",¹ the "Public Funds Investment Act," and the *Fiscal Management Manual* promulgated by the Illinois Community College Board.

The Board of Trustees shall annually, by resolution, authorize the College Treasurer to invest College funds not required for immediate operational needs. The Board shall receive a quarterly report of all College investments.

The investment of College funds shall include current operating funds, special funds, interest and sinking funds (except bond escrow funds dedicated to retirement of outstanding bonded indebtedness), and any other funds belonging to or in the custody of Lake Land College, including all restricted and non-restricted funds.

The investment of College funds shall be in accordance with the following guidelines or principles:

1. Except as otherwise provided, all investments of College funds will be placed with or through financial institutions authorized to conduct business in Illinois and located within the legally constituted boundaries of Community College District No. 517.
2. When it is deemed to be in the best interest of the College and alternative sources of investment within the District are not available at comparable yields or rates of interest, the College Treasurer may

be authorized to invest College funds in or through financial institutions located outside the District and/or in the Illinois Funds. The College Treasurer shall report to the Board of Trustees at the next regularly scheduled meeting any such investment of College funds placed in an out-of-district financial institution and the specific reasons or justifications therefor.

3. All in-district commercial banks and savings and loans authorized to conduct business in Illinois may be designated as depositories for purposes of this policy.
4. The College Treasurer may solicit competitive bid quotations from financial institutions located within the district. Such quotations may be received by telephone, subject to written confirmation prior to any placement of funds, or by sealed bid quotations following a solicited or advertised request for proposals. All quotations received shall include the applicable investment yield or annual equivalent interest rate for the term of investment specified by the College Treasurer.
5. Funds shall be invested by the College Treasurer based upon the most favorable quoted rate of return or investment yield for each term specified, unless otherwise authorized and approved by the Board of Trustees.

Procedures for Investment of Funds

1. Scope.

This investment procedure applies to all funds of Community College District No. 517. These funds are accounted for in the College's annual financial report and include all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent investor rule."²

2. Objectives.

- A. Safety of Principal – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased, and insurance or collateral may be required to ensure the return of principal.
- B. Liquidity – The College’s investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
- C. Return on Investments – The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.
- D. Maintaining the Public’s Trust – The College Treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in Lake Land College, the Board of Trustees, or the College Treasurer.

3. Investment Instruments.

The College may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois as may be amended from time to time. These investments may include but are not limited to the following:

- A. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued by the United States of America, its agencies and allowable instruments;
- B. Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;

- C. Certificates of deposit with federally insured institutions that are 100% collateralized or insured in excess of the \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- D. Collateralized repurchase agreements which conform to the requirements stated in the Public Funds Investment Act;
- E. Commercial paper meeting the following requirements:
 - (1) The corporation must be organized in the United States.
 - (2) The corporation's assets must exceed \$500,000,000.
 - (3) The obligations at the time of purchase must be rated within the three highest classifications by at least two of the four standard rating services.
 - (4) The obligations cannot have a maturity longer than ~~270~~ 3 years.
 - (5) Not more than 33% of the total investment fund can be invested in commercial paper at any time.
 - (6) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
 - (7) The total investment in any one corporation cannot exceed more than 10% of the total portfolio value or more than \$20 million, the lesser of the two.
- F. The Illinois Public Treasurer's Investment Pool;
- G. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph "A" of this subsection and to agreements to repurchase such obligations;

H. In addition to all other investments authorized under this section, a community college district may invest public funds in any mutual funds that invest primarily in corporate investment grade or global government short-term bonds. Purchases of mutual funds that invest primarily in global government short-term bonds shall be limited to funds with assets of at least \$100 million and that are rated at the time of purchase as one of the ten highest classifications established by a recognized rating service. Fund assets may hold an allocation of not more than 25% in foreign government bonds. In addition, the College has established the following criteria for any mutual fund investments:

- (1) Performance Measurement (Absolute Returns) – To help ensure that the College has investments that have above-average performance versus their peer group, the investment manager analyzes the overall performance of the investment choices for the most recent 3-, 5- and 10-year periods and compares them to returns of a similar group of investments.
- (2) Performance Measurement (Risk-Adjusted Returns) – To help ensure that the College has investments that provide appropriate returns for the amount of risk associated with the investment choice, the investment manager analyzes the overall performance of the investment choices for the most recent 3-, 5- and 10-year Sharpe ratio versus their respective peer groups. The higher the Sharpe Ratio, the better the investment's historical risk-adjusted performance.
- (3) Style Consistency, Investment Process and Portfolio Composition – To help ensure that the College has investments that maintain its principal investment strategy as represented by an index relevant to the investment, the investment manager analyzes the portfolio as compared to a performance variation

(measured in percentage terms). The investment manager also monitors the investments to ensure that the investment process has not changed to ensure consistency and repeatable results.

- (4) Management Tenure and Organization – To help ensure continued effective leadership and direction of the investment, the investment manager monitors any changes in portfolio management and also any changes to the structure of the ownership of the investment. Should any changes occur, the investment manager will then determine the overall impact of the change and decide what further action should take place.
- (5) Fees and Expenses – To ensure that the College is paying reasonable fees and expenses, the investment manager monitors each investment choice's expense ratio and determines whether it is competitive, given the investment choice's investment style, asset class and role in the portfolio.

- I. Investment products that are considered as derivatives are especially excluded from approved investments.

Investments may be made only in those savings banks or savings and loan associations in which the shares, or investment certificates, are insured by the Federal Deposit Insurance Corporation (FDIC).

4. Diversification.

It is the policy of Lake Land College to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over-concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer. The diversification shall be as follows:

- A. Up to 100% of Sections 3.A. and 3.G. under “Procedures for Investment of Funds” but not less than 10%. For purposes of diversification, mutual funds investing primarily in these investments will also count towards the investment guidelines.
 - B. Up to 90% of Sections 3.B., 3.C., and 3.H. under “Procedures for Investment of Funds.”
 - C. Up to 33% of Sections 3.D., 3.E. and 3.F. under “Procedures for Investment of Funds.”
5. Collateralization.
- A. It is the policy of Lake Land College to require that investments in excess of FDIC insurable limits be secured 100% by collateral or private insurance to protect public funds in a financial institution if it were to default.
 - B. Eligible collateral instruments are any investment instruments acceptable under ILCS 235. The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
 - C. Safekeeping of Collateral:
 - (1) Third-party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
 - a. A Federal Reserve Bank or its branch office.
 - b. Another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - c. By an escrow agent of the pledging institution.

- d. By the trust department of the issuing bank.
 - (2) Safekeeping will be documented to Lake Land College in an approved written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 - (3) Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by the College Treasurer provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.
6. Safekeeping of Securities.
- A. Third-party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:
 - (1) A Federal Reserve Bank or its branch office.
 - (2) Another custodial facility – generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
 - (3) In an insured account at a primary reporting dealer.
 - (4) In an account in the College’s name at an established broker-dealer who is a member of a recognized U. S. Securities and Exchange Commission self-regulatory organization, such as the New York Stock Exchange, National Association of Securities Dealers, or the Municipal Securities Rule-Making Board.
 - B. Safekeeping will be documented by a Board of Trustees approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.

- C. Original certificates of deposit will be held by the originating bank. A safekeeping receipt will be acceptable documentation.
7. Qualified Financial Institutions and Intermediaries.
- A. Depositories – Demand.
 - (1) Any in-district financial institution selected by the College shall provide normal banking services, including but not limited to: checking accounts, wire transfers, and safekeeping services.
 - (2) The College will not maintain funds in any in-district financial institution that is not a member of the FDIC system or as provided by the Public Investment Act. In addition, the College will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
 - (3) To qualify as a depository, an in-district financial institution must furnish the College Treasurer with copies of the latest two statements of condition which it is required to furnish to the Comptroller of the Currency as the case may be. While acting as a depository, an in-district financial institution must continue to furnish such statements to the College Treasurer within 45 days of the end of each quarter.
 - (4) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the College Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
 - (5) All financial institutions acting as a depository for the College must enter into a “Depository Agreement.”

B. Banks and Savings and Loans – Certificates of Deposit.

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

- (1) Shall provide wire transfer and certificate of deposit safekeeping services.
- (2) Shall be a member of the FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
- (3) Shall have met the financial criteria as established in the investment procedures of the College.

C. Intermediaries.

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements:

- (1) Shall provide wire transfer and deposit safekeeping services.
- (2) Shall be a member of a recognized U. S. Securities and Exchange Commission Self-Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, or the Municipal Securities Rule Making Board.
- (3) Shall provide an annual audit upon request.
- (4) Shall have an office of Supervisory Jurisdiction with the State of Illinois and be licensed to conduct business in this state.

- (5) Shall be familiar with the Board of Trustees' policy and accept financial responsibility for any investment not appropriate according to the policy.

8. Management Program.

- A. The College Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure. These documents include:
 - (1) Wire Transfer Agreement.
 - (2) Depository Agreement.
 - (3) Safekeeping Agreement.
 - (4) Custody Agreement.
- B. Management responsibility for the investment program is hereby delegated to the College Treasurer, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions of employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The College Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
- C. The wording of agreements necessary to fulfill the investment policy is the responsibility of the College Treasurer, who shall periodically review these agreements for their consistency with

College policy and State law, and who shall be assisted in this function by the College legal counsel and auditors. These agreements include but are not limited to:

- (1) Wire Transfer Agreement.
- (2) Depository Agreement.
- (3) Safekeeping Agreement.
- (4) Custody Agreement.

D. The College Treasurer may use financial intermediaries, brokers, and/or in-district financial institutions to solicit bids for securities and certificates of deposit.

9. Performance.

The College Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in "Procedures for Investment of Funds," Section 2, of this document for all funds. In general, the College Treasurer will strive to earn an average rate of return equal to or greater than the U. S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

10. Ethics and Conflicts of Interest.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

11. Indemnification.

Investment officers and employees of Lake Land College acting in accordance with this investment policy and written operational

procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

12. Reporting.

The College Treasurer shall submit to the Board of Trustees and the College President a quarterly investment report, which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

13. Amendment.

This procedure shall be reviewed from time to time by the College Treasurer with regard to the procedure's effectiveness in meeting the College's need for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees.

Checking Account Depository

The Treasurer of Community College District No. 517, Lake Land College, shall see that College monies needed to meet current demands are under "Procedures for Investment of Funds," Section 7.A., of this policy.

Internally, all funds from clubs, organizations, divisions or departments, farm accounts, fund-raising activities, or all other funds raised in the name of the College must be deposited with the College through the Business Office. Such monies shall be deposited in the College's Trust and Agency Fund and placed by the College into the authorized depository. Expenditures of such funds shall be initiated through a properly executed purchase order presented to the Business Office by the appropriate club, organization, etc.

¹ ILCS 805/3-47 Illinois Public Community College Act

² 760 ILCS 5/5 Illinois Public Community College Act

Adopted November 9, 1999
 Revised December 13, 1999
 Revised July 11, 2011
 Revised December 12, 2011
 Revised December 10, 2012
 Revised June 9, 2014

[Revised](#)

MEMO

TO: Lake Land College Board of Trustees

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

CC: Dr. Josh Bullock, President

DATE: October 29, 2018

RE: Library Gift-in-Kind



The Foundation office recently received a Texas Instruments 83+ calculator with an estimated value of \$50. This gift was received by the Foundation, thanks to library director, Scott Drone-Silvers. The machine will be used for educational purposes for students who do not have access to one.

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

Gift-in-Kind Certification

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

Donor's Name SCOTT DROWE-SOLUKS Organization _____
 Address 2609 Courington Dr. City CHAMPAIGN State/Zip 61822
 Telephone 217-348-1458 Fax _____
 Donor's Estimated Value \$ 50.00

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

Description TI 93+ GENERATING CALCULATOR
 Location of Item Library Gift Acct. Transportation Cost Ø
 Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift Library Donor intent/restrictions None

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) Ø
 Sale/disposition of gift (including cost) Ø

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

Donor Signature: _____ Date: 10/21/18

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

CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver _____ Date: 10/1/18

ACADEMIC/FOUNDATION REVIEW
 Division Chair N/A Date: _____

Vice President _____ Date: 10-8-18

Foundation CEO _____ Date: 10/10/18

Foundation Treasurer _____ Date: 10/18/18

FOUNDATION REVIEW/APPROVAL

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

Foundation President _____ Date: 10/26/18

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

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

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: November 1, 2018

Re: Service Agreement with Dynamic Controls, Inc.

The College control and monitoring systems were installed and have been serviced by Dynamic Controls, Inc. Our previous service agreement for this proprietary system expired at the end of September. It is to the College's benefit to have a service agreement in place to include full service computer programming, graphics, system backups, inspections, and maintenance of all automated doors. Also included is ventilation control and system monitoring for our heating and air conditioning systems for the main campus and at the Kluthe Center.

We are recommending to enter into a new three year service agreement with Dynamic Controls, Inc. Given the proprietary nature of this system, this agreement is exempt from bidding under Board Policy 10.22. The new contract is \$41,188 per year, which is an increase of just over \$2,700 as compared to the previous service agreement. Given the overall value of the systems we have installed, this service agreement that provides for the service, maintenance, and repairs of these systems is much needed.

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



Service Agreement

For:

Land Land College

5001 Lake Land Boulevard
Mattoon, IL 61938

Scott Rawlings, Director of Facilities

Prepared by:

Rob Bond

For the period:

10/1/2018 thru 9/30/2021

Dynamic Controls, Inc.
727 Sabrina Drive
East Peoria, IL 61611

Office: (309) 692-8810
Cell: (309) 231-0288
Fax: (309) 692-7899

October 8, 2018



October 8, 2018

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Attn: Scott Rawlings, Director of Facilities

Re: 2018 Service Agreement Proposal

Dear Scott,

Thank you for the opportunity to present the following proposal for a tailored service plan for your main campus as well as the Kluthe Center. The Dynamic Controls Inc. (DCI) team looks forward to providing technical service and support for the Schneider Electric / Andover Controls Building Automation Systems installed in your facility.

Industry-wide, service agreements are considered an excellent way to maximize the value of the buildings and the systems installed in it. At DCI, we ensure that the service agreements are designed to continually meet the dynamic and changing needs of your business and the facilities that support them. By investing in a service agreement, you can take advantage of the features and functionality in your system and receive the full value it was designed to deliver.

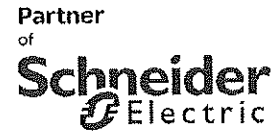
This Service Plan includes regular service visits and asset / lifecycle management services as detailed in the following pages. This Service Plan is designed to optimize system and asset performance and to reduce the risk of downtime of the systems in your facility.

Please review the enclosed proposal. I will call you to follow up and answer any questions you may have. We look forward to the opportunity to continue to serve you and help you achieve success in your business.

Sincerely,



Rob Bond
Dynamic Controls Inc.
Sales Engineer



A. YOUR DYNAMIC CONTROLS SERVICE TEAM

Dynamic Controls has assembled a specialized team to provide you with industry-leading building services. Your service team will work with you to help you derive the highest value from your building systems investment and assist you in reducing your energy and operating costs, while maintaining the highest levels of occupant comfort, safety and productivity.

This team will facilitate a smooth integration of our service activities into your normal business activities. The team will strive to meet your business objectives, provide effective lines of communication, and provide continuity through the Dynamic Controls personnel who execute your service program, ensuring your service is delivered in a seamless, transparent manner.

Your service team includes the following Dynamic Controls professionals:

- Mark Davis will be your Service Project Manager. Mark's primary responsibility is to provide support and coordination for the execution of your service program. Mark is ultimately responsible for Dynamic Controls' service relationship with Lake Land College and will strive to provide you with excellent customer service. Mark can be reached at (309) 696-4241.
- Dan Eye will be your primary service technician. Dan will be responsible for performing the service and repair functions for your Schneider Electric / Andover BMS and related HVAC equipment whenever possible. In the event that the primary service technician is not available, we will then assign a secondary technician. Dan can be reached at (309) 231-1797.
- Walt Neikirk will be your primary software support technician. Walt will be responsible for servicing and assisting you with any programming changes related to the Schneider Electric / Andover Continuum BMS. In the event Walt is not available, Dan Eye will be your secondary software technician. Walt can be reached at 309-282-9620 and cell 309-231-0375.
- Rob Bond will be your Account Manager and will be responsible for maintaining the relationship with Dynamic Controls Inc. Rob will be available to answer any questions related to the Service Agreement as well as provide you pricing for any control projects that come up during the year. Rob can be reached at (309) 282-9618 (Desk) or (309) 231-0288 (Mobile).



B. SCOPE OF THE AGREEMENT

The options outlined below are included in your service agreement.

Planned Maintenance:

- ◆ Four times a year DCI will perform an on-site preventive maintenance inspection on critical pieces of equipment in your building management system (BMS) network. Each inspection will be approximately 2 days.
- ◆ DCI will check those field devices, controllers, and network elements as indicated below. This is recommended for all sites to maintain original condition of installed and commissioned systems. This is accomplished by providing necessary testing and calibration, identifying defects and potential problem areas, and reducing the likelihood that emergencies will occur.
- ◆ After completion, you will receive a planned maintenance finding report for your records.

Workstations and Peripherals:

- ◆ This option includes planned maintenance routines performed on all your building management (BMS) workstations.
- ◆ Includes checking workstation operation including fan operation, hard drive errors, operating system updates, and hard drive de-fragmentation, if required. Includes checking printer, cleaning print head, remove excess paper, and changing cartridge/ribbon.
- ◆ Planned maintenance will be performed during normal business hours (8:00 am to 5:00 pm, Monday - Friday).

Network Equipment and Field Controllers:

- ◆ This option includes planned maintenance routines performed on network interfaces, routers and field controllers.
- ◆ Depending on devices' needs, checking the battery backup circuit, scan times, and verifying control loops.
- ◆ Planned maintenance will be performed during normal business hours (8:00 a.m. to 5:00 p.m., Monday - Friday).

Field Devices:

- ◆ This option includes planned maintenance routines performed on field devices connect to field controllers.
- ◆ Includes calibrating field devices' inputs and outputs and adjusting offsets in field controllers as needed. Results of the calibration will verify accuracy of critical system components and identify any potential problems or component failure beyond calibration.
- ◆ Planned maintenance will be performed during normal business hours (8:00 a.m. to 5:00 p.m., Monday - Friday).



Priority Telephone Assistance:

- ◆ This option provides access to our Emergency Service call line, which enables you to access to our pool of on-call engineers. Upon placing a call, you will be asked details about your site and system, and your contact number. An engineer will then contact you to discuss the problem and will attempt to identify the solution over the telephone.
- ◆ Should the engineer be unable to identify the solution remotely, then he will advise the service manager who will then schedule a site visit for a technician or programmer depending on the problem.

Remote Support:

We recommend including remote support in your service agreement, whether it's over the web, through a modem, or even over the telephone (method will depend on your system type.)

- ◆ A service engineer or programmer will assist you with troubleshooting software programs, PID loops, and any other issues with which you need assistance.
- ◆ The on-line support agreement price will include fixed number of support hours, including remote communications charges.
- ◆ Customer is responsible for a local communications cost.
- ◆ This option includes unlimited remote support as required.

Database Protection:

- ◆ DCI will work with Lake Land's IT Dept to make sure the Andover database is being periodically backed up. The purpose of backing up the data base is to be sure you have a current data base to restore your BAS in the event of damage to the system or the information contained in it. Typically, upon completion of the backup, we would give Lake Land a copy of the backup and another copy would be stored off-site (with your approval) at our local office. This provides additional protection in the event of damage to your on-site copy.
- ◆ Backup frequency will depend on your facility's needs, size, system activity, and system sensitivity.
- ◆ This agreement includes 2 backup routines a year, performed on the entire BMS system, including the front-end workstation and / or servers, as well as your entire network of field-mounted controllers.
- ◆ Backups will be performed during normal business hours (8:00 a.m. to 5:00 p.m.).

Facility Consulting Services:

DCI Facility Consulting Services add value to your BMS and facility.

System Optimization and Reporting:

- ◆ With this option you will receive assistance with programming and fine-tuning control loops. A service technician will make recommendations and implement enhanced operational sequences. He will also develop reports that take data from your system and turn it into actionable information, allowing you to manage your facility more effectively. The pricing of this option includes travel and parking costs.
- ◆ This option includes engineering support as needed to fine tune your BMS operation.

**Training:**

As part of this agreement, time has been included for a technician to work with Lake Land maintenance personnel to become more comfortable using the EcoStruxure system. If assistance is wanted with programming, we will be glad to that information as well.

Preferred Rates:

- As a Service Agreement customer, you are entitled to discounted labor rates for additional work needed outside the scope of this agreement.
- Labor rates are effective January 1st through December 31st.
- **2018 discounted labor rates for Service Agreement customers are as follows:**
 - Standard time (8:00 a.m. to 5:00 p.m., Monday - Friday) at **\$112.00/hour**
 - Standard Overtime at **\$150.00/hour**
 - Sunday and Holiday Overtime at **\$191.00/hour**
- As a maintenance agreement customer, you will receive a preferred customer discount multiplier rate of **.375** on Andover Controls/Schneider Electric published list price for replacement Andover parts purchased through DCI.



C. YOUR AGREEMENT INVESTMENT

Terms: This service agreement will be for a term of thirty-six **(36)** months, beginning on October **1, 2018** and will be in effect through **September 30, 2021**, with subsequent pricing to be determined 30 days prior to anniversary date.

Lake Land College investment in this program is shown below:

DESCRIPTION	ANNUAL PRICE	TERM
Year 1 (10/1/18 – 9/30/18)	\$ 41,188.00	12 Months
Year 2 (10/1/19 – 9/30/20)	\$ 41,188.00	12 Months
Year 3 (10/1/20 – 9/30/21)	\$ 41,188.00	12 Months

For services designated herein and included in attached addendums, **Lake Land College** agrees to pay Dynamic Controls the amount of:

Year 1 Contract Price:

- **Forty-one Thousand One-Hundred Eighty-Eight Dollars and Zero Cents (\$41,188.00).**

Year 2 Contract Price:

- **Forty-one Thousand One-Hundred Eighty-Eight Dollars and Zero Cents (\$41,188.00).**

Year 3 Contract Price:

- **Forty-one Thousand One-Hundred Eighty-Eight Dollars and Zero Cents (\$41,188.00).**

- a. The annual agreement price shown above can only be adjusted if equipment as described in the attachment is added to or deleted from the original agreement. Price adjustments after the specified term are discussed in the terms and conditions of this agreement.
- b. Payment terms will be no greater than 30 days after Dynamic Controls Inc. invoice date.
- c. Dynamic Controls Inc. reserves the right to discontinue its service any time payments have not been made as agreed. Failure to make payments when due or impairment of customers credit shall relieve Dynamic Controls of any and all obligations pertaining to work or performance of work.
- d. This agreement acceptance forms part of the Dynamic Controls Inc. Service Plan Agreement, which has been tailored for the listed site. Also included are Inclusions, Exclusions and Terms and Conditions.



We would appreciate your signature in the space provided below as your acceptance of this agreement.

Name of Firm or Organization:

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dynamic Controls Inc.
727 Sabrina Drive
East Peoria, IL 61611
(309) 692-8810

Customer Acceptance:

Dynamic Controls Acceptance:

Accepted by (Signature):

Accepted by (Signature):

Name printed: _____

Name printed: Rob Bond

Title: _____

Title: Sales Engineer

Date: _____

Date: October 8, 2018

Bill to Address: (Please provide billing address if different from above)

Lake Land College

Attn: _____

Purchase Order No. (If Applicable) _____

After accepting the agreement, we request you to sign this page, and return a copy of this document to the below:

Account Manager:
Address:

Rob Bond
Dynamic Controls Inc.
727 Sabrina Drive
East Peoria, IL 61611

Phone:

309-282-9618




TERMS AND CONDITIONS

- A. Planned and / or routine maintenance services provided under this agreement will be performed during normal working hours (8:00 a.m. to 5:00 p.m.) unless specifically stated in the contract.
- B. The guarantees and services provided under the scope of this agreement are conditioned upon Lake Land College operating and maintaining systems / equipment. Lake Land College will do so according to industry-accepted practices and in consideration of our recommendations.
- C. Lake Land College will provide and permit reasonable access to all covered equipment. Dynamic Controls will be allowed to start and stop equipment as necessary to perform its services and be permitted use of existing facilities and building services, after the technician has verbally notified the customer that he has arrived on the premise.
- D. Dynamic Controls shall not be liable, unless negligent, for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, floods, lightning, power fluctuations, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restriction, delays in transportation, shortage of vehicles, fuel, labor or materials, or malicious mischief.
- E. In the unlikely event of failure by Dynamic Controls to perform the obligations in this contract, Dynamic Controls' liability is limited to repair or replacement of product at its option, and such shall be Lake Land College sole remedy unless a higher liability is imposed by a court of competent jurisdiction. Under no circumstances will Dynamic Controls, unless negligent, be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of Lake Land College tenants or clients, or any special, indirect or consequential damages.
- F. The agreement does not include responsibility for system design deficiencies, such as, but not limited to, poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment, or system operation.
- G. Dynamic Controls is not responsible for the removal or disposal of any hazardous materials or any cost associated with those materials unless otherwise specified in this agreement. Any charges incurred for their proper disposal will be borne by the customer and will be incremental to the contract price.
- H. The agreement does not include repairing any damage resulting from improper / inadequate water treatment or filter service not supplied by Dynamic Controls.
- I. This agreement does not include services occasioned by improper operation, negligence, vandalism, or alterations, modifications, abuse, or misuse, or repairs to equipment not performed by Dynamic Controls. Also excluded is the furnishing of materials and supplies for painting or refurbishing equipment.
- J. Dynamic Controls shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, federal, state, municipal or other authorities except as otherwise included in this agreement.
- K. This agreement does not include the cleaning of any air passages, grilles, or air balancing of systems.
- L. This agreement shall be governed by the laws of the State of Illinois.
- M. Dynamic Controls shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. Dynamic Controls shall not be liable for expense incurred in removing, replacing or refinishing any part of the building structure necessary to the execution of this agreement. Dynamic Controls shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority or preference rating, or orders or regulations established by any government, authority, or by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
- N. Only Dynamic Controls' personnel or agent are authorized to perform the work included in the scope of this agreement. Dynamic Controls may, at its option, cancel its obligations under this agreement should non-authorized individuals perform such work.



- O. This agreement and all rights hereunder shall not be assignable by either party unless approved by the other party in writing.
- P. In the event of additional freight, labor, or material costs resulting from Lake Land College request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies, Lake Land College agrees to pay these additional costs at Dynamic Controls' currently established rate.
- Q. Dynamic Controls' scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Dynamic Controls encounters such material in performing its work, Dynamic Controls will have the right to discontinue work and remove its employees until the hazard is corrected by Lake Land College or it is determined no hazard exists.
- R. This agreement contains the entire contract and the parties hereby agree that this agreement has been agreed to and the entire agreement is then accepted and approved by an authorized person for both parties, and no statement, remark, agreement or, understanding, oral or written, not contained herein, will be recognized or enforced.
- S. Lake Land College agrees that in the event that there shall have been passed a federal and / or state law, which shall compel Dynamic Controls to contribute to a federal and / or state health plan for its employees, then the terms of this agreement shall be subject to adjustment to the extent that the cost of such mandated contributions increase Dynamic Controls' cost to perform this contract or the agreement may be cancelled by Lake Land College
- T. Lake Land College acknowledges and agrees that any purchase order issued by Lake Land College, in accordance with this agreement, is intended only to establish payment authority for Lake Land College internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No term or condition included in the Lake Land College purchase order will have any force or effect. Certifications must be signed by Dynamic Controls.
- U. Lake Land College shall not actively solicit the employment of any Dynamic Controls Employees.
- V. This master service agreement will be for a term of **twelve (12) months** from the date hereof either party may terminate this agreement at any time with 90 days written notice, with or without cause. The annual price of the service agreement shall be escalated at the anniversary of this agreement to reflect increases in labor and material costs as well as system expansion.

MEMO

TO: Dr. Josh Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

DATE: October 25, 2018

RE: State Funded Deferred Maintenance Projects

As part of the Fiscal Year 2019 state budget, a total of \$11.3 million was allocated to the Community College system for emergency and deferred maintenance projects. The total allocation specific to Lake Land College is \$195,585. Given that state funding would be used to fund these projects, a 25% local match is required in the amount of \$66,665 bringing the total amount available for deferred maintenance projects to \$262,250.

Lake Land College is recommending the following projects be completed with the deferred maintenance funding that has been allocated:

<u>Project</u>	<u>State Funding</u>	<u>Local Funding</u>	<u>Project Total</u>
Roof Cap Masonry Repairs	\$37,500	\$12,500	\$50,000
Power House Roof	\$61,500	\$20,500	\$82,000
Fieldhouse Flat Roof	\$15,000	\$5,000	\$20,000
Physical Plant Electrical Upgrade	\$37,500	\$12,500	\$50,000
Sidewalk Repairs	\$22,500	\$7,500	\$30,000
West Building Carpet/Flooring	\$21,585	\$8,665	\$30,250

We have identified funds within the FY2019 budget to cover the local funding requirements associated with these projects. The above amounts are estimates and are subject to change by project but the total funding available/required will remain the same.

I respectfully recommend the Board of Trustees approve these projects to be completed with the deferred maintenance funding that is being allocated to Lake Land College by the State of Illinois.

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: November 6, 2018

Re: Luther Student Center – Bid Package #3, General Construction

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 which included six components: electrical, fire sprinkler, general construction, glazing, mechanical, and plumbing. Each component had individual bid requirements so we are splitting this bid package up into six (6) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor’s conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the General Construction contractor:

<u>Name</u>	<u>Addition</u>	<u>Renovation</u>	<u>Alternates</u>	<u>Total</u>
Grunloh Construction Effingham, IL	\$2,971,000	\$1,388,000	\$120,000	\$4,479,000
Leander Construction Canton, IL	\$3,095,000	\$1,203,000	\$155,500	\$4,453,500

After deliberate consideration and given the substantial price differences submitted for the addition and the renovation portions of this project, we reached out to the contractors regarding a split award with the Addition portion being awarded to Grunloh Construction (savings of \$124,000) and the Renovation and Alternates being awarded to Leander Construction (savings of \$149,500). However, Leander Construction indicated after reaching out that their bid breakdown between the addition and the renovation did not reflect the true bids for each piece individually and would require \$1,422,600 for the renovation alone (an increase of \$219,600).

Given this and considering that the overall price difference between the two contractors based on all components is only \$25,500 apart (or approximately 0.6%), it is my recommendation that we award the bid in its entirety for the General Construction contractor on the Luther Student Center project to Grunloh Construction in the total amount of \$4,479,000.

Bid Log															
GC															
Project:	LLC Student Services BP-3			Estimate:				\$				Proposed Start Date:		Winter 2018	
Bid Date	Contractor	Add #1 yes	Contact Information	Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications	Notes	
1	Grunloh	o:		\$ 2,971,000.00	\$ 1,388,000.00	\$ 4,359,000.00	\$ 96,000.00	\$ 18,000.00	\$ -	\$ 6,000.00		\$ 4,479,000.00	Bid Bond yes Insurance yes		
		c:													
		f:													
2	Leander	o:		\$ 3,095,000.00	\$ 1,203,000.00	\$ 4,298,000.00	\$ 117,800.00	\$ 21,000.00	\$ -	\$ 16,700.00		\$ 4,459,500.00	Bid Bond yes Insurance yes		
		c:													
		f:													
3		o:											Bid Bond Insurance		
		c:													
		f:													
4		o:											Bid Bond Insurance		
		c:													
		f:													
5		o:											Bid Bond Insurance		
		c:													
		f:													
6		o:											Bid Bond Insurance		
		c:													
		f:													

Notes:

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: November 5, 2018

Re: Luther Student Center – Bid Package #3, Electrical

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 which included six components: electrical, fire sprinkler, general construction, glazing, mechanical, and plumbing. Each component had individual bid requirements so we are splitting this bid package up into six (6) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor’s conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the electrical contractor:

<u>Name</u>	<u>Bid Price</u>
Anderson Electric, Mattoon, IL	\$1,102,090
Commercial Electric, Mattoon, IL	\$1,337,869
Davis Electric, Urbana, IL	\$1,356,265
Bodine Electric, Decatur, IL	\$1,136,782

Overall for bid package #3, the total value of the bids being recommended for award came in within the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. It is important to note that these prices include proceeding with the three (3) alternates we included in the bid package: replacing all existing windows, replacing lighting in Theater with LED lighting, and renovating the entryway/corridor area. Given this, it is my recommendation that we award the bid for the electrical contractor for the Luther Student Center project to Anderson Electric in the total amount of \$1,102,090.

Bid Log														
Electrical														
Project:	LLC Student Services BP-3			Estimate:				\$				Proposed Start Date:		Winter 2018
Bid Date	Contractor	Contact Information		Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications	Notes
1	Anderson	Add #1 yes	o:	\$ 665,693.00	\$ 391,342.00	\$ 1,057,035.00	\$ 673.00	\$ 39,742.00	\$ -	\$ 4,640.00		\$ 1,102,090.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
2	Commercial	Add #1 yes	o:	\$ 816,834.00	\$ 460,354.00	\$ 1,277,188.00	\$ 600.00	\$ 33,777.00	\$ 18,298.00	\$ 8,006.00		\$ 1,337,869.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
3	T Davis	Add #1 yes	o:	\$ 796,675.00	\$ 503,482.00	\$ 1,300,157.00	\$ 3,500.00	\$ 43,975.00	\$ -	\$ 8,633.00		\$ 1,356,265.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
4	Bodine	Add #1 yes	o:	\$ 672,164.00	\$ 408,871.00	\$ 1,081,035.00	\$ 876.00	\$ 48,696.00	\$ -	\$ 6,175.00		\$ 1,136,782.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
5		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
6		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											

Notes:

Memo

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: November 5, 2018
Re: Luther Student Center – Bid Package #3, Glazing

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 which included six components: electrical, fire sprinkler, general construction, glazing, mechanical, and plumbing. Each component had individual bid requirements so we are splitting this bid package up into six (6) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the glazing contractor:

<u>Name</u>	<u>Bid Price</u>
Bacon & Van Buskirk Glass Co., Inc. Champaign, IL	\$794,900
Arrow Glass Urbana, IL	\$858,180

Overall for bid package #3, the total value of the bids being recommended for award came in within the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. It is important to note that these prices include proceeding with the three (3) alternates we included in the bid package: replacing all existing windows, replacing lighting in Theater with LED lighting, and renovating the entryway/corridor area. Given this, it is my recommendation that we award the bid for the glazing contractor for the Luther Student Center project to Bacon & Van Buskirk Glass Co., Inc. in the total amount of \$794,900.

Bid Log															
Glazing															
Project:	LLC Student Services BP-3			Estimate:				\$ -				Proposed Start Date:		Winter 2018	
Bid Date	Contractor	Contact Information		Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications	Notes	
1	Bacon & Van Buskirk	Add #1 yes	o:	\$ 728,700.00	\$ 66,200.00	\$ 794,900.00	\$ -	\$ -	\$ -	\$ -		\$ 794,900.00	Bid Bond yes		
10/25/18		Add #2 yes	c:										Insurance yes		
		Add #3 yes	f:												
2	Arrow Glass	Add #1 yes	o:	\$ 803,260.00	\$ 54,920.00	\$ 858,180.00	\$ -	\$ -	\$ -	\$ -		\$ 858,180.00	Bid Bond yes		
10/25/18		Add #2 yes	c:										Insurance yes		
		Add #3 yes	f:												
3		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												
4		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												
5		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												
6		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												

Notes:

Memo

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: November 6, 2018
Re: Luther Student Center – Bid Package #3, Fire Sprinkler

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 which included six components: electrical, fire sprinkler, general construction, glazing, mechanical, and plumbing. Each component had individual bid requirements so we are splitting this bid package up into six (6) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the Fire Sprinkler contractor:

<u>Name</u>	<u>Bid Price</u>
The Pipco Companies, Ltd. Peoria, IL	\$144,500*
Automatic Fire Sprinkler, LLC Normal, IL	\$194,370
Superior Fire Protection Systems, Inc. Forsyth, IL	\$213,800

**Withdrawn bid after bid submission.*

Given that The Pipco Companies withdrew their bid after submission, it is my recommendation that we award the bid for the Fire Sprinkler contractor for the Luther Student Center project to Automatic Fire Sprinkler, LLC in the total amount of \$194,370.

Bid Log
Fire Sprinkler

Project:		LLC Student Services BP-3		Estimate:							Proposed Start Date:		Winter 2018	
Bid Date	Contractor	Contact Information		Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications	Notes
1 10/25/18	Pipco	Add #1 yes	o:	\$ 111,000.00	\$ 33,500.00	\$ 144,500.00	\$ -	\$ -	\$ -	\$ -		\$ 144,500.00	Bid Bond yes	Withdrew bid
		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
2 10/25/18	Auto Fire Sprinkler	Add #1 yes	o:	\$ 89,695.00	\$ 104,675.00	\$ 194,370.00	\$ -	\$ -	\$ -	\$ -		\$ 194,370.00	Bid Bond yes	
		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
3 10/25/18	Superior Fire Protection Services	Add #1 yes	o:	\$ 90,192.00	\$ 123,608.00	\$ 213,800.00	\$ -	\$ -	\$ -	\$ -		\$ 213,800.00	Bid Bond yes	
		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
4		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
5		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
6		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											

Notes:

Memo

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: November 5, 2018
Re: Luther Student Center – Bid Package #3, Mechanical

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 which included six components: electrical, fire sprinkler, general construction, glazing, mechanical, and plumbing. Each component had individual bid requirements so we are splitting this bid package up into six (6) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the HVAC Controls contractor:

<u>Name</u>	<u>Bid Price</u>
A&R Mechanical Contractors, Inc. Urbana, IL	\$629,200
Davis-Houk Mechanical, Inc. Urbana, IL	\$605,000
Reliable Plumbing and Heating Company Champaign, IL	\$826,685

Overall for bid package #3, the total value of the bids being recommended for award came in within the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. It is important to note that these prices include proceeding with the three (3) alternates we included in the bid package: replacing all existing windows, replacing lighting in Theater with LED lighting, and renovating the entryway/corridor area. Given this, it is my recommendation that we award the bid for the Mechanical contractor for the Luther Student Center project to Davis-Houk Mechanical, Inc. in the total amount of \$605,000.

Bid Log														
Mechanical														
Project:	LLC Student Services BP-3			Estimate:				\$ -				Proposed Start Date:		Winter 2018
Bid Date	Contractor	Contact Information		Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications:	Notes
1	A&R Mechanical	Add #1 yes	o:	\$ 627,550.00	\$ 1,650.00	\$ 629,200.00	\$ -	\$ -	\$ -	\$ -		\$ 629,200.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
2	Davis Houk	Add #1 yes	o:	\$ 605,000.00	\$ -	\$ 605,000.00	\$ -	\$ -	\$ -	\$ -		\$ 605,000.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
3	Reliable P&H	Add #1 yes	o:	\$ 820,625.00	\$ 6,060.00	\$ 826,685.00	\$ -	\$ -	\$ -	\$ -		\$ 826,685.00	Bid Bond yes	
10/25/18		Add #2 yes	c:										Insurance yes	
		Add #3 yes	f:											
4		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
5		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
6		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											

Notes:

Memo

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: November 5, 2018
Re: Luther Student Center – Bid Package #3, Plumbing

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 which included six components: electrical, fire sprinkler, general construction, glazing, mechanical, and plumbing. Each component had individual bid requirements so we are splitting this bid package up into six (6) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the plumbing contractor:

<u>Name</u>	<u>Bid Price</u>
A&R Mechanical Contractors, Inc. Urbana, IL	\$333,300
Davis-Houk Mechanical, Inc. Urbana, IL	\$295,000
Reliable Plumbing and Heating Company Champaign, IL	\$379,920

Overall for bid package #3, the total value of the bids being recommended for award came in within the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. It is important to note that these prices include proceeding with the three (3) alternates we included in the bid package: replacing all existing windows, replacing lighting in Theater with LED lighting, and renovating the entryway/corridor area. Given this, it is my recommendation that we award the bid for the plumbing contractor for the Luther Student Center project to Davis-Houk Mechanical, Inc. in the total amount of \$295,000.

Bid Log															
Plumbing															
Project:	LLC Student Services BP-3			Estimate:				\$ -				Proposed Start Date:		Winter 2018	
Bid Date	Contractor	Add #1 yes	Contact Information	Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications	Notes	
1	A&R Mechanical	Add #1 yes	o:	\$ 257,550.00	\$ 75,750.00	\$ 333,300.00	\$ -	\$ -	\$ -	\$ -		\$ 333,300.00	Bid Bond yes		
10/25/18		Add #2 yes	c:										Insurance yes		
		Add #3 yes	f:												
2	Davis Houk	Add #1 yes	o:	\$ 224,170.00	\$ 70,830.00	\$ 295,000.00	\$ -	\$ -	\$ -	\$ -		\$ 295,000.00	Bid Bond yes		
10/25/18		Add #2 yes	c:										Insurance yes		
		Add #3 yes	f:												
3	Reliable P&H	Add #1 yes	o:	\$ 271,790.00	\$ 108,130.00	\$ 379,920.00	\$ -	\$ -	\$ -	\$ -		\$ 379,920.00	Bid Bond yes		
10/25/18		Add #2 yes	c:										Insurance yes		
		Add #3 yes	f:												
4		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												
5		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												
6		Add #1	o:										Bid Bond		
		Add #2	c:										Insurance		
		Add #3	f:												

Notes:

JACQUELINE JOINES' EMPLOYMENT AGREEMENT

Agreement made this 12th day of November, 2018, between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 517, COUNTIES OF CHIRSTIAN, COLES, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE, SHELBY AND STATE OF ILLINOIS A/K/A LAKE LAND COLLEGE, hereinafter referred to as the "Board" and JACQUELINE JOINES hereinafter referred to as "Joines."

WITNESSETH

A. EMPLOYMENT, COMPENSATION AND BENEFITS

1. The Employment Agreement between the Board and Joines, the College's Executive Director for College Advancement, is for a one calendar year period from January 1, 2019 through December 31, 2019.

2. Joines' salary for the remainder of 2018-2019 (*i.e.*, through June 30, 2019) will remain at her current annual rate of \$88,564.08. Beginning July 1, 2019, Joines' annual salary will increase to \$91,221.00, payable in equal installments in accordance with the rules of the Board governing other staff members of the Board. Joines hereby accepts employment upon the terms and conditions hereinafter set forth

3. In an effort to retain Joines through December 31, 2019 and to afford the College and Foundation Board ample time to secure a new executive director for college advancement, the Board agrees to pay Joines a Years of Service Incentive payout equivalent to 12.0% of her 2019-2020 annual salary of \$91,221.00 for completion of employment through December 31, 2019. Should Joines retire prior to December 31, 2019 the Years of Service Incentive will be reduced by 1% per month for each month remaining between her actual retirement date and December 31, 2019. The years-of-service incentive will be paid after SURS has completed the processing of

Joines' pension and notification of a penalty, if any, and the processing of the appeals of the penalty. The College will not pay Joines the Years of Service Incentive payout if this Agreement is terminated in accordance with Paragraph B.1.c. below.

4. The Board will continue to provide Joines with the benefits program provided to all full time administrative employees of the Board.

5. Any salary or other adjustment or modification made during the life of this Agreement will be in the form of a written amendment and will become a part of this Agreement, but such adjustment or modification will not be construed as a new agreement with Joines or an extension of the termination date of this Agreement, unless otherwise explicitly agreed.

6. Joines, in her position as the College's Executive Director for College Advancement, will perform duties commensurate with this position and such other duties as directed by the Board and/or College President. Joines will be subject to all applicable policies and procedures of the College.

B. TERMINATION

1. This employment agreement may be terminated by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Discharge for cause; and
 - d. Death

2. Discharge for reasons of permanent disability or incapacity may occur at any time after Joines has exhausted her sick leave, or has been absent from her employment for a continuous period of three (3) months, or presents to the President a physician's statement certifying that she is permanently disabled or incapacitated. All obligations of the Board will cease upon written notice of termination for permanent disability or incapacity, provided that Joines will be entitled to a hearing before the Board if she so requests.

3. Discharge for cause will be for any conduct, act, or failure to act by Joines which is detrimental to the best interests of the College, or the Lake Land College Foundation. Reasons for discharge for cause will be given in writing to Joines, who will be entitled to notice and a hearing before the Board to discuss such causes. If Joines chooses to be accompanied by legal counsel, she will bear any costs therein involved. The Board hearing will be conducted in executive session.

C. MODIFICATIONS AND AMENDMENTS

No modification or amendment of this Agreement will be valid or binding on the parties unless it is in writing and executed by the Board and Joines.

D. NOTICE

Any notice required shall be deemed sufficient if it is in writing and sent by mail to the residence of Joines or the President's Office.

E. MISCELLANEOUS

1. Governing Law: This agreement has been executed in the State of Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect and any

dispute arising out of this Agreement requiring judicial intervention will be resolved in the Circuit Court for the Fifth Judicial Circuit, Coles County, Illinois.

2. Headings: Paragraph headings and numbers have been inserted for convenience or reference only. In the event of any conflict between such headings or numbers and the text of this agreement, the text will control.

3. Execution in Counterparts: This Agreement may be executed in one or more counterparts each of which will be considered an original, and all of which taken together will be considered one and the same instrument.

4. Complete Agreement: This agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written, concerning such subject matter.

5. Severability: If a court having jurisdiction issues a final decision declaring any provision of this Agreement to be unlawful or unenforceable, all other provisions of the Agreement will remain in force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement this 12th day of November, 2018.

BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 517, COUNTIES OF
CHRISTIAN, CLARK, CLAY, COLES,
CRAWFORD, CUMBERLAND, DOUGLAS,
EDGAR, EFFINGHAM, FAYETTE, JASPER,
MACON, MONTGOMERY, MOULTRIE,
SHELBY AND STATE OF ILLINOIS, A/K/A/
LAKE LAND COLLEGE

Jacqueline Joines

Board Chairman

Board Secretary

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1118-003

DATE: November 12, 2018

Approve Employment Agreement with

Ms. Jacqueline Joines, Lake Land College Executive Director for College Advancement, through December 31, 2019.

WHEREAS, Ms. Joines' annual salary for the 2018-2019 fiscal year is \$88,564.08; and

WHEREAS, the President has conducted an annual performance review of the Executive Director for College Advancement each year since Ms. Joines began employment at the College and she has successfully met all essential functions of her role and established performance goals by the President during each review period; and

WHEREAS, the President has established four goals for the Executive Director for College Advancement for FY 2019 to include:

1. Conduct a clear departmental and operations assessment.
2. Work with the Foundation leadership to create a strategic plan.
3. Conduct an assessment of gift documentation and develop a plan to improve.
4. Complete phase I of the veterans' memorial in Podesta Park

5. Document all major departmental functions and processes in preparation for succession planning.

WHEREAS, the President and Board of Trustees appreciate and support the Executive Director for College Advancement's continued leadership of the Lake Land College Foundation; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board approves a one-year Employment Agreement (Attached to Resolution as Exhibit A) with **Ms. Jacqueline Joines**, the Executive Director for College Advancement, from January 1, 2019 through December 31, 2019.

Section 2. Ms. Joines' salary for the remainder of 2018-2019 fiscal year will remain at her current annual rate of \$88,564.08. Beginning July 1, 2019 Ms. Joines' salary will increase to \$91,221.00 annually.

Section 3. In an effort to retain Ms. Joines through December 31, 2019 and to afford the College and Foundation Board ample time to secure a new executive director for college advancement, the Board approves a **Years of Service Incentive** payout to Ms. Joines of 12.0% of her 2019-2020 annual salary of \$91,221.00 for completion of employment through December 31, 2019. Should Ms. Joines retire prior to December 31, 2019 the Years of Service Incentive will be reduced by 1% per month for each month remaining between her actual retirement date and December 31, 2019. The years-of-service incentive will be paid after SURS has completed

the processing of Ms. Joines' pension and notification of a penalty, if any, and the processing of the appeals of the penalty.

ADOPTED this 12th day of November, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
LAKE LAND COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF CHRISTIAN, CLARK, CLAY,
COLES, CRAWFORD, CUMBERLAND,
DOUGLAS, EDGAR, EFFINGHAM, FAYETTE,
JASPER, MACON, MONTGOMERY,
MOULTRIE, AND SHELBY
STATE OF ILLINOIS

By: _____

Chair

Attest: _____

Secretary

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
November 12, 2018**

The following employees are recommended for leave

Schoonover, Crystal	FMLA	12/22/18-3/15/19
Shoot, James	FMLA	09/24/18-10/14/18
White, Casey	FLMA Intermittent through	10/18/19

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Birch, Skyler	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/31/2018
Birch, Skyler	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	08/31/2018
Brandt, Haylee	Allied Health LPN Substitute Instructor Primary Position is Nursing Instructor	10/16/2018
Carlelycke, Tilda	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	10/01/2018
Carlelycke, Tilda	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/01/2018
Deters, Timothy	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	09/27/2018
Deters, Timothy	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	09/27/2018
Graham, Beth-Anne	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	09/06/2018
Graham, Beth-Anne	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	09/06/2018
Johnson, Davis	Basketball Scorers/Timers Primary Position is Fitness Center Specialist	09/25/2018
Reeder, Michele	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	09/06/2018
Reeder, Michele	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	09/06/2018
Salem, Terry	Honors Instructor - SSE Primary Position is Adjunct Faculty SSE	10/17/2018
Simmons, Courtney	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/01/2018

Simmons, Courtney	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	10/01/2018
Thomas, Justin	Honors Instructor - SSE Primary Position is Adjunct Faculty SSE	10/24/2018

Part-time - Grant Funded

Birch, Skyler	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/31/2018
Carlelycke, Tilda	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	10/01/2018
Deters, Timothy	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	09/27/2018
Graham, Beth-Anne	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	09/06/2018
Pryor, Justin	Perkins Student Worker - Business Primary Position is Tutor - Student Lrng Asst	09/24/2018
Reeder, Michele	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	09/06/2018
Simmons, Courtney	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	10/01/2018
Wilson, Dicie	Adjunct DOC College Funded Instructor Primary Position is Corr Career Tech Instr-TCC	09/27/2018

College Work Study's

Hendryx, Trevor	College Work Study - Student Life Primary Position is Adjunct Faculty Technology	10/22/2018
Verdin, Brandy	College Work Study - TRIO SSS Primary Position is TRIO SSS Student Assistant	10/11/2018

End Additional Appointments**The following employees are ending their additional appointment**

	Position	Effective Date
Part-time		
Daniels, Tori	Bookstore Rush Worker	09/25/2018
Malcome, Logan	Tutor	05/04/2018

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

Administrative Assistant to TRIO – Paraprofessional – Level II
 Coordinator of Bookstore Operations – Supervisory – Level 13
 WIOA Financial Operations Coordinator – Support – Level 13

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Altig, David	Corr Construction Instructor-Logan CC	11/05/2018
Christian, Danny	Corr Constr Occ Instructor-Lawrence CC	11/01/2018
Devries, Jodyne	Corr Horticulture Instructor-SWICC	10/22/2018
Horsch, Scott	Assoc Dean of Corr Program-IYC St. Charles	10/22/2018
McClelland, Morris	Corr Horticulture Instructor-Western IL CC	10/09/2018
Shull, Dennis	Corr Construction Occ Instructor-Lincoln CC	11/05/2018
Stewart, Charles	Corr Custodial Maint Instructor – Robinson CC	11/27/2018
Vecchia, Brianne	Corr Office Assistant –Logan CC	11/05/2018
Vercellino, Marie	Corr Comm Cooking Instructor-Decatur CC	10/22/2018
Part-time		
Birch, Skyler	Tutor - Student Learning Assistance	08/31/2018
Carlelycke, Tilda	Tutor - Student Learning Assistance	10/01/2018
Deters, Timothy	Tutor - Bachelor's Degree - LAC	09/27/2018
Frailey, Tamara	Dual Credit Coordinator	09/20/2018
Joles, Clarice	Commercial Driver Training Instructor	10/22/2018
Koester, Holly	Education Specialist	10/01/2018
Reeder, Michele	Tutor - Student Learning Assistance Center	09/06/2018
Simmons, Courtney	Tutor - Student Learning Assistance Center	10/01/2018
Part-time - Grant Funded		
Delaney, Jennifer	Adjunct DOC College Funded Instructor	10/01/2018
Jones-Lee, Sheri	Adjunct DOC College Funded Instructor	09/20/2018
Kean, Robert	Adjunct DOC College Funded Instructor	10/15/2018
Reeder, Sandra	Adjunct DOC College Funded Instructor	10/01/2018
Rowan, Penny	Adjunct DOC College Funded Instructor	10/11/2018
Rowe, Jodi	Adjunct DOC College Funded Instructor	10/15/2018
Schmitz, Casey	Adult Education Instructor	09/06/2018
Strobel, Rachel	Tutor - Associate's TRIO	10/01/2018
West, Erica	Adjunct DOC College Funded Instructor	10/15/2018
College Work Study's		
Broce, Annaliese	College Work Study - Printshop	10/17/2018
Elder, Mykaela	College Work Study - Counseling	09/17/2018
Beltran, Angelica	College Work Study - Dual Credit	09/17/2018
Goodwin, Mindy	College Work Study - Early Childhood Ed	10/05/2018
Hayward, Miranda	College Work Study - Early Childhood Ed	10/05/2018
Quast, Madison	College Work Study - Early Childhood Ed	10/04/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Carr, William	Tech Team Volunteer	09/25/2018
Davis, Michael	Tech Team Volunteer	09/25/2018
Humes, Corey	Tech Team Volunteer	09/25/2018
Jean, Aaron	Tech Team Volunteer	09/25/2018
Sanders, Jack	Tech Team Volunteer	09/25/2018
Wilson, Chisum	Tech Team Volunteer	09/25/2018
Wright, Jesse	Tech Team Volunteer	09/25/2018
Full-time		
Kerkhoff, Abigail	Corr Rem Bridge Instr-SWICC	11/02/2018
Larson, Leonard	Corr Warehousing Instr-Sheridan CC	09/25/2018
Lynch, Mason	Custodian	09/28/2018
Seaman, Randy	Service Worker	10/01/2018
Siercks, Kenneth	Corr. Occupation Instr-St. Charles	09/24/2018
Part-time		
Derby, Ricky	Groundskeeper	08/24/2018
Earl, Arthur	Adjunct Faculty Technology	01/01/2018
Feldkamp, Karen	Kluth Test Proctor	11/01/2017
Field, Travis	IDOC CPR Instructor	09/16/2018
Friese, Erin	Bookstore Rush Worker	09/25/2018
Funneman, Allison	Library Assistant Tech Services	08/30/2018
Humphreys, Laura	Pathways Classroom Assistant	08/31/2018
Kerr, Susan	Adjunct Doc College Funded Instr	06/30/2018
Kingery, Samuel	Bookstore Rush Worker	09/25/2018
Meeker, Allison	Dual Credit Coordinator	09/24/2018
Nzuka, Eunice	Print Shop Student Assistant	10/09/2018
Penberthy, Jennifer	Bookstore Rush Worker	09/25/2018
Piescinski, Leah	Admissions Student Assistant	10/08/2018
Rhode, William	IDOC CPR Instructor	10/09/2018
Rosenbaum, David	Bookstore Rush Worker	09/25/2018
Strawn, Melinda	Library Assistant	10/31/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
ZuHone, Richelle	Academic Services Specialist for the Dean of Guided Pathways Transferring From Accounting Assistant II	11/12/2018