

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
November 11, 2019  
Regular Meeting No. 635

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

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



Regular Meeting No. 635  
Monday, November 11, 2019, 6:00 p.m.  
Board & 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 14, 2019, Regular Meeting.
2. Approval of Minutes of October 14, 2019, Closed Session.
3. Approval of Agenda of October November 11, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:  
[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)
5. Destruction of Tape Recording of May 14, 2018, Closed Session.

**II. Hearing of Citizens, Faculty and Staff.**

### III. Committee Reports.

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

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – “No budget? No problem! How to develop online orientation.”	
2. Data Point Discussion – Results of Spring 2019 Community College Survey of Student Engagement (CCSSE).	
3. Update on Revisions to Four Board Policies for Minor Corrections.	25
4. Proposed Revisions to Numerous Policies – Board Policy Manual Annual Review.	26-76
5. Proposed Revisions to Board Policy 07.07 - <i>Courses from Other Colleges and Universities.</i>	77-79
6. Proposed Revisions to Board Policies 09.09 – <i>Smoking and the Use of Tobacco Products</i> , 11.07 – <i>Drug-Free Workplace</i> and 11.12 – <i>Alcohol and Drugs.</i>	80-88
7. Proposed Revisions to Board Policy 11.27 – <i>Photo ID Cards.</i>	89-92
8. Calendar of Events.	93-94
9. Correspondence.	95

## B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to Board Policy 11.08.04 – <i>Retention of Records.</i>	96-124
2. Approval of Donation Agreement with Lake Land College Foundation for Advanced Construction Costs of the Foundation and Alumni Center.	125-132
3. Approval of Part-Time Rates and Stipends.	133-141
4. Acceptance of Reporting of September 2019 Financial Statements.	142-153
5. Declaration of Surplus Items.	154
6. Acceptance of IGEN Sub-Award Grant.	155-166
7. Approval of Micro-Grants Enrollment Incentive.	167
8. Approval of Resolution No. 1119-009: Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving Community College buildings for the District, and for the issue of \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, of the District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.	168-203
9. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (11), closed session is called to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees and to consider pending/probable litigation matters.  [Return to Open Session - Roll Call]	
10. Approval of Human Resources Report as Discussed in Closed Session.	204-207

## V. Other Business. (Non-action)

## VI. Adjournment.

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



Regular Board Meeting No. 634  
Board and Administration Center, Room 011, Mattoon, IL  
October 14, 2019

**Minutes**

**Call to Order.**

Chair Reynolds called the October 14, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon.

**Roll Call.**

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

**Trustees Absent:** None.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; and members of the staff, community and media.

**Approval of Consent Items.**

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

1. Approval of Minutes of September 9, 2019, Regular Meeting.
2. Approval of Minutes of September 9, 2019, Special Meeting - Board Retreat.
3. Approval of Minutes of September 9, 2019, Closed Session.
4. Approval of Agenda of October 14, 2019, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.  
The following is a summary by funds:

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Education Fund	\$	516,292.43
Building Fund	\$	553,989.59
Site & Construction Fund	\$	893,910.86
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	141,852.04
Restricted Purposes Fund	\$	288,403.44
Working Cash Fund	\$	-
Audit Fund	\$	32,062.50
Liability Insurance Fund	\$	77,644.95
Student Accts Receivables	\$	6,909.16
Total	\$	2,511,664.97

For a summary of trustee travel reimbursement and details of bills refer to:  
[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

### **Committee Reports.**

#### **ICCTA/Legislative.**

Trustee Sullivan provided highlights from a recent trustee training session held at Lake Land College and provided by legal counsel with Robbins Schwartz.

#### **Resource & Development.**

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

#### **Finance.**

Trustee Storm, Committee Chair, said the Committee met recently to review items that will appear later in the agenda.

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### **Buildings & Site.**

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

### **Foundation.**

Chair Reynolds highlighted the College's successful Homecoming 2019 and thanked student, staff and trustees for their support of the numerous Homecoming events. Trustee Sullivan thanked the Foundation's involvement and support for the recently installed Veterans Memorial Wall on the College's main campus.

### **Student Report.**

Student Trustee Kile provided an update on various student activities, Laker Athletics and the success of a recently held Laker Visit Day.

### **President's Report.**

Dr. Bullock said:

- We have received no additional payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) for FY 2019 outstanding invoices since our September meeting.
- For FY 2020 we have billed \$1,615,250.05 through September for IDOC and \$112,628.55 through September for IDJJ. We have not yet received any payments for FY 2020 invoices.
- For Fiscal Year 2020 credit hour reimbursement, we have received payments totaling \$2,494,324. A total of \$3,793,776 remains outstanding that we will receive throughout the remainder of FY2020.
- For Fiscal Year 2020 equalization, we have received payments totaling \$1,431,222. A total of \$4,293,664 remains outstanding that we will receive throughout the remainder of FY 2020.
- Ms. Heather Nohren, Academic Counselor, will be presenting at the National Orientation Director's Association annual conference next week. Her presentation, titled "No budget? No problem! How to Develop Online Orientation," has been recognized and endorsed by the Two-Year Institution Network. Congratulations Ms. Nohren!

### **Business Items.**

### **Non-action Items.**

### **Faculty Focus on Advancing Student Success.**



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Mr. Joshua Fulk, Civil Engineering Technology Instructor/Coordinator, provided a brief presentation on internship opportunities for students in the Civil Engineering Technology programs.

### **Data Point Discussion.**

Ms. Lisa Cole, Director of Data Analytics, highlighted current data related to the College's dual credit and dual enrollment programs and she presented dual credit data for the 2012-2017 high school graduates within the Lake Land College district.

### **Announcement of 2019-2020 Student Ambassadors.**

Ms. Beth Gerl, Vice President for Student Services, announced the selection of the 2019-2020 Student Ambassadors. She said eighteen highly qualified students were selected to serve on the ambassador team as official representatives of the College. Trustees learned each ambassador will receive the \$500 yearly scholarship.

### **Proposed Revisions to Board Policy 11.08.04 – Retention of Records.**

Trustees reviewed proposed revisions to Board Policy 11.08.04 – *Retention of Records*. Dr. Bullock highlighted details of the proposed changes which will align with current state requirements for retaining records as our policy has not been updated since 2004. He said revisions include a statement that before destroying or digitizing any College records, employees must notify the appropriate Vice President, who may then seek authorization to destroy certain records from the Local Record Commission.

### **Student Laureate Nomination.**

Ms. Gerl announced Ms. Shelbie Kile, 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, highlighted the listing of new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed from April 2019 to September 2019.

### **Calendar of Events.**

Trustees received a calendar of upcoming events.

### **Correspondence.**

There were no items of correspondence.

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### **Action Items.**

#### **Acceptance of Resignation of Bryan Gleckler as Vice President for Business Services.**

Trustee Sullivan moved and Trustee Storm seconded to accept the resignation of Mr. Bryan Gleckler as the Vice President for Business Services effective close of business September 30, 2019.

Chair Reynolds said the College leadership is very appreciative of Mr. Gleckler's dedication and service to the College during this three-year tenure and wish him the best as he begins his new position at another community college. Dr. Bullock said a search process to hire someone to fill the now vacant vice president position is underway

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

#### **Approval of Resolution No. 1019-003 – Appointment of Treasurer and Approval of Surety Bonds.**

Dr. Bullock requested the Board approve the above-referenced Resolution to appoint Ms. Jean Anne Grunloh, Senior Executive to the President, as the College's Treasurer effective immediately. He said this recommendation follows advice from legal counsel, Robbins Schwartz, during the interim period to search for someone to fill the vacant position of Vice President for Business Services.

Trustee Storm moved and Trustee Cadwell seconded to approve Resolution No. 1019-003 as presented to appoint Ms. Jean Anne Grunloh, Senior Executive to the President, as College Treasurer and approve the Treasurer's Surety Bonds.

[A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

#### **Approval of Resolution No. 1019-004 – College Treasurer to Act as Fiscal Agent.**

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

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Trustee Sullivan moved and Trustee Wright seconded to approve Resolution No. 1019-004 as presented to authorize Ms. Jean Anne Grunloh, Senior Executive to the President and appointed Treasurer, to act as the College's Fiscal Agent for a period not to extend beyond the next organizational meeting of the Board of Trustees.

[A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

**Approval of Resolution No. 1019-005 – Signatory Card and Corporate Authorization for Delivery to Depository Midland States Bank.**

Dr. Bullock requested the Board approve the above-referenced Resolution to remove authority to Mr. Gleckler, former Vice President for Business Services, on the signatory cards and retain the duties and provisions for him as College President.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 1019-005 – Signatory Card and Corporate Authorization for Delivery to Depository Midland States Bank.

[A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

**Approval of Resolution No. 1019-006 – Resolutions of Lodge, Association or Other Similar Organization and Signatory Cards for Delivery to Depository First Mid Bank & Trust.**

Dr. Bullock requested the Board approve the above-referenced Resolution to remove authority to Mr. Gleckler, former Vice President for Business Services, on the signatory cards, retain authority to him as College President, and grant authority to Ms. Grunloh as the interim College Treasurer.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 1019-006 – Resolutions of Lodge, Association or Other Similar Organization and Signatory Cards for Delivery to Depository First Mid Bank & Trust.

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[A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

**Approval of Resolution No. 1019-007 – Signatory Cards for Delivery to Depository Wells Fargo Advisors, LLC.**

Dr. Bullock requested the Board approve the above-referenced Resolution to remove authority to Mr. Gleckler, former Vice President for Business Services, on the signatory cards and retain the duties and provisions for him as College President.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented Resolution No. 1019-007 - Signatory Cards for Delivery to Depository Wells Fargo Advisors, LLC.

[A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

**Presentation of Audit and Board Acceptance.**

Trustee Storm, Finance Committee Chair, said the Finance Committee met recently for an in-depth review of the FY 2019 Audit Report. He said the financial statements present fairly in all material respects, there were no material weaknesses, and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Ms. Tami Knight, CPA with Kemper CPA of Mattoon, expressed her appreciation for the assistance from Ms. Madge Shoot, Comptroller, and staff within the Accounting Department to conduct the Audit Report.

Dr. Bullock said the FY 2019 Audit is publicly available via the Board of Trustees web page.

Trustee Storm moved and Trustee Cadwell seconded to approve the FY 2019 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Acceptance of Reporting of August 2019 Financial Statements.**

Trustees reviewed the August 2019 Financial Statements and a memorandum from Mr. Gleckler detailing significant variances for the statements. This information also contained corresponding monthly financial spreadsheets that included a summary of all operational expenditures (Funds 1 and 2).

Trustee Storm said the Finance Committee met recently to review the financial statements and the Committee's consensus was to recommend to the Board approval of the statements as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the August 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Approval of Updated Dissemination Agent Agreement with PMA Securities, Inc.**

Dr. Bullock requested the Board approve an updated Dissemination Agent Agreement with PMA Securities, Inc. He said this is required for the 2018B General Obligation Bond that Lake Land has executed for the Luther Student Center project.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the updated Dissemination Agent Agreement with PMA Securities, Inc. as part of the College's annual report update requirement associated with the 2018B General Obligation Bond for the Luther Student Center project.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

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### **Approval of Health Insurance Plan Recommendation.**

Trustee Storm said the Finance Committee met recently to review the administration's recommendation for the health insurance plan renewal with Aetna. He said the Committee's consensus was to recommend to the Board approval of a 1.0% premium rate increase for the 2020 health insurance plan year renewal through Aetna, the College's current health insurance provider. Trustees learned this recommendation has also been reviewed and approved by the College's Health Insurance Committee.

Trustee Storm moved and Trustee Cadwell seconded to approve a premium rate increase of 1.0% for the College's 2020 health insurance plan year renewal through Aetna

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Approval of Resolution No. 1019-008 - Intent to Continue Foundation Tax Levy.**

Trustee Storm said the Finance Committee met recently to review the above-referenced Resolution and the Committee's consensus was to recommend to the Board approval of the Resolution as presented. He said the Illinois Community College Board has certified that Lake Land College is authorized to levy 29.05 cents per \$100 of equalized assessed valuation for the 2019 tax year, as specified on the Resolution.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 1019-008 - 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, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Certification of Fall Student Government Association Election Results.**

Trustees heard a request from Ms. Gerl to certify the results as presented for the Student Government Association Election held September 18-19, 2019.

Student Trustee Kile moved and Trustee Walk seconded to certify the results as presented for the Student Government Association Election held September 18-19, 2019.

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Declaration of Surplus Equipment.**

Dr. Bullock requested the Board declare several items as surplus materials and authorize disposal of these items via the best financial route for the College.

Trustee Sullivan moved and Trustee Curtis seconded to declare the following College-owned items as surplus materials and authorize disposal of these items in a manner most beneficial to the College: a 1994 Chevrolet Truck; a 1999 Chevrolet Astro Van; a three-wheeled bicycle; an exam bed; facial chairs and several lots of furniture.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Approval of Addendum #3 to CTS Performance Contract**

Trustees heard a request from Dr. Bullock and reviewed a recommendation from Mr. Gleckler, former Vice President for Business Services, to amend CTS' performance contract with the College for projects discussed with the Board during the September 9, 2019, Board Retreat. Dr. Bullock said these projects include an addition of campus solar arrays to be placed on various building rooftops; and, the design and coordination of the construction activities for the Foundation & Alumni Center and the Workforce Center to be constructed on campus. Trustees learned the total cost to CTS for these projects is \$1,311,742.

Dr. Bullock and Mr. Mark Graves, a representative with CTS, answered various questions by Trustees regarding the proposed addendum and the payback period for the solar arrays project. Dr. Bullock said that with anticipated receipt of a grant and Board approval of the following SRECTrade Agreement for solar energy credits the payback period will be reduced from 15 years to approximately 10 years.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented addendum #3 to the CTS Performance Contract to expand the solar capacity on campus and facilitate the construction of the Foundation & Alumni Center and the Workforce Center in the amount of \$1,311,742.

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Approval of Subordination and SRECTrade Illinois ABP Agreement.**

Dr. Bullock requested the Board approve the above-referenced agreement and security addendum. He said that as previously discussed with the Board of Trustees the College has been working with The CTS Group to expand our solar capacity on the main campus. He said that with the Board's approval of addendum #3 to the CTS performance contract, we will add four solar arrays to be placed on various building rooftops. Trustees learned that by doing so, the College will be eligible to receive an allocated \$250,000 in Solar Renewable Energy Credits (SRECs).

Trustee Curtis moved and Trustee Walk seconded to approve as presented the Subordination and SRECTrade Illinois ABP Client Agreements, pending final legal counsel review

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Award of Banking Services Provider Proposal.**

Dr. Bullock requested the Board approve a five-year banking services provider contract with First Mid Bank and Trust of Mattoon. He highlighted the College's process to issue a request for proposal for banking services in an effort to increase transparency and fairness. Trustees reviewed details of the recommended proposal received from First Mid Bank and Trust and learned the proposed five-year contract includes a five-year renewal period option.

Trustee Storm said the Finance Committee met recently to review the administration's recommendation to approve a five-year banking services provider contract with First Mid Bank and Trust of Mattoon. He said the Committee's consensus was to recommend approval of the proposal with First Mid Bank & Trust as presented.

Trustee Storm moved and Trustee Walk seconded to approve a five-year banking services provider contract with First Mid Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:



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

### **Approval of Van Leases for Athletics.**

Trustees heard a recommendation from Dr. Bullock and reviewed a request from Ms. Shoot that the Board approve a lease agreement with Merchants Fleet of Hooksett, New Hampshire, for van rentals for the Athletics Department. Trustees learned the proposed lease is for three years for the use of four units, with a fifth unit available during the busiest travel times for Athletics. Trustees learned of the financial savings to be realized by the College in comparison to our current lease processes should the Board approve the proposed lease agreement with Merchants Fleet. Trustees reviewed details of the lease agreement.

Trustee Storm said the Finance Committee met recently to review this recommendation and the Committee's consensus was to recommend approval of the proposed lease agreement as presented.

Trustee Sullivan requested clarification that the use of the van rentals would also be granted to the Ag Judging Team and for other College-related trips. Dr. Bullock, Mr. Jon Althaus, Vice President for Academic Services, and Ms. Gerl confirmed this to be the case.

Trustee Storm moved and Trustee Walk seconded to approve as presented a three-year lease agreement with Merchants Fleet of Hooksett, New Hampshire, for van rentals for the Athletics Department, Ag Judging Team and other approved College-related trips.

There was no further discussion.

Roll Call Vote:

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

### **Approval of Trust Agreement for Neal Hall Renovations.**

Trustees heard a recommendation from Dr. Bullock that the Board approve a Trust Agreement with the Capital Development Board (CDB) and First Mid Bank and Trust to enable the College to embark on the construction project for the refurbishment of Neal Hall. Trustees learned how the College is required to create a trust account for our part of the Neal Hall renovation estimated construction costs. Dr. Bullock said the College will be responsible for approximately \$2,309,450 of the total approximate \$5 million cost. Trustees reviewed detailed of the proposed Trust Agreement.

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Trustee Storm said the Finance Committee had reviewed this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed Trust Agreement as presented.

Trustee Storm moved and Trustee Walk seconded to approve as presented the Trust Agreement between Lake Land College, First Mid Bank & Trust of Mattoon, and the Capital Development Board; and grant authority to open a trust account at First Mid Bank & Trust for the College's portion of the estimated construction costs to refurbish Neal Hall.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Approval of Welding Facility Usage Agreement with Black Hawk College.**

Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, requested that the Board approve a welding facility usage agreement with Black Hawk College. He said the proposed nine-month lease will enable Lake Land College to provide a welding program for eight inmates per cohort at the Kewanee Life Skills Re-Entry Center, an educational request we received from the Illinois Department of Corrections (IDOC). Trustees learned that the proposed space at Black Hawk College is approximately two miles from the prison and IDOC will fully bear the lease cost of \$53,925 as part of our contract for services at Kewanee.

Trustee Curtis moved and Trustee Cadwell seconded to approve as presented a nine-month, welding facility usage agreement between Lake Land College and Black Hawk College, in the amount of \$53,925 and expiring June 30, 2020, as part of the College's contract with the Illinois Department of Corrections to provide educational services at the Kewanee Life Skills Re-Entry Center.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Approval of Community Outreach Office Special Tuition Waivers Program.**

Ms. Gerl requested that the Board approve up to 100 three-credit hour tuition waivers for FY 2020 for those interested returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Trustees learned the administration did include in the FY 2020 budget for up to

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\$100,000 for special enrollment incentive funding, and any tuition waiver approvals awarded via the Community Outreach Office Tuition Waiver program will be paid for from the special enrollment incentive budget.

Trustee Storm moved and Trustee Wright seconded to approve up to 100 three-credit hour tuition waivers for FY 2020 for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

Dr. Bullock clarified this will not be “last dollar” tuition waivers or scholarships and that students receiving this special tuition waiver will still be responsible for fees. He also clarified that this will represent only a portion of the \$100,000 enrollment incentive funding and the administration will be submitting additional requests to the Board for approval in the near future in an effort to boost enrollments for the Spring 2020 semester.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Closed Session.**

7:12 p.m. – Trustee Cadwell moved and Trustee Storm seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the appointment, employment, compensation, performance, or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Return to Open Session – Roll Call.**

7:26 p.m.

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

**Trustees Absent:** None.

**Approval of Human Resources Report as Discussed in Closed Session.**

Trustees reviewed the Human Resources Report.

Trustee Walk motioned and Trustee Storm seconded to approve the following Human Resources Report. Chair Reynolds said this action follows discussion of the HR Report in closed session related only to maternity and general leave without pay requests as denoted on the HR Report.

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

Byard, April	FMLA (intermittent)	9/18/2019
Miller, Claire	FMLA	1/27/2020-4/27/2020
Morris, Brian	FMLA	09/15/2019-12/13/2019
Roberts, Karen	FMLA	09/09/2019-09/23/2019
Shoot, James	FMLA (Intermittent)	09/11/2019
Teague, Kim	FMLA (intermittent)	09/30/2019

**The following employees are recommended for Maternity leave. Board policy 05.04.10**

Miller, Claire	Maternity	04/28/2020-05/15/2020
Monti, Francesca	Maternity	04/30/2020-06/15/2020
Montgomery, Marissa	Maternity	12/02/2019-01/16/2020

**The following employees are recommended for General Leave of Absence without pay. Board policy 05.04.14**

Kaegebein, Stephanie	GLWP	09/03/2019-10/29/2019
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**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Martinez, Yesica	Work and Learn - Bookstore Primary Position is Chemistry Lab Student Asst	09/01/2019
<b>Part-time</b>		
Baker, Ryan	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	09/05/2019
Baker, Ryan	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	09/05/2019
Cutts, Bryson	Chemistry Lab Student Assistant Primary Position is Tutor - Student Lrng Asst	09/10/2019
Cutts, Bryson	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/27/2019
Cutts, Bryson	Tutor-Student Community Education	08/27/2019

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Godinez, Julio	Primary Position is Tutor - Student Lrng Asst Intramural Official	08/28/2019
Godinez, Julio	Primary Position is Baseball Coach Fitness Center Specialist	08/13/2019
Jackson, Kyra	Primary Position is Baseball Coach Tutor-Disability Services - Student	08/22/2019
Jackson, Kyra	Primary Position is Tutor - Student Lrng Asst Tutor-Student Community Education	08/22/2019
Minor, Melissa	Primary Position is Tutor - Student Lrng Asst Tutor-Disability Services - Student	08/27/2019
Minor, Melissa	Primary Position is Tutor - Student Lrng Asst Tutor-Student Community Education	08/27/2019
Murphy, John	Primary Position is Tutor - Student Lrng Asst Basketball Scorers/Timers	09/18/2019
Robison, Walter	Primary Position is Asst Baseball Coach Adjunct Faculty Technology Division Substitute	09/03/2019
Stolz, Timothy	Primary Position is Adj Faculty Technology IEL Instructor	09/23/2019
Travis, Camryn	Primary Position is Adj Faculty Humanities Fitness Center Specialist	09/19/2019
Waggoner, Ashley	Primary Position is Ag Intern IEL Instructor	09/23/2019
	Primary Position is Adj Faculty Humanities	

**Part-time - Grant Funded**

Baker, Ryan	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	09/05/2019
Cutts, Bryson	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/27/2019
Jackson, Kyra	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/22/2019
Minor, Melissa	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/27/2019
Underwood, Race	Perkins Student Worker - Business Primary Position is Tutor - Student Lrng Asst	08/27/2019

**College Work Studys**

Bruns, Maureen	College Work Study - Dual Credit Primary Position is Library Assistant	09/05/2019
Croft, Katherine	College Work Study - Student Life Primary Position is Newspaper Ed Student News	08/26/2019
Letner, Deacon	College Work Study - Baseball Primary Position is Bsktball Scorers/Timers	09/09/2019
Minor, Melissa	College Work Study - Business Primary Position is Tutor - Student Lrng Asst	08/22/2019

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### End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
<b>Full-time</b>		
Ballard, Jasmine	Honors Instructor EMS	08/11/2019
Rosine, Paula	Adjunct Faculty Business	05/06/2019
<b>Part-time</b>		
Stuart, Zachary	Basketball Scorer/Timer	08/28/2019
Stuart, Zachary	Fitness Center Specialist	08/28/2019
Stuart, Zachary	Intramural Official	08/28/2019

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
<b>Unpaid Volunteer</b>		
Carter, Maxwell	Tech Team Intern	08/20/2019
Jimenez, Cameron	Assistant Baseball Coach Volunteer	08/20/2019
Kaczmarek, Tabitha	Peer to Peer Assistant - Adult Ed	08/19/2019
Lance, Samuel	Assistant Softball Coach Unpaid Volunteer	09/18/2019
Lee, Dylan	Tech Team Intern	08/20/2019
Spisok, Leighton	Peer to Peer Assistant - Business	08/29/2019
Travioli, Lyle	Tech Team Intern	08/20/2019
Wilcoxon, Tabithia	Family and Community Development Specialist	08/26/2019
<b>Part-time</b>		
Baker, Ryan	Tutor - Student Learning Assistance	09/05/2019
Ballard, Richard	Adjunct Faculty Technology	09/30/2019
Cutts, Bryson	Tutor - Student Learning Assistance	08/27/2019
Godden, Holly	Adjunct Faculty Social Science	09/09/2019
Hendryx, Trevor	Laker Mallard Mascot Talent	09/16/2019
Herrera, Daniel	Adjunct Faculty Humanities	09/05/2019
Hood, Christopher	Tutor - Bachelor's Degree - Learning Asst	09/25/2019
Huber, Rudy	Search Team Member	09/19/2019
Jackson, Kyra	Tutor - Student Learning Assistance	08/22/2019
Minor, Melissa	Tutor - Student Learning Assistance	08/27/2019
Moon, Suhyun	Chemistry Lab Student Assistant	09/01/2019
Oakley, Lainey	Newspaper Editor - Student Newspaper	08/19/2019
Phillips, Molly	Special Needs Note Taker	08/30/2019
Ruholl, Lucas	Allied Health EMS Adjunct Faculty	09/26/2019
Vergara, Mandy	Cosmetology Clinical Instr	10/07/2019
<b>Part-time - Grant Funded</b>		
Nave, Russella	Adult Education Instructor	09/13/2019
Neal, Lance	Adjunct DOC College Funded Instructor	08/20/2019
Puyear, Miranda	Perkins Student Worker - Allied Health	08/29/2019

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Spring, Ailyn	Perkins Student Worker - Business	08/30/2019
Stuemke, Shannon	Outreach Advisor/Mentor, TRIO Destination	09/03/2019
Thomas, Joseph	Perkins Student Worker - Business	08/26/2019

### College Work Studys

Beeler, Kaylene	College Work Study - Counseling	09/20/2019
Binnion, Hannah	College Work Study - Student Life	08/26/2019
Colman, Lloyd	College Work Study - Radio TV	09/17/2019
Daniels, Ashley	College Work Study - Career Services	09/17/2019
Ervin, Anika	College Work Study - Print Shop	08/19/2019
Lee, Blake	College Work Study - Men's Basketball	08/22/2019
Lynn, Lacey	College Work Study - Social Science	08/29/2019
McConkey, Ashlan	College Work Study - Career Services	09/19/2019
Terry, Jordan	College Work Study - Men's Basketball	08/19/2019

### Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Carns, Gennifer	Corr Ofc Asst - East Moline CC	08/16/2019
Celmer, Joseph	Corr Commercial Cooking Instr – IYC Harrisburg	08/16/2019
Dittamore, Lisa	Admin Asst Allied Health Dental	10/16/2019
Gleckler, Bryan	Vice President for Business Services	09/30/2019
Lattan, Kelly	Correctional Off Asst – Murphysboro CC	09/13/2019
McConnell, James	Correctional Site Director - Vienna/Shawn CC	09/06/2019
Orr, Reanna	Associate Dean – Western IL CC	08/13/2019
Teague, Kimberly	Corr Commercial Custodial Instr-Joliet CC	10/12/2019
<b>Part-time</b>		
Adams, Ashley	Adj Doc College Funded Instr	08/12/2018
Boeser, Dessie	Head Cheer Coach	10/07/2019
Coe, Beth	TRIO SSS Student Assistant	07/11/2019
Ford, Kathy	Adj Faculty Humanities	12/16/2018
Galvin, Melissa	CBI Non-credit Instructor	07/28/2019
Garren, Stephen	Academic Services Coordinator	09/22/2019
Gough, Zachary	Groundskeeper	07/28/2019
Huang, Hsin Hui	Counseling - Clerical Worker	06/30/2019
Kramer, Isaac	Groundskeeper	05/05/2019
Lawrence, Clint	Police Officer	04/07/2019
Mahlmeister, John	Internship & Employment Coordinator	09/13/2019
Mango, Barbara	Adj Doc College Funded Instr	08/12/2018
Niemerg, Rachel	Tutor - Student Lrng Asst	08/21/2019
Spittstoesser, Shirley	Non-Credit Instructor	12/16/2018

### College Work Studys

Terry, Jordan	College Work Study - Men's Basketball	09/18/2019
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Winnett, Koltin                      College Work Study - Men's Basketball                      02/24/2019

### **Transfers/Promotions**

**The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Crnkovich, Hannah	Financial Aid Verification & Scholarship Coordinator	08/12/2019
	Transferring From Financial Aid Verification Specialist	
Jennings, Jarold	Custodian - First Shift	10/07/2019
	Transferring From 2 <sup>nd</sup> Shift Custodian	
St John, Daniel	Police Officer (FT)	09/23/2019
	Transferring From part-time Police Officer	

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Other Business. (Non-action)**

There was no additional discussion.

### **Adjournment.**

Trustee Storm moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:28 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
 Mr. Doris Reynolds, Board Chair

\_\_\_\_\_  
 Mr. Gary Cadwell, Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.

[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)



# LAKE LAND COLLEGE

# MEMO

TO: Board of Trustees  
 FROM: Dr. Josh Bullock, President  
 DATE: October 18, 2019  
 RE: Minor Revisions/Corrections to Board Policies

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The College's leadership team has recently conducted a review of the Board Policy Manual in its entirety. Please see below for a list of policies that have been revised to correct grammatical errors, typos, or outdated information such as position title changes or department title changes. These minor revisions did not alter the original intent of the various policies and thus were made without Board approval.

## Policy Number - Narrative for Correction

5.02.05	Correct grammar in first sentence of third paragraph.
5.21	Add missing word "working" to align language in second sentence with first sentence: "10 working days".
7.03	Correct typo in second to last paragraph.
11.11	Correct format so that all headers of the different sections to match.

# MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: October 18, 2019

RE: Revisions to Board Policies from Policy Manual Annual Review

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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)

2.16	Clarify process for FOIA requests. Add language, aligned with state law, for applicable cost recovery associated with FOIA requests of CD's, disks or specialized drives required for the copying of electronic files.
3.07	Remove reference to only utilizing a bulletin board for posting meeting agendas at the location of a board meeting.
05.01.07	Revise to add part time staff.
05.01.08	Revise to add part time staff.
05.04.01	Remove unnecessary last paragraph.
05.04.03	Clarify probationary period for police officers who have not been certified by the state following training.
05.04.07	Add that employees must be in paid status to accrue sick time.
05.04.12	Clarify that employees in unpaid status do not accrue benefit time.
05.04.14	Clarify that employees in unpaid status do not accrue benefit time.

05.04.18	Remove suspension from right to request a hearing before Board as this aligns with our current practice.
05.04.21	Add that vacation time only accrues if an employee is in paid status.
6.19	Align language with current terminology related to dual credit. Change North Central to HLC. Clarify admission policy to be students 16 and older. Clarify Dual 2 is a separate contract.
6.24	Change student "concerns and grievances" procedures to student "complaint" procedures.
6.37	Due to the ruling from the Janus Supreme Court case, clarify that instructors at the Illinois Department of Corrections, with the exception of the Vandalia Correctional Center, "may be represented", instead of "are represented" by the AFSCME labor union.
6.38	Update to reflect "course materials" rather than "textbook" for the rental program.
6.42	Align language with administrative process for reviewing non-credit course fees.
7.14	Retitle to "Honors Experience." Provide greater delineation of honors opportunities for students.
9.04	Add reference for public use of two ball diamonds/fields and remove references to outdated job titles.
9.05	Add reference for public use of two ball diamonds/fields.
10.34	Clarify deadlines for requesting travel reimbursement.
10.34.02	Clarify deadlines for requesting travel reimbursement.
10.34.03	Clarify request process for use of a College-owned vehicle when the vehicle is not already assigned to a specific department.
11.08.03	Update title to Vice President for Academic Services as there is no longer a position of Associate Vice President for Educational Services.
11.17	Update to remove Board approval for caterers.

**02.16****Freedom of Information Act**

The Board of Trustees will ensure that all meetings are open to the public and that the provisions of the Illinois Freedom of Information Act (FOIA) are adhered. The Board will make available for inspection or copying all public records, except as otherwise exempted by the Act, when a written request is submitted. Each request will be complied with or denied within five (5) business days after it is received. The denial shall be by letter from the President of the College or his/her designee. The time limit may be extended for five (5) additional business days for reasons prescribed by the law. Requests calling for all records falling within a category shall be complied with unless compliance with the request shall be unduly burdensome for the College and there is no way to narrow the request, and the burden on the College outweighs the public interest in the information. Before invoking this exemption, the College shall extend to the person making the request an opportunity to confer in order to attempt to reduce the request to manageable proportions.

The Board of Trustees has designated individuals in the following positions as FOIA Officers for the College: The Comptroller, the Dean of Admission Services, the Director of Human Resources, and the Director of Marketing and Public Relations. All requests should be directed to one of the above individuals, who shall be trained in compliance with State law. Contact information for the FOIA Officers shall be maintained on the College's Web site along with a copy of the College's FOIA policy. Requestors are encouraged to submit requests via the email address of [FOIA-Request@lakelandcollege.edu](mailto:FOIA-Request@lakelandcollege.edu) as this will automatically generate the request to all four FOIA Officers for the College.

In order to reasonably reimburse the College for its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records, the following fee schedule is established:

1. For the first 50 pages of black and white, letter- or legal-sized copies, there will be no charge.

**Board Policy 02.16**

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2. Each black and white, letter- or legal-sized copy in excess of 50 will be 15 cents (\$.15) for each page copied.
3. The charge for different or irregular size copies shall be the actual cost for the reproduction thereof.
4. The cost of certifying each copy or page shall be \$1.00 per copy or page.
5. Electronic copies will be charged at the actual cost of purchasing the recording medium such as a CD or disc.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised January 11, 2010  
Revised

**03.07****Agenda and Order of Business**

The President, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members the agenda for each meeting of the Board. The agenda book shall include, but not be limited to, bills for payment, minutes of previous meetings, financial reports, bids, contracts, special reports, resolutions, correspondence, and personnel report. If Board members wish an item to be placed on the agenda, the President or the Chairperson of the Board should be informed by the Monday preceding the Board meeting.

Items must be listed on the meeting agenda before final action can be taken. If an item comes forth after the meeting agenda has been posted and the topic is not specified on the agenda, the Board of Trustees may only discuss the item, not take final action. If final action is desired, the Board is required to hold a special meeting with the items on the posted agenda or take action at the next Board meeting, only after the item is placed on the posted agenda.

The agenda for each regular meeting of the Board must be posted on the College's website, in the President's office and at the location where the meeting will be held at least forty-eight (48) hours in advance of the holding of the meeting. If the meeting is held in the Board Room at the College, the agenda must be posted ~~on the bulletin board~~ directly outside the door to the Board Room.<sup>1</sup>

At all regular meetings of the Board of Trustees, the business shall be carried on in the following manner, with the understanding that an omnibus agenda with a consent motion is the prerogative of the Board of Trustees.

1. Call to Order.
2. Roll Call.
3. Approval of Previous Minutes.
4. Approval of Agenda and Addendums.

5. Approval of Bills and Warrants.
6. Hearing of Citizens, Faculty and Staff.
7. Committee Reports.
8. Non-Action Items.
9. Action Items.
10. Other Business.
11. Adjournment.

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<sup>1</sup> 5 ILCS 120/2.02(a)

Adopted November 9, 1998  
Revised May 13, 2002  
Revised July 14, 2003  
Revised May 8, 2017  
Revised October 9, 2017

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, which is not part of the Board/Faculty Agreement.

#### 2. Administrative, Supervisory, ~~and Support,~~ or Part Time Staff

- A. An administrative, supervisory, ~~or support,~~ or part time 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,~~ or part-time staff member.
- B. An administrative, supervisory, ~~or support,~~ or part time 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.

### Assistant Coaches and Cheer Coach

Assistant and cheer coaches are hired on a voluntary or part time<sup>1</sup> 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.

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<sup>1</sup> 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 December 10, 2018  
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 which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory, ~~and~~ Support, ~~or~~ Part Time Staff

- A. An administrative, supervisory, ~~or~~ support, or part time 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 or part-time staff member.

- B. An administrative, supervisory, ~~or~~ support, or part time 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, which will include the terms and conditions of the coaching responsibilities.



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**Board Policy 05.01.08****3. Assistant Coaches**

Assistant coaches are hired on a voluntary or part-time<sup>1</sup> 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.

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<sup>1</sup> See Board Policy 05.01 – Definition of Full-Time and Part-Time Employment

Adopted November 9, 1998  
Revised December 11, 2017  
Revised December 10, 2018  
Revised

**05.04.03**

**Probationary Status  
(Administrators, Supervisory and Support Staff)**

Initial employment for administrators, supervisory and support staff shall be for a probationary period of ninety (90) calendar days with the exception of police officers who have not been certified by the state, who will have an initial employment probationary period of one (1) year. If at the end of the probationary period the employee's work is satisfactory based on a written performance report, the employee will be granted continued status. The probationary period for these employees may be extended if further evaluation is deemed necessary and requested by the supervisor. The College reserves the right, however, to terminate a probationary employee before the end of the probationary period if the employee's work proves to be unsatisfactory.

With the exception of police officer positions, employees who transfer from a similar position in one grade level to another grade level may have the ninety (90) day probationary period waived by the immediate supervisor.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised December 11, 2017

05.04.07

## Sick Days

Sick leave of fourteen (14) days per fiscal year is available for full-time twelve (12) month employees; positions of shorter length will be prorated. Sick time will be credited to the employee's balance on the second pay period of each month during the fiscal year. Sick leave may carry over and accumulate with no maximum. Sick leave time will be deducted concurrently with Family Medical Leave time on a rolling calendar basis. Employees must be in a paid status in order to accrue sick time.

Employees may only use the sick time available. A certificate from the employee's physician may be required to verify the illness and the length of the illness and to ensure that the employee has recovered sufficiently to return to his/her work. Sick leave may be used for personal illness, doctor or dental appointments, disease, or other serious illness or injury of spouse, civil union partner, son, daughter, stepchild, mother, father, mother-in-law, father-in-law, stepparent, sister, brother, grandchild, grandparent or any relative living in the immediate household of the employee.

The employee personally must call the supervisor promptly upon determining that illness will prevent him/her from performing regularly assigned duties. The employee must personally report to his/her supervisor every day of the sick leave unless he/she is in the hospital or convalescing.

Sick leave must be recorded on the employee's time sheet or reported on an absence form. Sick time may be taken in hourly segments. Whole hours must be taken; anyone taking less than an hour will be charged at the next hourly level. In the case of extended illness, earned vacation time may, at the employee's option, be substituted for sick leave. Probationary employees are eligible to take sick hours earned. Sick leave is not reimbursable at the time of separation from employment.

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

Adopted November 9, 1998  
Revised September 15, 2003  
Revised August 14, 2006  
Revised June 13, 2011  
Revised November 14, 2016  
Revised December 11, 2017  
[Revised](#)



05.04.12

## Family and Medical Leave

Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law.<sup>1</sup> The college uses a rolling 12-month period for counting FMLA time. The College requires the employee to use, concurrently with the FMLA leave, available accumulated benefit time. If the employee's benefit time is exhausted and the employee is in an unpaid status, the employee will not accrue benefit time, including holidays.

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<sup>1</sup> \*29 CFR Section 825. The Family and Medical Leave Act.

Adopted November 9, 1998  
Revised September 15, 2003  
Revised April 13, 2009  
Revised December 11, 2017  
[Revised](#)

05.04.14

### General Leave of Absence without Pay

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be approved by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the appropriate supervisor and administrator and the president of the College. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of his/her intention to:

1. Return to full-time employment at the College;
2. Terminate employment at the College; or
3. Request an extension of the leave.

The employee may elect to participate in the State Universities Retirement System during the period of the leave (subject to all provisions of the retirement system), and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee. While in this unpaid status, the employee will not accrue any benefit time.

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

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Adopted November 9, 1998  
Revised December 11, 2017  
Revised February 12, 2018  
Revised

**05.04.18**

## **Discipline and Suspension, Demotion or Dismissal for Cause**

The primary purpose for the establishment and enforcement of College rules and regulations is to ensure the efficient operation and safe working conditions for all employees and students. While on College premises and/or engaged in College business, employees are expected to observe College rules and Board policies. Employees who fail to do so are subject to disciplinary action up to and including demotion and dismissal.

A first offense for certain misconduct which is of a serious nature could result in immediate dismissal without prior warning. For other types of misconduct which are less serious, the employee's supervisor may, at his/her discretion, choose to utilize progressive disciplinary action to give the errant employee a chance to correct his/her behavior. A supervisor may skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.
2. Written warning, usually with counseling from the employee's immediate supervisor.
3. Suspension with or without pay.
4. Demotion or dismissal.

All disciplinary action resulting in suspension, demotion or dismissal must have the prior approval of the President of the College.

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

Suspension, demotion or dismissal shall result from any conduct or circumstance that is detrimental to the general welfare of the College, including but not limited to excessive tardiness or absence; falsification of any employee record; failure or refusal to perform job responsibilities; theft of property or services; unauthorized use of College equipment, facilities or supplies for personal benefit or for gainful employment outside the scope of College employment; willful destruction of College or personal property; disruption of College operations; possession and/or

use of an illegal substance on campus; unauthorized possession or illegal use of firearms on College property; gross insubordination; incompetence; cruelty; negligence; harassment or intimidation; or immorality. Before any non-probationary employee shall be ~~suspended~~, demoted or dismissed, that employee shall be advised in writing of the ~~suspension~~, demotion or dismissal and of the employee's right to request a hearing before the Board.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised December 11, 2017  
Revised February 12, 2018  
[Revised](#)

05.04.21

## Vacations

### Supervisory and Support Personnel

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

<b>Anniversary Accrual</b>	<b>Vacation Hours Earned Per Month</b>
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Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.0
Six years	10.6
Seven years	11.3
Eight years	12.0
Nine years	12.6
Ten years	13.3

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.

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**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 December 10, 2018  
Revised



## Dual Credit Program

Lake Land College offers academic and ~~occupational–career and technical~~ college-level courses to qualified high school students in order to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge ~~high school~~ students ~~in their junior and/or senior years of high school~~ ~~older than sixteen (16) years of age~~, and give students advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers.

### Non-Tuition Based Dual Credit Classes Courses

Lake Land College will exchange tuition and related ~~course~~ fees for the instruction of dual credit courses taught by qualified high school teachers during the regular school day at the high school or college- approved facility. High school students registered in these courses are not charged tuition ~~and course fees~~ by Lake Land College. Depending on the ~~class course~~, students may be required to purchase workbooks, supplies, or other items deemed necessary for class participation. Dual credit courses offered at the high school or college-approved facility during the regular school day shall be college-level.

To ensure the academic credibility of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted rules pertaining to dual credit (ICCB Rule 1501.507(b)(11) – Credit Hour Claims). The Lake Land College Board of Trustees endorses these rules and will adhere to their intent.

#### 1. State Laws and Regulations and Accreditation Standards

All state laws, ICCB regulations, accreditation standards specified by the ~~North-Central Association Higher Learning Commission~~, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at

secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

2. Instructors

The instructors for these courses shall be selected, employed, and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the ~~college-level~~ college-level according to Lake Land Board Policy 05.02.04.

3. Qualification of Students

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to high school ~~in the junior and senior years of high school~~ older than sixteen (16) years of age or students deemed gifted according to Lake Land Board Policy 07.01. Students must have a high school grade point average of "C" or better to initially enroll in dual credit courses and maintain a Lake Land College grade point average of "C" or better to continue enrollment in the Dual Credit Program. The students will meet all college criteria and follow all college procedures for enrolling in dual credit courses.

4. Placement Testing and Prerequisites

High School students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college-level students, when applicable, to assure that they are qualified and prepared.

5. Course Offerings

Courses should be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois or from

courses in ICCB-approved certificate or associate in applied science degree programs.

6. Course Requirements

The course outlines utilized for ~~these~~ dual credit courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.

7. Concurrent Credit

The determination for whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

8. College Credit

College credit may be earned through the Dual Credit Program for any course numbered .040 and above as approved by the appropriate Division Chair. Specifically, courses numbered .040 to .099 are career/technical courses, and courses numbered .100 and above are college transfer courses. The maximum number of dual credit hours over .040 that can be obtained by a student is 32.

9. Dual Credit Fee

Lake Land College will assess all dual credit students a dual credit service fee. This fee will be set in accordance with generally accepted college practices through the Office of the Vice President for Business Services and is intended to cover textbook rental and other costs incurred by the College in operating the Dual Credit Program.

~~Tuition-Based Dual Credit Enrollment Classes Courses~~

Lake Land College courses offered outside or inside the regular high school day for which Lake Land College reimburses the instructor for teaching services are regular college courses. ~~High school students~~

~~taking these courses for college credit are charged tuition and related fees. High school students taking dual enrollment courses for college credit will be charged in accordance to the agreement between the school district and the college, which may include full tuition and related fees. Students will not be charged a separate dual credit fee. Since these students pay regular tuition and fees, they will not be~~

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~~charged the separate dual credit fee.~~ Lake Land College reimburses the instructor and facility according to the current Lake Land College reimbursement policy. Depending on the class course, students may be required to purchase workbooks, supplies or other items deemed necessary for the class participation.

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Revised August 16, 1999  
Revised October 13, 2003  
Revised June 13, 2005  
Revised April 10, 2006  
Revised July 14, 2008  
Revised May 8, 2017  
Revised

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**06.24****Attendance in the Classroom**

Because regular, punctual classroom attendance is considered important for quality performance and success, students are expected to punctually attend all meetings of classes in which they are enrolled. Instructors or divisions have the prerogative to determine minimum requirements; oftentimes these requirements are determined by accrediting and credential-granting agencies. Instructors also have the prerogative of lowering grades for unexcused absences. Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to his/her ability to meet the course objectives. In case of absence, students should notify each of their instructors. In case of prolonged absence because of illness, accident, or hospitalization for which students are not able to notify instructors, they may notify College Health Services who will then notify their instructors. Students who are seeking attendance accommodations in accordance with Title IX, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act, may be required to submit medical certification in order for the absence to be excused.

Student absences for the purpose of attending regular National Guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate documentation to the course instructor.

Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observations Act (110 ILCS 110/1 and 110/1.5) in regards to admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may appeal the decision in accordance with the College's Student [Complaint Concerns and Grievance](#) Procedures.

Revised March 11, 2013

Revised June 8, 2015

Revised

Page 1 of 1

**06.37****Correctional Programs**

Because of the belief that all citizens demonstrating an ability to benefit should have an opportunity for an education, the College will provide educational services to correctional facilities through a contract with the Illinois Department of Corrections Office of Adult and Vocational Education and the Illinois Department of Juvenile Justice. These contracts can vary in length from one to three years upon mutual agreement between the College and the contracting department and will be reviewed and revised as appropriate at their renewal.

By negotiated agreement with the Lake Land College Faculty Association, only Vandalia Correctional Center instructors are eligible for membership in the Lake Land College Faculty Association. Instructors at the other Illinois Department of Corrections facilities are classified as support staff and ~~are~~may be represented by the AFSCME labor union. Instructors at Illinois Department of Juvenile Justice facilities are classified as support staff.

All correctional center employees are subject to rules and regulations of the Illinois Department of Corrections Office of Adult and Vocational Education or the Illinois Department of Juvenile Justice, as appropriate, the facility in which they work as well as those of the College. In case of conflict, rules of the Department of Corrections Office of Adult and Vocational Education or the Illinois Department of Juvenile Justice, as appropriate, shall apply.

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Adopted November 9, 1998  
Revised November 8, 1999  
Revised October 13, 2003  
Revised July 8, 2013  
Revised December 11, 2017  
Revised

06.38

~~Textbook~~ — ~~Course~~  
Materials Rental

The College will maintain a ~~textbook~~ course materials rental system for students. ~~Textbooks~~ Course materials include but are not limited to books, compact discs, and other rented materials. In order to ensure the viability of the system, the following criteria will be followed:

1. While it is the goal of the College that textbook editions be changed every three years, the maximum amount of time textbook editions can be used without permission from the Vice President for Academic Services will be five years. Written requests for deviations from this criterion will be considered for special academic or program needs.
2. The selection of textbooks and instructional materials is the responsibility of the faculty. Textbooks for each course will be selected by instructors in consultation with the Division Chairs. The same textbooks will be used in all sections of a course, except in situations where software editions might be different at different locations. With permission from the Vice President for Academic Services, written requests for deviation from this criterion will be considered for special academic or program needs.
3. Textbook changes will be requested through the Division Chairs and the Vice President for Academic Services for approval by April 1 of the preceding academic year.
4. Faculty directing programs with special academic or student needs may request that textbooks be purchased by the student. The request should be forwarded to the Vice President for Academic Services. Requests for textbooks to be purchased by the students must be made to the Vice President for Academic Services by April 1 of the preceding academic year.
5. Consumables will be purchased by the student.



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6. Students will be charged a service fee per credit hour, a part of which will be budgeted for textbook-course material acquisition. All service fee changes will be approved by the Board of Trustees.
7. Students may purchase rental textbooks as available.
8. All rented items must be returned to the College by the close of hours on the fifth college business day after the last day of final exams. Beginning on the sixth day, students will be charged new retail price of unreturned rentals. Cost of defacement or damage will be paid by the renter at the new retail price.
9. Students late in returning textbooks will be restricted from receiving a transcript, restricted from picking up textbooks, and restricted from any further registration activity until textbooks are returned and/or fees paid.
10. In order to pick up textbooks-course materials at the Bookstore, a student must present a valid Lake Land College identification card and a Lake Land College textbook list.

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Revised October 13, 2003  
Revised October 11, 2004  
Revised November 14, 2005  
Revised March 10, 2008  
Revised October 12, 2009  
Revised February 11, 2013  
Revised August 10, 2015  
Revised December 12, 2016. Effective January 1, 2017.  
Revised December 11, 2017  
Revised

**06.42****Non-Credit Classes/Community Education**

In order to assist district residents in fulfilling individual educational goals, the College will offer non-credit classes on an “as requested” basis. Because there is no State reimbursement for non-credit classes, all offerings should be self-supporting. Non-credit course fees and distribution of revenue shall be reviewed as needed on an annual basis by the Vice President for Workforce Solutions and Community Education, ~~who will make recommendations to the Board of Trustees.~~

It shall be the responsibility of the Vice President of Workforce Solutions and Community Education to ensure that non-credit classes are, in fact, offered for educational purposes and not for private profiteering.

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Adopted November 9, 1998  
Revised October 13, 2003  
Revised May 12, 2014  
Revised

07.14

## **Honors Program**

### **Honors**

### **Experience**

The Honors Experience is a program designed by Lake Land College to provide honors students with an excellent academic experience. While it is not required to participate in all three areas, it is recommended. Lake Land College Honors Program provides enriched learning opportunities for students through special honor classes and the opportunity to participate in independent study for honors credit in specialized areas of interest.

The Honors Experience Consists of:

Presidential Scholarship Program

The Presidential Scholarship is available to all eligible in-district high school graduates who have demonstrated outstanding academic performance. The scholarship covers the full cost of tuition for up to two years. See board policy 07.12

Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honorary society for the two-year college that concentrates on scholarship, leadership, service, and fellowship.

Honors Program

The Lake Land College Honors Program provides outstanding college students with honors-level coursework, honors independent studies, and other enriched learning opportunities. These opportunities allow students to address important topics, engage in critical thinking, and learn cutting-edge techniques in their fields. Students who complete the honors program are recognized at the commencement ceremony and earn honors designations on their transcripts.

The Honors Experience Program has many advantages including interacting attending class with other academically talented students. In addition to enriched learning opportunities, the Honors Experience Program students:

1. May receive scholarship aid.
2. May be recognized for state and national scholarship opportunities. by the “National Dean’s List,” “Who’s Who in American Junior Colleges,” or “All American Scholars.”
3. Will carry honors designation on their transcripts for when specific criteria are met. each honors course successfully completed.
4. May participate in educational field trips, social activities and special events.
5. Receive honors recognition at the graduation ceremony.

Students who apply for the Honors Experience Program must meet the following requirements:

1. Plan to pursue an associate degree at Lake Land College.
2. Meet one of the following: a.) graduate in the top fifteen (15) percent of their high school class, b.) have an ACT composite score of 26 or higher or c.) have an SAT total score of 1230 or higher.

OR

Have a GPA of 3.25 or higher after the completion of at least 12 semester hours of college-level coursework and be enrolled in an associate degree program at Lake Land College.

3. Once admitted to the Honors [Experience Program](#), students must maintain a Lake Land College GPA of 3.25 or higher.

Students must complete the following program requirements in order to graduate as an Honors Program student:

- ~~1. [Meet the Honors Experience program requirements. Have a cumulative GPA of 3.25 or higher.](#)~~
- ~~2. [Graduate with an associate degree.](#)~~
- ~~3~~2. Complete four honors courses for full status graduation. Complete two honors courses for associate status.
- ~~4~~3. No more than two honors courses may be completed each semester.
- ~~5~~4. Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

[Students must complete the following program requirements in order to graduate as a Phi Theta Kappa Student:](#)

- [1. Meet the Honors Experience requirements.](#)
- ~~1~~2. [Complete two semesters of the Lake Land College PTK chapter membership.](#)

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 Revised December 8, 2003  
 Revised September 8, 2014  
 Revised August 14, 2017

Revised January 14, 2019  
[Revised](#)

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## 09.04

**Field House/Gymnasium/Baseball Field/Softball Field/  
Cross Country Course Use**

The priority for use of the gymnasium, athletic fields, and cross country course will be given to physical education classes, intercollegiate athletic practices and games, and intramurals. Intercollegiate team practice will be scheduled by the Athletic Department. Once a team's practice times and days are established, they can only be adjusted by the ~~Athletic~~ Director of Athletics with the consent of the Head Coach for that sport. In case of inclement weather, every effort will be made among all parties involved to accommodate classes and athletic team practices. The gym ~~and athletic fields are is~~ usually reserved for athletic games and intercollegiate team practices each weekend throughout the academic year. Intramurals are generally scheduled in the gymnasium on Wednesday from 11:00 a.m. to 1:00 p.m. during the academic year by the Director of Intramurals. Requests to use the gym, athletic fields, and cross country course during times scheduled for athletic or intramurals must receive approval of the ~~respective director~~ Director of Athletics.

1. Gymnasium

- A. All physical education classes in the gym are scheduled by the Division Chair for Social Science and Education and approved by the Vice President for Academic Services.
- B. All home games and practices in the gym are scheduled by the coaches in consultation with the ~~Athletic~~ Director of Athletics.
- C. All intramural activities in the gym are scheduled by the Director of Intramurals.
- D. The Earl Walden Meeting Room is scheduled by the Administrative Assistant to Field House Operations. ~~Field House Operations/Divisional Administrative Assistant.~~

- E. The classrooms in the Field House are scheduled by Division Chairs and approved by the Vice President for Academic Services.

2. Outside Group Usage

Requests to use the Field House gymnasium, classrooms, and Earl Walden Conference Room should be directed to the Vice President for Business Services, who will coordinate the facility use with the Division Chair for Social Science and Education, the Athletic Director, or Director of Intramurals following the procedures set forth above.

Requests to use the baseball field, softball field, and cross country course should be directed to the office of the Director of Athletics, who will coordinate the facility use following the procedures set forth above.

3. Fitness Center

Use of the Fitness Center is limited to individuals with a current Lake Land College photo identification card. Hours of operation of the Fitness Center will be posted on the College's website. The Fitness Center will not be used beyond scheduled hours, except for actual class situations or team situations under the instructor's or coach's supervision.

4. Athletic Weight Room

The use of the Athletic Weight Room will be scheduled through the Athletic Director and coaches, and its use will be generally limited to intercollegiate athletic team members. Exceptions will be made by the Athletic Director. While students are participating in weight-lifting activities, there must be supervision by a coach, faculty member, or authorized personnel.



**Board Policy 09.04**

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Revised March 8, 2004  
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Revised January 8, 2018  
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, baseball and softball fields, and cross country course are scheduled by the office of the Athletic Director.
5. 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.

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Revised January 8, 2018  
Revised December 10, 2018  
Revised

## Travel

The following policy guidelines shall govern approved travel for staff and Board members:

1. The individual is officially representing the College at a meeting, conference, or program which is judged to require representation by the College.
2. The individual is making a visitation or attending a conference, school, or convention for the purpose of professional improvement which has a direct relationship to his/her responsibilities at the College. This shall not include travel for the purpose of taking courses at another college or university.
3. All requests for travel and travel funds must be submitted on the prescribed College forms and be approved by the appropriate supervisor in advance of travel. The President and Vice Presidents are exempt from pre-approval. All claim vouchers also must be signed by the employee and the supervisor. All Board members' requests will be channeled through the Office of the President and approved at a subsequent board meeting prior to payment. To receive travel reimbursement other than mileage after returning to the campus, the employee must submit to the Accounting office, within ten (10) business days, all appropriate receipts attached to the prescribed forms. Other than for the President and Vice Presidents, the request must be approved by the appropriate supervisor. Mileage reimbursements must be submitted to Accounting no later than the 10<sup>th</sup> business day of the month following the date the travel occurred. Within the current fiscal year, reimbursements for mileage only may be turned in beyond the ten- (10-) day limitation with the approval of the appropriate Vice President or the President.
  - A. For staff, any expenses exceeding the maximum allowable reimbursement thresholds require Board of Trustee approval

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before those expenses can be reimbursed.

- B. For Board of Trustee travel, all expenses, regardless of amount, must be approved by the Board of Trustees prior to reimbursement.
  - C. The maximum allowable reimbursement threshold may be exceeded due to a bonafide emergency.
4. Each cost center is allocated funds for the purpose of travel reimbursement. Thus, it is important that each cost center anticipate any unusual travel requirements prior to budget adoption. Once the budget is adopted, it is the responsibility of each cost center to implement its travel plans in such a way that its funds are expended effectively and equitably. Because the basic limitation is the budget, it is necessary that costs for travel become a factor in approval of decisions.
  5. The cost center supervisor has a responsibility for implementing the travel program within the approved budget by exercising economy in travel expenses in respect to:
    - A. Authorizing travel only when deemed appropriate and confirming the travel pertains to college business.
    - B. Maintaining proper control so that an individual is not in a travel status any longer than assignments require.
    - C. Selecting the most feasible and cost effective method of travel – air, train, bus, or private automobile.
  6. The cost center supervisor has a responsibility, when approving a travel request, to consider the overall expense to the College. Therefore, the amount of time spent in a travel status should be considered when approving the method of travel.
  7. It is the general policy of the College that when common carrier

**Board Policy No. 10.34**

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transport is used, the employee must travel at the coach rate. If the employee would choose to drive versus air travel, they will be reimbursed the lesser of the value of coach travel and the mileage

reimbursement expense. This is not intended to cause travel at unreasonable hours, circuitous routing, or result in added direct expense offsetting transportation savings.

8. When traveling by vehicle the employee must either rent a car or submit a mileage reimbursement request for the use of their personal vehicle. The mileage reimbursement per mile shall be made at the rate per mile set by the Board of Trustees.
9. Employees are encouraged to utilize any rental car program agreements that are in effect. Employees should consult with their Supervisor prior to travel to determine most cost effective option.
10. The College shall audit all claims on the basis of the shortest and safest direct route mileage. If, for valid reasons, additional mileage is required, it must be clarified on the claim form.
11. Purchase of common carrier tickets and reservations for lodging will be the responsibility of the traveler. Lake Land College will prepay no-refund, common carrier airline tickets for employees traveling on approved College business since this represents a savings to the College of travel dollars. Cost center travel budgets, however, will not be reimbursed for any defaulted tickets.
12. An employee will only be allowed to stay overnight at the approval of their Vice President or the President.
13. Authorized reimbursements are:
  - A. If personal vehicle is used, the person must indicate this and must itemize mileage at the approved rate per mile. If public transportation is used, the person must submit appropriate receipts. The reimbursement will be paid at the lower of the two amounts.
  - B. Actual cost of hotel or motel accommodations up to the conference or professional meeting rate (when attending

**Board Policy No. 10.34**

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- conferences or professional meetings), or applicable federal GSA rate plus 25% for in-state and out-of-state hotel stays will be reimbursed upon the submission of a receipted bill.
- C. Parking charges will be reimbursed upon submission of receipts. Parking violations or other traffic violations will not be reimbursed and are the responsibility of the employee.
  - D. Throughway and bridge tolls are reimbursed if appropriate receipts are attached. Toll violations will not be reimbursed.
  - E. Service charges up to 15%, which are included as part of a hotel or motel bill, are allowed.
  - F. Telephone charges will be allowed for College-related calls and, in addition, two personal calls to ensure safe arrival and departure.
  - G. Taxi or livery vehicle charges which are connected with College-related business and/or from the entry or departure location of a common carrier to a hotel or motel location are allowed.
  - H. Rental car charges when pre-approved by the appropriate supervisor or Vice President.
  - I. Fax charges for official College business.
  - J. Reimbursement of alcoholic beverages is prohibited.
  - K. Conference registration or materials and banquets/meals which are included as part of the official conference program.
14. Advances will be authorized only for travel by athletic and livestock judging teams and the Director of International Programs.
15. For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

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Adopted November 9, 1998

**Board Policy No. 10.34**

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Revised February 8, 2016  
Revised December 12, 2016  
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**10.34.02****Travel To and From Classes**

Full-time faculty members and adjunct faculty may be reimbursed for travel to assigned classes or other duties at locations other than the main campus or primary assigned location if approved by the appropriate Vice President. No mileage reimbursement may be claimed for travel to the first class of a given day unless the driving distance to the first class is greater than the driving distance to the teacher's primary assigned location. In such cases, the teacher may be reimbursed only for mileage for the difference in distance between the first assignment and the primary assigned location.

Full-time faculty members and adjunct faculty shall be reimbursed for travel between classes in instances where they are assigned to teach at more than one location during a given day.

Mileage reimbursements must be submitted to the Accounting Department no later than the 10<sup>th</sup> business day of the month following the date the travel occurred.

The reimbursement rate for approved travel shall be set by the Board of Trustees or as indicated in approved collective bargaining agreements.



**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 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.

For vehicles not already assigned to a specific department, ~~V~~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.

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Adopted November 9, 1998  
Revised April 12, 2004  
Revised January 8, 2018  
Revised December 10, 2018  
Revised

11.08.03

## Library Records

Lake Land College supports and complies with the law as stated in Illinois Compiled Statutes, 75 ILCS 70:

### **Registration and circulation records – Statistical reports**

- (a) The registration and circulation records of the library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.
- (b) This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
- (c) For the purpose of this section, (i) “library” means any public library or library of an educational, historical, or eleemosynary institution, organization or society; (ii) “registration records” include any information a library requires a person to provide to become eligible to borrow books and other materials; and (iii) “circulation records” include all information identifying the individual borrowing particular books or materials.

An individual’s use of materials or services will not be disclosed to anyone other than that individual, to persons authorized by that individual, or to library or College personnel acting within the scope of their duties in the administration of the library, library system, or College, except in accordance with the terms of the Act as stated above.

Library user’s right to privacy and confidentiality extends to “information sought or received and resources consulted, borrowed, acquired, or transmitted,” as stated in the Code of Ethics of the American Library Association. Exceptions to this standard may be made only in the case of activity that is clearly in violation of the laws of the State of Illinois or the City of Mattoon, or of the regulations of Lake Land College.

**Board Policy No. 11.08.03**

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Library staff should refer all formal requests for library records to the Director of Library Services (or, if not available, to the ~~Associate Vice President for Educational Services~~Vice President for Academic Services). Upon receipt of such subpoena, search warrant, or court order, the Director (or Vice President for Academic Services) will refer the matter to the College's legal counsel to determine if it is proper to release the requested information.

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Adopted November 9, 1998  
Revised April 14, 2003  
Revised

## 11.17

**Food Service and Catering**

The College contracts with outside vendors to provide food service and vending services on campus as well as off campus sites. These contracts are managed by the Director of Auxiliary Services.

All on-campus catering, including both College and non-College functions, whether on-campus or at the Kluthe Center, will be arranged through the Office of the Director of Auxiliary Services. Outside vendors used to facilitate the College's catering needs shall ~~have be approved by the Board of Trustees.~~ a current food service permit and proof of public liability insurance, must have a certified catering kitchen facility, must have a certified food handler in charge of the facility, and will be required to comply with all state and local food handling rules and regulations.

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Adopted November 9, 1998  
Revised June 14, 2004  
Revised December 10, 2007  
Revised January 8, 2018  
Revised

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Beth Gerl, Vice President for Student Services

DATE: October 18, 2019

RE: Proposed Board Policy Revision from Academic Standards Committee

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The role of the Academic Standards Committee is to establish and review academic standards and requirements and recommend related changes in board policy to the College President.

During the fall 2019 semester, the Committee reviewed Board Policy 07.07 and is recommending revisions as noted below. The recommended revisions provide new information regarding the number of credit hours that can be transferred to Lake Land College from institutions that are approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that are nationally accredited by an accreditor approved by the U.S. Department of Education.

## 07.07 Courses from Other Colleges and Universities

- Clarifies that Lake Land College shall accept up to 30 credit hours transferred from an institution that is approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that is nationally accredited by an accreditor approved by the U.S. Department of Education.
- Indicates that to be eligible for transfer credit, both the program in which the credits were earned and the institution from which they were earned must have received approval through the Illinois Community College Board.
- Reminds students to be aware that transfer credit may be awarded as elective credit and may not be accepted by another college or university.

I am submitting this request as first reading and will bring this back to the Board for approval at the December 9, 2019, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

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

**07.07****Courses from Other Colleges and Universities**

Degree and certificate candidates at Lake Land College may receive credit for parallel courses completed at other regionally accredited colleges and universities. Only courses satisfactorily completed will be considered for transfer credit. Some programs may require specific grades or grade point averages and/or specific time frames for course completion concerning transfer courses applicable to that program.

In order to receive a degree or certificate from Lake Land College, students are required to complete at least one-half of the total number of semester hours required for the degree or certificate from Lake Land College. (See Board Policy 07.24 – Graduation Requirements.)

To receive credit for courses completed at other regionally accredited colleges and universities, students must have an official transcript sent to the office of Admissions and Records and submit a Transcript Evaluation Request indicating the intended degree or certificate.

Students transferring from other regionally accredited colleges who are seeking a degree must meet the same placement testing requirements as new students, with the following exception: Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing are not required to complete the reading placement test. Students who have previously completed college-level English and math courses may not be required to complete the English and math placement tests. In order to be considered for a placement test waiver, students must present, or have on file, documentation of their previous college work.

Board Policy No. 07.07

In accordance with the Illinois Career and Workforce Transition Act\*, Lake Land College shall accept up to 30 credit hours transferred from an institution that is approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that is nationally accredited by an accreditor approved by the U.S. Department of Education.

To be eligible for transfer credit, both the program in which the credits were earned and the institution from which they were earned must have received approval through the Illinois Community College Board.

Students should be aware that transfer credit may be awarded as elective credit and may not be accepted by another college or university.

\*110 ILCS 151

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Adopted November 9, 1998  
Revised November 10, 2003  
Revised December 8, 2014  
Revised December 11, 2017  
[Revised](#)

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jean Anne Grunloh, Senior Executive to the President  
DATE: October 31, 2019  
RE: Proposed Revisions to Board Policies 09.09, 11.07 and 11.12.

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On behalf of the President's Cabinet, please find attached details of proposed revisions to the following three Board Policies:

- 09.09 – *Smoking and the Use of Tobacco Products*
- 11.07 – *Drug-Free Workplace*
- 11.12 – *Alcohol and Drugs*

Revisions clarify the College's policies for the unlawful use of drugs, including cannabis, on College property. These clarifications are needed following the passage of the state's Cannabis Regulation and Tax Act effective January 2, 2020, which legalizes the recreational use of cannabis in the state of Illinois with certain restrictions. Illinois employers have the right to adopt drug-free workplace laws, in alignment with federal laws and employers can prohibit employees from being under the influence while at work. Additionally, by federal law, the Drug-Free Schools and Communities Act of 1989 clearly prohibits the unlawful use or possession of illicit drugs on any campus of an American college or university that receives federal funding. Cannabis is still considered an illicit drug by federal law.

Proposed changes are presented as first reading and will be submitted to the College Board of Trustees for approval during the December 9, 2019, regular meeting.

I am happy to address any questions or concerns.

Attachments



## 09.09

## Smoking and the Use of Tobacco or Cannabis Products

Lake Land College is concerned with providing a healthy and productive work environment for its employees and students. Smoking and the use of tobacco products or cannabis ~~is~~ shall be prohibited on any property owned or operated by the College and in College vehicles.

Failure to comply may result in a fine per state guidelines\* as posted on the Lake Land College Police Department website. The College may refer students who violate this policy for disciplinary procedures, and College employees may be subject to discipline up to and including discharge pursuant to the policies and procedures applicable to their employment.

State law\* provides an exception to this policy allowing smoking and the use of tobacco products in personal vehicles more than 15 feet from any building entrance. This exception does not apply to the use of cannabis per Illinois Public Act 101-0027 – Cannabis Regulation Tax Act. Additionally, the federal Drug-Free Schools and Communities Act Amendments of 1989 prohibits the possession of cannabis on College property.

### Definitions:

Smoke or Smoking shall mean the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, cannabis, water pipes, bongs, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis. This includes lighting or burning any type of material or using electronic cigarettes.

Tobacco products shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

\*Smoke-Free Illinois Act (PA 95-17)

\*Smoke-Free Campus Act (PA 98-985)

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Adopted November 9, 1998  
Revised March 8, 2004  
Revised July 12, 2004  
Revised December 10, 2007  
Revised May 12, 2014  
Revised February 16, 2015  
[Revised \(Date\)](#)

## Drug-Free Workplace

Lake Land College recognizes that substance abuse poses a serious threat to the College's goal of providing a safe and productive workplace for all employees. In order to provide a workplace free of drugs, the Lake Land College Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession or use of ~~a~~-controlled substances, illegal drugs, cannabis, and alcohol (unless authorized) and the abuse of legal drugs and alcohol while on Lake Land College owned or supervised property, and while on College business.

In accordance with the Federal Drug-Free Workplace Place Act of 1988, College employees shall not manufacture, distribute, dispense, possess or use alcohol (unless authorized), illegal drugs, or controlled substances on any College premises, in College-owned vehicles, while on call, or otherwise while working for the College, including meal periods and breaks. College employees also are prohibited from being under the influence of alcohol (unless authorized), illegal drugs, cannabis, or controlled substances on any College premises, in College-owned vehicles, while on call, or otherwise while working for the College, regardless of when and/or where the drug or alcohol use occurred.

The College has implemented a zero-tolerance policy prohibiting the use or possession of cannabis while at the College or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. Employees may not be impaired by or under the influence of cannabis while at the College, on call, or attending College-related activities. Employees who are being disciplined for being impaired by or under the influence of cannabis while working or while on call will be provided a reasonable opportunity to contest the basis of the College's determination.

The only exception to this policy for the possession or use of alcohol on any College premises will be for participants attending reception, cultural, conference or convention type activities as a representative of the college per provisions of Board Policy 11.12. There will be no exceptions for the

use of cannabis.

~~Employees are also prohibited from using alcohol during the course of their duties while on Lake Land College owned or supervised grounds, including meal periods and breaks. The only exception will be for participants attending reception, cultural, conference or convention type activities as a representative of the college per provisions of Board Policy 11.12. Employees are further prohibited from reporting to work while under the influence of alcohol or illegal drugs.~~

Furthermore, any employee, if convicted of a criminal drug offense that occurred in the workplace, shall, within five (5) days of the conviction, notify the Director of Human Resources of said conviction. Upon notification, the Director of Human Resources shall inform the federal government of the conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances.

An employee who violates any aspect of this policy statement will be subject to disciplinary action up to and including discharge and referral for prosecution. Additionally, if deemed appropriate by the College under the particular circumstances, an employee who violates this policy statement may be required to participate in and complete a substance abuse assistance or rehabilitation program to the satisfaction of the College. The Board supports the drug and alcohol awareness workshops and seminars, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which are periodically offered to employees free of charge under the direction of Health Services. The Board also supports the Health Services' efforts to make substance abuse information available to employees and students.<sup>1</sup>

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<sup>1</sup> See Board Policy 05.10

Adopted November 9, 1998  
Revised June 8, 2015

Revised

## 11.12

## Alcohol and Drugs

The unlawful possession, manufacture, distribution, dispensation, or use of a controlled substance, cannabis and/or alcoholic liquor is prohibited on College property and/or any of its extension centers, as per Illinois Statutes Liquor Control Act of 1934,<sup>4</sup> the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988. Any violations of this policy will be subject to punishment by all applicable policies and laws.

The College has implemented a zero-tolerance policy prohibiting the use or possession of cannabis at the College or on College property or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. College employees who violate this policy may be subject to discipline up to and including discharge pursuant to the policies and procedures applicable to their employment in accordance with Board Policy 11.07. The College may refer students who violate this policy for disciplinary procedures.

Under the direction of the Board of Trustees, alcoholic liquor may be delivered to and sold or served on campus for reception, cultural, conference or convention type activities, provided that:

1. The alcoholic liquor is sold or served only at an event authorized by the College President.
2. The alcoholic liquor is limited to participants attending reception, cultural, conference or convention type activities (non-student related activities).
3. The event complies with all applicable local ordinances.

### Definitions

1. Controlled Substance

A controlled substance as defined in the Illinois Controlled Substance Act.<sup>2</sup> ~~or cannabis as defined in the Cannabis Control Act.<sup>3</sup>~~

2. Cannabis

Cannabis is defined by the Cannabis Control Act and the Illinois Cannabis Regulation Tax Act (Public Act 101-0027).

23. Alcohol

As defined by the Liquor Control Act of 1934, the product of distillation of any fermented liquid, whether rectified or diluted, whatever may be origin thereof, and includes synthetic ethyl alcohol. It does not include denatured alcohol or wood alcohol.

Page 1 of 2

**Board Policy No. 11.12**

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34. Alcoholic Liquor

As defined by the Liquor Control Act of 1934, includes alcohol, spirits, wine and beer and every liquid or solid, patented or not, containing alcohol, wine, spirits or beer and capable of being consumed as a beverage by a human being.

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<sup>1</sup>~~See 235 ILCS 5/6-15~~

<sup>2</sup>~~See 720 ILCS 570/100 et seq.~~

<sup>3</sup>~~See 720 ILCS 550/1 et seq.~~

Adopted November 9, 1998

Revised June 14, 2010

Revised December 12, 2016

Revised

Page 2 of 2



# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jean Anne Grunloh, Senior Executive to the President  
DATE: October 18, 2019  
RE: Proposed Revisions to Board Policy 11.27 – *Photo ID Cards*

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On behalf of the President's Cabinet, please find attached details of proposed revisions to Board Policy 11.27 – *Photo ID Cards*. Recommended changes will strengthen the College's policy for an electronic photo identification system and ensure photos of staff are updated every five years. Revisions clarify this policy applies to both full- and part-time staff and also clarify distinctions between the College's electronic photo identification system for security reasons; the photo identification cards for access to various campus services, programs and facilities; and portraits that may be used for the online employee directory or public relations purposes.

Proposed changes are presented as first reading and will be submitted to the College Board of Trustees for approval during the December 9, 2019, regular meeting.

I am happy to address any questions or concerns.

Attachment

## Photo ID System, College Photo ID Cards and Portraits for Employee Directory

### Photo ID System

The College will maintain an electronic photo identification system in the administrative software for students, full-time staff and part-time staff for security purposes. Full-time and part-time staff include faculty, adjunct faculty, administrators, supervisors, support, paraprofessionals, custodians, and student workers.

Photos for the electronic identification system will be taken at the Lake Land College Bookstore from 8:00 a.m. to 5:00 p.m., Monday through Friday (Monday through Thursday during the summer).

For employees, photos in the electronic identification system must be updated every five years. For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contact(s) shall prevail.

### College Photo ID Cards

~~The College will maintain a photo identification system for students and staff and faculty members for the purpose of identification and~~ It is the responsibility of students, full-time staff and part-time staff to obtain a College Photo ID for access to various campus services, programs and facilities. College Photo IDs are obtained in the Lake Land College Bookstore from 8:00 a.m. to 5:00 p.m., Monday through Friday (Monday through Thursday during the summer). This same ID photo will be used in electronic identification system.

1. Students must be registered at Lake Land College, and full-time staff and part-time faculty ~~and~~ staff members must be currently employed at Lake Land College.
2. A valid picture ID is required to obtain a College Photo ID Card.
3. The original College Photo ID Card will be issued without cost to the

student and staff and faculty member. ID Cards which need to be replaced because of a malfunction or because of a change in the name or identification number will be reissued at no charge. A replacement fee will be charged for all other reissued ID Cards.

4. ID Cards are to be carried while on campus or at branch facilities.
5. Students shall present their ID Cards when requested by a Lake Land College official in the performance of his/her duties. College officials shall identify themselves and state the reason for requesting identification.
6. The College Photo ID Card will remain valid as long as the holder continues his/her specific affiliation with the College.
7. All ID Cards remain the property of Lake Land College.
8. The ID Card is not transferable. Any misuse, alteration or fabrication of the ID Card will subject the holder to disciplinary action by the College.
9. The College shall not be liable for any loss, cost, damage or expense, whether physical, financial or otherwise, suffered or incurred by individuals in connection with, or in any way relating to, the use or attempted use of an ID Card by the holder or any third party.

### Portraits for the Employee Directory

Employees may choose to have a photo included with their employee directory information on the College's website. Portraits for this directory or for other public relations materials will be taken by appointment at the Marketing & Public Relations department.

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Adopted April 11, 2005

Revised

Page 2 of 2

### Calendar of Events

Wednesday, December 4, 2019	11 a.m. – 1 p.m. Holiday Luncheon Field House
Thursday, December 5, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011  Luther Student Center Grand Reopening 3 p.m. – 6:30 p.m. Open House 5:30 p.m. Rededication Ceremony
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break
Thursday, Jan. 9, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Friday, Jan. 10, 2020	Spring 2020 Opening Day
Monday, Jan. 13, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, Feb. 6, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, Feb. 10, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, March 5, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, March 9, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 9, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011

Monday, April 13, 2020

5:15 p.m. – Board Dinner – Board & Administration Center 011  
6 p.m. – Board Meeting – Board & Administration Center 011

Thursday, April 16, 2020

Foundation Scholarship Reception  
4 p.m. – Field House



121 South 17th Street, Mattoon, IL 61938-7001



October 8, 2019

Dear Dr. Bullock

On Saturday, Sept. 21, more than 625 athletes joined us for the 2019 Special Olympics Family Festival on the grounds of Lake Land College.



Your generous contribution to SOFF helped make this day one to remember for the athletes and some 1,300 volunteers. Our guests enjoyed playing games, watching the parade, meeting costumed characters and making friends.

The longevity of this event would not be possible without your support. We appreciate your contribution, whether financial or in-kind donations, or both! Please accept our sincere "Thank You" for being a part of SOFF 2019 – Salute to SOFF.



Please mark your calendar for the next SOFF on Saturday, Sept. 19, 2020! We hope you see the value in supporting this one-of-a-kind event in central Illinois.


Sincerely,

Brandon Walker  
2019 Leadership Chair



# LAKE LAND

## COLLEGE

**To:** Dr. Josh, Bullock, President 

**From:** Bryan Gleckler, Vice President for Business Services

**Date:** September 19, 2019

**Re:** Policy 11.08.04 – Retention of College Records

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In reviewing policy 11.08.04, Retention of College Records, it became evident that this policy required updating due to changes in state requirements regarding records retention. The College solicited the assistance of our legal counsel, Robbins Schwarz, to assist in crafting a Records Retention policy that meets today's requirements. This policy has not been updated since 2004.

The attached policy has been revised to include more information about the record retention and destruction requirements in the Local Records Act. Revisions include a statement that before destroying or digitizing any College records, employees must notify the appropriate Vice President, who may then seek authorization to destroy certain records from the Local Records Commission.

I respectfully recommend the Board approve the update to Board Policy 11.08.04 to ensure the College is current with its obligations in the area of records retention.



11.08.04

## Retention of College Records

A Record Retention Schedule for College records has been approved by the Local Records Unit of the Illinois State Archives, in accordance with the Local Records Act. Each employee is responsible for complying with the Local Records Act when managing public records within their possession and control. Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission. The destruction or digitization of any records must comply with the requirements set forth in Title 44, Section 4000 of the Illinois Administrative Code.

### Retention and Storage of Records

The Records Retention Schedule defines certain records for various departments within the College, as well as their retention requirements. All records must be retained in accordance with these established guidelines, which are summarized in Appendix A below. Records must be maintained in their original format, unless otherwise specified. The retention schedule in Appendix A may require that certain records be retained longer than required by the Record Retention Schedule, as necessary to comply with various state and federal records retention laws. Records that may apply to multiple retention periods shall be retained for the longest applicable retention period set forth in Appendix A.

The following documents are not “records” in accordance with this policy: identical copies of documents maintained in the same file; extra copies of printed or processed materials; blank forms; and personal communications.

### Destruction of Records

The College must seek authorization from the Local Records Commission before any record can be destroyed. If a record is not included in Records Retention Schedule, it cannot be destroyed. Records related to an ongoing litigation matter, criminal or civil investigation, or audit should not be disposed of until the matter is closed.

At least thirty (30) days prior to the destruction of any records, a Records Disposal Certificate must be completed and approved by the Local Records Commission. This certificate of approval will authorize the College to dispose of the specified records per the Record Retention Schedule. The College must wait to dispose of records until receipt of approval from the Local Records Commission.

When disposing of materials that contain personal information, the personal information must be rendered unreadable, unusable, and undecipherable in accordance with Title 44, Section

4000.40(b) of the Illinois Administrative Code. Personal information includes an individual's name combined with social security number; driver's license number or State identification card number; financial account information; medical information; health information; or unique biometric data.

### **Digitization of Records**

A record may be reproduced in a microfilm or digitized electronic format and the analog/paper version destroyed before the expiration of the retention period only if the College has received authorization from the Local Records Commission. Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission.

If the Local Records Commission approves the digitization and destruction of an analog/paper version, the records must be reproduced on a durable medium that accurately and legibly reproduces the original record in all details, and that does not permit additions, deletions, or changes to the original document images.

LEGAL REF.: 50 ILCS 205/, Local Records Act.  
44 Ill.Admin.Code Part 4000, Local Records Commission.

## APPENDIX A

All College records must be retained in accordance with the Record Retention Schedule that has been approved by the Local Records Commission, summarized below. The Records Retention Schedule defines certain records for various departments within the College. If a record is not included in Records Retention Schedule, it cannot be destroyed.

Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission. Records related to an ongoing litigation matter, criminal or civil investigation, or audit should not be disposed of until the matter is closed.

### PRESIDENT'S OFFICE RECORDS

<u>Administrative Files* .....</u>	<u>1 YR</u> <u>If File Is Of No Further Value</u>
<u>Applications for Authority to dispose of Local Records and Records Disposal Certificates .....</u>	<u>PERM</u>
<u>Board Committee Reports .....</u>	<u>2 YRS</u>
<u>Board Packets With Original Material Referred to in Minutes .....</u>	<u>PERM</u>
<u>Board Packet Without Original Material Referred to in Minutes .....</u>	<u>1 YR</u>
<u>Certificates of Recognition .....</u>	<u>PERM</u>
<u>Election Records Pertaining to Consolidation, Annexations .....</u>	<u>PERM</u>
<u>Election Records Not Pertaining to Consolidation, Annexations .....</u>	<u>1 YR</u>
<u>Employee Grievance Records .....</u>	<u>3 YRS</u> <u>After Settlement</u>
<u>FOIA Requests and Denials .....</u>	<u>2 YRS</u> <u>After Filing</u>
<u>One Copy of Meeting Minutes .....</u>	<u>PERM</u>
<u>Evaluation Reports.....</u>	<u>PERM</u>
<u>Official Board Policy Manuals .....</u>	<u>PERM</u>
<u>Position Search Committee Files.....</u>	<u>2 YRS</u> <u>After Position Filled</u>
<u>Purchase Requisitions .....</u>	<u>2 YRS</u>

Referendum Support Donor Records..... 7 YRS

Student Discipline/Grievance Records..... 3 YRS  
After Settlement

### **VICE PRESIDENT FOR ACADEMIC SERVICES RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

Course/Curriculum Approvals, Changes, and Deletions ..... PERM

Curriculum Committee Meeting Minutes ..... PERM

Divisional Development Plans (Goals and Objectives) ..... 7 YRS

Employee Grievance Records ..... 3 YRS  
After Settlement

I.C.C.B Program Reviews and Evaluations..... 5 YRS

Purchase Orders and Requisitions ..... 2 YRS

### **ADULT EDUCATION RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

Grant Records..... 3 YRS  
After Final Expenditure Report

Individual Student Grant Records ..... 7 YRS  
After Grant Repayment or Scholarship Expiration

Literacy Program Student Files..... 5 YRS

Purchase Orders and Requisitions ..... 2 YRS

Student Enrollment and Attendance Records ..... 5 YRS  
If File Is In Student Permanent Records

Student Records (Test Results, Transcripts, Progress Reports) ..... 5 YRS  
After Student Leaves the Program

Volunteer Application Forms ..... 5 YRS  
After Inactivation

**AGRICULTURE RECORDS**

Administrative Files* .....	1 YR
	<b><u>If File Is Of No Further Value</u></b>
Budget Requests, Proposals, and Working Papers .....	2 YRS
Purchase Orders and Requisitions .....	2 YRS
Student Placement and On-the-Job Training Record*** .....	5 YRS
	<b><u>After Student Transferred, Graduated, or Withdrew</u></b>

**ALLIED HEALTH RECORDS**

Administrative Files* .....	1 YR
	<b><u>If File Is Of No Further Value</u></b>
Applications for Employment .....	2 YRS
Budget Working Papers .....	2 YRS
Exam Scores** .....	60 YRS
	<b><u>After Student Transferred, Graduated, or Withdrew</u></b>
Patient Dental Records .....	6 YRS
	<b><u>After Inactivation or Ineligibility</u></b>
Duplicate Personnel Records .....	5 YRS
	<b><u>After Employment Termination</u></b>
Practical Nursing Student Permanent Records** .....	60 YRS
	<b><u>After Student Transferred, Graduated, or Withdrew</u></b>
Purchase Orders and Requisitions .....	2 YRS
Student Applicant Logs .....	2 YRS
Student Temporary Records** .....	5 YRS
	<b><u>After Student Transferred, Graduated, or Withdrew</u></b>

**BUSINESS RECORDS**

Administrative Files* .....	1 YR
	<b><u>If File Is Of No Further Value</u></b>
Duplicate Personnel Records .....	5 YRS
	<b><u>After Employment Termination</u></b>
Purchase Orders and Requisitions .....	2 YRS

**COMMUNITY AND PROFESSIONAL PROGRAM RECORDS**

<u>Administrative Files* .....</u>	<u>1 YR</u> <u>If File Is Of No Further Value</u>
<u>Copies of Class Master Schedules and Time Table Changes .....</u>	<u>2 YRS</u>
<u>Mileage Record Sheets.....</u>	<u>2 YRS</u>
<u>Duplicate Personnel Records .....</u>	<u>5 YRS</u> <u>After Employment Termination</u>
<u>Purchase Orders and Requisitions .....</u>	<u>2 YRS</u>
<u>Student Attendance Records .....</u>	<u>2 YRS</u> <u>If Recorded in Student Permanent Record</u>

**CORRECTIONAL RECORDS**

<u>Administrative Files* .....</u>	<u>1 YR</u> <u>If File Is Of No Further Value</u>
<u>Copies of Class Rosters .....</u>	<u>1 YR</u>
<u>Grant Records.....</u>	<u>3 YRS</u> <u>After Final Expenditure Report</u>
<u>Duplicate Personnel Records .....</u>	<u>5 YRS</u> <u>After Employment Termination</u>
<u>Purchase Orders and Requisitions .....</u>	<u>2 YRS</u>
<u>Student Records (Applications, Transcripts, Grant Awards)** .....</u>	<u>5 YRS</u> <u>After Student Transferred, Graduated, or Withdrew</u>
<u>Timetable Changes.....</u>	<u>2 YRS</u>

**COSMETOLOGY RECORDS**

<u>Administrative Files* .....</u>	<u>1 YR</u> <u>If File Is Of No Further Value</u>
<u>Receipt Reports and Job Sheets .....</u>	<u>2 YRS</u>
<u>Student Schedule Cards** .....</u>	<u>5 YRS</u> <u>After Student Transferred, Graduated, or Withdrew</u>

**HUMANITIES AND COMMUNICATION RECORDS**

Administrative Files* .....	1 YR
	<b><u>If File Is Of No Further Value</u></b>
Instructor Absence Slips .....	2 YRS
Personnel Records .....	5 YRS
	<b><u>After Employment Termination</u></b>
Purchase Orders and Requisitions .....	2 YRS

**LEARNING RESOURCE CENTER RECORDS**

College Catalogs.....	PERM
	<b><u>(1 Copy)</u></b>
Course Outlines .....	1 YR
	<b><u>After Course Expiration</u></b>
Purchase Orders and Requisitions .....	2 YRS

**MATHEMATICS AND SCIENCE RECORDS**

Administrative Files* .....	1 YR
	<b><u>If File Is Of No Further Value</u></b>
Budget Requests and Working Papers .....	2 YRS
Purchase Orders and Requisitions .....	2 YRS

**SOCIAL SCIENCE/EDUCATION RECORDS**

Administrative Files* .....	1 YR
	<b><u>If File Is Of No Further Value</u></b>
Budget Requests and Working Papers .....	2 YRS
Purchase Orders and Requisitions .....	2 YRS
Grant Records.....	3 YRS
	<b><u>After Final Expenditure Report</u></b>
Duplicate Personnel Records .....	5 YRS
	<b><u>After Employment Termination</u></b>
Purchase Orders and Requisitions .....	2 YRS
Child Care Deposit Slips .....	7 YRS

Child Care Fee Accounts ..... 5 YRS  
After First Attendance

Child Care Lab Enrollment Records..... 5 YRS  
After Last Attendance

Child Care Procurement Records ..... 7 YRS

### **TECHNOLOGY RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

Duplicate Budget Reports ..... 2 YRS

Instructor Evaluations ..... 2 YRS  
After Employment Termination

Program Evaluations..... 2 YRS

Purchase Orders and Requisitions ..... 2 YRS

Applications for Class Registration for Enrolled Students ..... 5 YRS  
After Graduation or Last Attendance

Applications for Class Registration for Non-Enrolled Students ..... 3 YRS

Class Receipts ..... 2 YRS

Contracts, Leases, and Agreements..... 10 YRS  
After Termination

### **CENTER FOR BUSINESS AND INDUSTRY RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

Budget Requests and Working Papers ..... 2 YRS

Cash Receipts..... 2 YRS

Employment Applications..... 2 YRS

Grant Records..... 3 YRS  
After Final Expenditure Report

Purchase Orders and Requisitions ..... 2 YRS



Snap Grant Records (Special Needs Assistance Program)..... 3 YRS  
After Final Expenditure Report

**VICE PRESIDENT FOR BUSINESS SERVICES ACCOUNTING RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

Accounting and Payroll Working Papers..... 3 YRS

Audit Reports ..... PERM  
(1 Copy)

Budgets..... 7 YRS

Cancelled Bonds and Coupons ..... 2 YRS  
After Cancelation or Due Date

Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices, Voided  
Checks, and Vouchers..... 7 YRS

Cash Receipts, Cash Register Tapes, Check Copies, Invoice Copies ..... 2 YRS

Credit Card Reconciliation Reports..... 7 YRS

Financial Report Batch Runs and Receipts ..... 2 YRS

General Ledgers ..... 7 YRS

Grant Records..... 3 YRS  
After Final Expenditure Report

Illinois Department of Revenue Allotment Notices ..... 7 YRS

Inventories and Asses Update Sheets ..... 2 YRS  
After Superseded by New Inventory

Bi-Weekly Payroll Registers..... 7 YRS

Work Salary and History Records ..... 60 YRS  
After Termination or Employee's 78<sup>th</sup> Birthday\*\*\*\*

Payroll Registries ..... 5 YRS  
After Termination

Payroll Transmittal Reports..... 3 YRS

Purchase Orders and Requisitions ..... 2 YRS

State Apportionment Claim Records.....	<u>7 YRS</u>
Student Address Listing .....	<u>1 YR</u> <u>After Administrative Use is Complete</u>
W-4 Tax Statements .....	<u>5 YRS</u> <u>After Employment Termination or Until Superseded By New W-4</u>
Other State and Federal Tax Statements and Reports .....	<u>After Administrative Use is Complete</u>
Student Address Listing .....	<u>1 YR</u> <u>After Administrative Use is Complete</u>
Student Loan Payment Records .....	<u>5 YRS</u> <u>After Last Payment or Cancellation</u>
Student Tuition and Fee Requests.....	<u>2 YRS</u>
Time Sheets.....	<u>3 YRS</u>
Tax Extension Working Papers.....	<u>2 YRS</u>
Tax Levies .....	<u>7 YRS</u>
Third Party Billing Files .....	<u>7 YRS</u>
Travel Reimbursement Records .....	<u>7 YRS</u>
On-the-Job Tuition Waivers .....	<u>2 YRS</u>

### **MANAGER- BUSINESS SERVICES RECORDS**

Employee Insurance Policies .....	<u>7 YRS</u> <u>After Cancellation</u>
Employee Insurance Claims .....	<u>7 YRS</u> <u>After Settlement</u>
Insurance Claims Paid Listings .....	<u>7 YRS</u>
Insurance Policies.....	<u>7 YRS</u> <u>After Cancellation</u>
Insurance Claims .....	<u>7 YRS</u> <u>After Settlement</u>
Lists of Bills Paid.....	<u>7 YRS</u>

Payroll Insurance Authorization .....	<b>5 YRS</b> <b><u>After Employment Termination</u></b>
Payroll Insurance Garnishment.....	<b>7 YRS</b> <b><u>After Settlement</u></b>
Purchase Orders.....	<b>2 YRS</b>
Tax Referendum Election Records .....	<b>1 YRS</b>
Treasurer's Surety Bonds .....	<b>2 YRS</b>
Vehicle Trip Sheets.....	<b>2 YRS</b>
Workman's Compensation Records.....	<b>7 YRS</b> <b><u>After Settlement</u></b>

#### **AUXILIARY RECORDS (BACK STAGE RECORDS)**

Administrative Files* .....	<b>1 YR</b> <b><u>If File Is Of No Further Value</u></b>
Cash Register Tapes and Receipts .....	<b>2 YRS</b> <b><u>After Term Expiration</u></b>
Contracts, Leases, and Agreements (Original) .....	<b>10 YRS</b> <b><u>After Termination</u></b>
Contracts, Leases, and Agreements (Copies) .....	<b>2 YRS</b>
Financial Statement Support Documentation.....	<b>2 YRS</b>
Inventory Report Support Documents.....	<b>1 YR</b>
Invoices (Copies) .....	<b>2 YRS</b>
Personnel Files .....	<b>3 YRS</b> <b><u>After Administrative Use Is Complete</u></b>
Purchase Orders and Requisitions .....	<b>2 YRS</b>
Reconciliation Reports .....	<b>2 YRS</b>
Daily In-House Sales Reports.....	<b>2 YRS</b>
Time Cards .....	<b>3 YRS</b>

**AUXILIARY SERVICES (BOOK STORE RECORDS)**

<u>Credit Card Reconciliation Reports (Copies) .....</u>	<u>2 YRS</u>
<u>Monthly Department Reports .....</u>	<u>2 YRS</u>
<u>Daily Deposit Detail Reports .....</u>	<u>2 YRS</u>
<u>Dual Credit Roster Records .....</u>	<u>7 YRS</u>
<u>Employee Work Study Credit Form Records .....</u>	<u>7 YRS</u>
<u>Inventory Worksheets .....</u>	<u>2 YRS</u>
<u>Purchase Orders and Vouchers (Copies) .....</u>	<u>2 YRS</u>
<u>Receipts.....</u>	<u>2 YRS</u>
<u>Student Delinquent Book Payment Lists.....</u>	<u>1 YR</u>
	<u>After Administrative Use Is Complete</u>
<u>Student Off-Campus Rosters and Receipt Copies.....</u>	<u>2 YRS</u>
<u>Student Rental Receipts Agreements .....</u>	<u>2 YRS</u>
<u>Textbook Request Forms (Book Changes).....</u>	<u>2 YRS</u>
<u>Time Cards .....</u>	<u>3 YRS</u>
<u>Vouchers (Third Party Agreements).....</u>	<u>7 YRS</u>

**FACILITIES PLANNING RECORDS**

<u>Administrative Files* .....</u>	<u>1 YR</u>
	<u>If File Is Of No Further Value</u>
<u>Annexation Petitions and Files.....</u>	<u>PERM</u>
<u>Apportionment Studies.....</u>	<u>7 YRS</u>
<u>Asbestos Surveys .....</u>	<u>PERM</u>
<u>Successful Bids, Specifications, and Proposals.....</u>	<u>10 YRS</u>
	<u>After Contract Termination</u>
<u>Unsuccessful Bids, Specifications, and Proposals.....</u>	<u>3 YRS</u>
	<u>After Rejection</u>

<u>Copies of Bids, Specifications, and Proposals .....</u>	<u>1 YR</u>
	<u>After Bidding Is Complete</u>
<u>Bond Insurance Files .....</u>	<u>2 YRS</u>
	<u>After Cancellation Or Due Date</u>
<u>Budget Requests and Working Papers .....</u>	<u>2 YRS</u>
<u>Capital Project Plans, Drawings, and Specifications .....</u>	<u>PERM</u>
<u>Other Capital Projects Records.....</u>	<u>10 YRS</u>
	<u>After Project Completion</u>
<u>Certificates of Status of Exempt Property .....</u>	<u>2 YRS</u>
<u>Citizens' Petitions for Annexations, Land Dedication, Street and Alley Vacations</u> <u>.....</u>	<u>PERM</u>
<u>Other Citizens' Petitions (To Levy Additional Tax, Etc.).....</u>	<u>1 YRS</u>
<u>Collective Bargaining Agreement (1 Copy) .....</u>	<u>PERM</u>
<u>Other Collective Bargaining Records .....</u>	<u>15 YRS</u>
<u>Contracts, Leases, and Agreements.....</u>	<u>2 YRS</u>
	<u>After Contract Terms Are Completed</u>
<u>Copies of Contracts, Leases, and Agreements.....</u>	<u>10 YRS</u>
<u>Election Records.....</u>	<u>1 YR</u>
<u>Employee Grievances.....</u>	<u>3 YRS</u>
	<u>After Settlement</u>
<u>"Freedom of Information Act" Requests and Denials .....</u>	<u>2 YRS</u>
<u>Grant Records.....</u>	<u>3 YRS</u>
	<u>After Final Expenditure Report</u>
<u>Official Board Policy Manual (1 Copy) .....</u>	<u>PERM</u>
<u>"Prevailing Rate Wage Act" Records .....</u>	<u>5 YRS</u>
	<u>After Update</u>
<u>Property Tax Abatement Requests and Related Documentation.....</u>	<u>7 YRS</u>
<u>R.A.M.P. (Resource Allocation Management Plans).....</u>	<u>7 YRS</u>

Tax Objections .....3 YRS  
After Settlement

## HUMAN RESOURCE RECORDS

Administrative Files\* .....1 YR  
If File Is Of No Further Value

Board of Trustees Personnel Reports (Monthly) .....2 YRS

Collective Bargaining Records (Includes Contracts, Contract Proposals, and other  
Negotiation Records) .....PERM

Collective Bargaining Records (Collective Bargaining Agreement and Supporting  
documents) .....15 YRS

Employee Absence Report Summaries .....3 YRS

Employee Action Forms (Original) .....5 YRS

Employee Action Forms (Copies) .....2 YRS

Employee Vacation Schedules .....3 YRS

Job Descriptions .....5 YRS  
After Superseded By New Description

Job Postings and Vacancy Search Files (Notices, Bids, Descriptions, Listings, and  
Applications) .....5 YRS

Official Personnel Records .....60 YRS  
After Termination or Employee's 78<sup>th</sup> Birthday\*\*\*\*

Purchase Orders and Requisitions .....2 YRS

Receipts for Statements of Economic Interests .....2 YRS  
After Filing with the County Clerk

Unemployment Compensation Claims .....7 YRS  
After Settlement

F.S.A. Health Savings Accounts .....5 YRS  
After Last Entry Date Or Final Payment

F.S.A. Payroll Deduction Authorization .....5 YRS  
After Termination Of Employment

F.S.A. Payroll Deduction Records (Other Records) .....7 YRS

**INFORMATION SYSTEM RECORDS**

Administrative Files\* .....1 YR  
If File Is Of No Further Value

Purchase Orders.....2 YRS

**MAIL ROOM RECORDS**

Shipping Documents.....2 YRS

**PHYSICAL PLAN RECORDS**

Administrative Files\* .....1 YR  
If File Is Of No Further Value

Blueprints and Drawings .....PERM

Maintenance Project Construction Plans, Drawings and Specifications .....PERM

Other Maintenance Project Records.....10 YRS  
After Project Completion

Purchase Orders and Requisitions .....2 YRS

Vehicle Scheduling Records .....2 YRS

**PRINT SHOP RECORDS**

Administrative Files\* .....1 YR  
If File Is Of No Further Value

Bids, Specifications, and Proposals (Successful Bids) .....10 YRS  
After Terms of Related Contract are Completed

Bids, Specifications, and Proposals (Unsuccessful Bids) .....3 YRS  
After Rejection

Charge-Back Reports (Monthly).....2 YRS

Contracts, Leases, and Agreements (Successful Bids) .....10 YRS  
After Terms of Related Contract are Completed

Contracts, Leases, and Agreements (Unsuccessful Bids) .....3 YRS  
After Rejection

Print Shop Request Forms.....60 Days  
After Completion of Work

Purchase Orders, Requisitions and Requests .....2 YRS

Vendor Payment Backup Records .....2 YRS

### **VICE PRESIDENT FOR DEVELOPMENT, COMMUNICATION, AND CREATIVE SERVICE RECORDS**

Administrative Files\* .....1 YR  
**If File Is Of No Further Value**

Press Clippings and Releases (Press Releases with Historical Value)..... PERM

Press Clippings and Releases (All Other Records)..... 2 YRS

Purchase Orders an Requisitions ..... 2 YRS

### **INSTITUTIONAL RESEARCH RECORDS**

Administrative Files\* .....1 YR  
**If File Is Of No Further Value**

A.C.T. Profile Service Summary Reports.....3 YRS

Attrition Studies (Completed Surveys and Summaries) .....5 YRS

Enrollment Analysis Reports.....3 YRS

Facilities Reports .....3 YRS

Grade Distribution Reports .....3 YRS

High School Student Enrolled Listings .....2 YRS

I.C.C.B. Enrollment Reports.....5 YRS

I.P.E.D.S. Reports.....3 YRS

In-House Enrollment Reports.....5 YRS

In-House Follow-Up Studies .....5 YRS

Student Enrollment Statistics .....3 YRS

Student Enrollment Statistics Per 1991 Agency Request .....PERM

Unit-Cost Analysis Reports .....7 YRS



**VICE PRESIDENT FOR STUDENT SERVICES**

Administrative Files\* .....1 YR  
**If File Is Of No Further Value**

Academic "Standards" Records (Documenting Student Who Fail to Meet Academic Standards) (Originals).....5 YRS

Grant Records.....3 YRS  
**After Final Expenditure Report**

Goals and Objectives Reports (Annual).....7 YRS

Purchase Orders and Requisitions .....2 YRS

"Talented Student Application" Discontinued Records (Student Loss or Discontinuance of Scholarship. Originals are in Student Permanent Files. ..5 YRS

**ADMISSIONS RECORDS**

Student Add/Drop-Change of Schedule Cards .....5 YRS

Student Alphabetical Listings.....5 YRS

Student Grade Rosters (Permanent Records) .....60 YRS  
**After the Student has Transferred, Graduated, or**  
**Otherwise Permanently Withdrawn From School**

Student Graduation Lists and Graduation Reports .....PERM

Student Schedule Reports .....2 YRS

Student Temporary Records (Applications for Admission, Copies of High School Transcripts, Class Substitutes, Suspensions, Dismissals, Etc..... 5 YRS  
**After Student has Transferred, Graduated or**  
**Withdrawn from School**

Student Transcripts.....60 YRS  
**After the Student has Transferred, Graduated, or**  
**Otherwise Permanently Withdrawn From School**

**ATHLETIC RECORDS**

Administrative Files\* .....1 YR  
**If File Is Of No Further Value**

Athletic Contracts (Events) .....2 YRS

Athletic Records (Scholarship Papers, Signed Code of Conduct, Etc.) .....5 YRS  
After Student has Transferred, Graduated or  
Withdrawn from School

Budget Requests and Working Papers .....2 YRS

Eligibility Lists.....2 YRS

Purchase Orders and Requisitions .....2 YRS

### **CAREER PLANNING AND PLACEMENT RECORDS**

Budget Requests and Working Papers .....2 YRS

Career Guidance Center Progress Quarterly Reports .....2 YRS

Occupational Follow-Up Studies .....5 YRS

Purchase Orders, Requisitions and Duplicate Copies of Paid Bills.....2 YRS

Student Credential Records (Resumes, Curriculum Sheets, Credential Requests,  
Etc.) .....5 YRS  
After Graduation

### **FINANCIAL AID RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

College Work-Study Time Sheets ..... 2 YRS

Ledger Sheets ..... 7 YRS

Pell Grant Cards ..... 7 YRS

Pell Grant Records..... 3 YRS  
After Final Expenditure Report

Student Financial Aid Files ..... 5 YRS  
After Graduation or Date of Last Attendance

Student Financial Aid Inquiry Forms (IL Dept of Public Aid) ..... 1 YR

Student Illinois Guaranteed Loan Files ..... 7 YRS

Student Illinois Guaranteed Loan Program Cards ..... 7 YRS

Student Pell Grant Files ..... 3 YRS

Tuition Waiver Records..... 5 YRS  
After Graduation or Date of Last Attendance

Vouchers and Claim Forms (Duplicates) ..... 2 YRS

### **INDIVIDUALIZED LEARNING CENTER RECORDS**

Budget Reports and Request Work Papers ..... 2 YRS

Purchase Orders and Requisitions ..... 2 YRS

Student Tutoring Session Date and Time Sheets ..... 2 YRS

Tutoring Information Cards ..... 5 YRS

Tutoring Rosters ..... 2 YRS

Athletic Physicals ..... 5 YRS  
After Graduation or Date of Last Attendance

Health Services Insurance Records (Policies) ..... 7 YRS  
After Expiration or Cancellation

Health Services Insurance Records (Claims) ..... 7 YRS  
After Settlement

Student Health Records ..... 5 YRS  
After Graduation or Date of Last Attendance

Discipline Records (For Students with Disabilities) ..... 5 YRS  
After Graduation or Date of Last Attendance

Behavioral Intervention Records ..... 5 YRS  
After Graduation or Date of Last Attendance

Disability Service Records ..... 5 YRS  
After Graduation or Date of Last Attendance

### **VICE PRESIDENT FOR WORKFORCE DEVELOPMENT RECORDS**

Administrative Files\* ..... 1 YR  
If File Is Of No Further Value

Applications for Student Field Trips ..... 1 YR

Education for Employment Plans ..... 5 YRS  
After Graduation

Employee Action Forms (Copies) ..... 2 YRS

<u>Grant Records.....</u>	<u>3 YRS</u> <u>After Final Expenditure Report</u>
<u>I.C.C.B. Curriculum Approvals, Changes, and Deletions .....</u>	<u>PERM</u>
<u>Intergovernmental Agency Agreements.....</u>	<u>5 YRS</u> <u>After Termination or Completion of Contract Terms</u>
<u>Purchase Orders and Requisitions .....</u>	<u>2 YRS</u>
<u>Vocational Instruction Practicum Applications .....</u>	<u>2 YRS</u>

### **FOUNDATION RECORDS**

<u>Administrative Files* .....</u>	<u>1 YR</u> <u>If File Is Of No Further Value</u>
<u>Audits and Audit Worksheets (Worksheets).....</u>	<u>7 YRS</u>
<u>Audit Reports .....</u>	<u>PERM</u>
<u>Duplicate Audit Reports.....</u>	<u>1 YR</u>
<u>Blueprint and Plans .....</u>	<u>PERM</u>
<u>Board Reports Including Treasurer’s Monthly Reports (Original).....</u>	<u>PERM</u>
<u>Board Reports Including Treasurer’s Monthly Reports (Copies).....</u>	<u>1 YR</u>
<u>Budgets (Including Special Event Budgets) .....</u>	<u>7 YRS</u>
<u>Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices .....</u>	<u>7 YRS</u>
<u>Certificate of Status Tax Exempt Property .....</u>	<u>2 YRS</u>
<u>Chart of Accounts .....</u>	<u>Dispose When Superseded By a New Chart</u>
<u>Charter and By-Laws .....</u>	<u>PERM</u>
<u>Deeds, Purchase, Bill of Sale.....</u>	<u>1 YRS</u> <u>After Property is Sold</u>
<u>Donations.....</u>	<u>7 YRS</u>
<u>General Ledgers and Journal Entries .....</u>	<u>7 YRS</u>
<u>Grant Records.....</u>	<u>3 YRS</u> <u>After Final Expenditure Report</u>

<u>Insurance Policies and Claims (Policies) .....</u>	<u>7 YRS</u> <u>After Expiration or Cancellation</u>
<u>Insurance Policies and Claims (Claims).....</u>	<u>7 YRS</u> <u>After Settlement</u>
<u>Investment Records (Certificates of Deposit, Securities, Treasury Notes, and Other Records) .....</u>	<u>7 YRS</u>
<u>Legal Judgments and Settlement Agreements .....</u>	<u>PERM</u>
<u>Legal Case Files (Other Records).....</u>	<u>3 YRS</u> <u>After Settlement</u>
<u>Minutes of Meetings (Originals) .....</u>	<u>PERM</u>
<u>Minutes of Meetings (Duplicates).....</u>	<u>1 YR</u>
<u>Property Leases.....</u>	<u>10 YRS</u> <u>After Termination or Completion of Terms of</u> <u>Contract, Agreement, or Lease</u>
<u>Reconciliation Records (Including Special Event Records) .....</u>	<u>2 YRS</u>
<u>Requisitions for Payment Reimbursements .....</u>	<u>3 YRS</u>
<u>Resolutions .....</u>	<u>60 Days</u> <u>If Recorded in Minute Book</u>
<u>Scholarship Records.....</u>	<u>7 YRS</u>
<u>Tax Return Records.....</u>	<u>7 YRS</u>
<u>Trial Balance Reports .....</u>	<u>2 YRS</u>

\* “Administrative Files” include: convenience copies, working papers, and miscellaneous correspondence (including emails) classified as general correspondence and not related to another record series.

\*\* Parents must be notified of the destruction schedule for student permanent records.

\*\*\* Parents must be notified before the disposal of any student temporary records.

\*\*\*\* If an employee remains working after the age of 78, records may be disposed of 10 years after the employee’s termination.

A retention and disposal schedule for College records has been approved by the local records commission of the Illinois State Archives. Source documents regarding data, then, will be retained for the period of time required for auditing purposes and as required by any state or federal regulation. The documents will be stored and kept in a manner allowing for safekeeping and reasonable availability. Under the Records Disposal Certificate, the length of time for the retention of each document is listed below; however, before any document is destroyed, a proper form must be secured from the appropriate vice president and submitted to the Illinois State Archives.

One Year	
Board of Trustees election records	
Citizens' petitions	Except relating to annexations, land dedications, street and alley vacations – keep permanently.
Financial aid transcripts	
Tax referendum election records	
Unsolicited applications for employment	
Two Years	
Accounting & payroll working papers	
Athletic eligibility lists	
Board committee reports	

Budget requests & working papers	
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Canceled bonds & coupons	
Cash receipt files & cash register receipt tapes	
Certificates of Status of Exempt Property	
Check copies	
Employee time sheets	
Employee absence reports	
Inventories & asset update sheets	
Monthly chargeback reports	
Payroll periodic registers & computer printouts	
Purchase orders	
Refund request forms	
Solicited Applications for Employment	
Student applicant log	
Tax extension working papers	
Treasurer's bonds	Two years after expiration of term of office
Vehicle scheduling books	
Vendor payment backup records	
Vocational instruction practicum (VIP) applications	

Three Years	
Grade distribution reports	
Grant administration files	After completion of grant - includes JTPA/WIA, PELL, DOC, etc.
IPEDS reports	
Tax objections	Following settlement.
Five Years	
Academic Standards files	
Attrition studies	
Client case files	JTPA/WIA
Employee grievances	
Enrollment reports	
Facilities reports	
Job postings & position vacancy search files	
Job descriptions	Five years after superseded by new.
JTPA/WIA participant & post-program files	
Occupational follow-up studies	
Patient dental records	
Payroll deduction authorization forms for insurance	
Prevailing wage rate schedules	



Students' permanent files	Includes enrollment, attendance, credential file, tutoring cards, add/drop cards, schedule reports, financial aid, Illinois Guaranteed loan, athletic records, discipline/grievance files, etc.
Talented Student Application discontinuation files	
W-4's	Five years after termination.
Seven Years	
Authorization for partial student support while attending a recognized college	
Bills – list of paid bills, invoices, & third-party	
Budget reports	
Canceled checks, bank statements, deposit slips	
Computer financial reports	
General ledgers	
Goals & objectives reports	
Insurance policies, records, claims, claims paid, & all employee insurance files	
Property tax abatement requests	
RAMP reports	
Referendum support donor cards	

State apportionment claims	
State & federal tax statements & reports	W-2's, etc.
Statements of Economic Interest	
Student loan payment files	Including SIGL & PELL
Tax levies	
Travel expense reimbursement files	
Unemployment compensation claims	
Unit cost reports	
Vo-Tech education for employment plans	
Workmen's compensation files	
Ten Years	
Bids, specifications, proposals	
Bond issuance files	Including bidding documents
Contracts & agreements	Including cooperative agreements with other colleges
Freedom of Information requests & denials	
Leases & maintenance agreements	
Fifteen Years	
Support documentation for collective bargaining	
Sixty Years	
Mattoon School of Practical Nursing student records	

Payroll year-end registers	Retain individual earnings records for 60 years or until terminated employee's 78th birthday, whichever occurs first. If employee has not retired by age 78, retain for 10 years after termination of employment.
Personnel files	Retain individual work and salary history records for 60 years or until terminated employee's 78th birthday, whichever occurs first. If employee has not retired by age 78, retain for 10 years after termination of employment. Retain all other records in this series for 5 years after termination of employment.
Student transcripts	
Student examination scores	
Permanently	
Annexation petitions and files	
Application for Authority to Dispose of Local Records and Local Records Disposal Certificates (State of Illinois)	
Asbestos survey	
Audit reports	
Blueprints & drawings (original)	

Board meeting minutes	
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Capital projects & maintenance projects	Including construction plans, drawings, specifications - retain other records in this series for 10 years following completion of project.
Certificates of Recognition from ICCB	
Collective bargaining agreements	
College catalogs	
Course/curriculum approvals, changes, deletions and curriculum committee meeting minutes	
North Central Association evaluation reports, self-studies and files	
Official Board Policy Manual	
Press releases	
Press clippings	
Program reviews & evaluations sent to ICCB	
Student graduation lists and reports	
Student enrollment statistics	
Student grade rosters	

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Adopted November 9, 1998

Revised May 10, 2004

Revised

# LAKE LAND COLLEGE

## MEMO

TO: Lake Land College Board of Trustees  
FROM: Dr. Jonathan "Josh" Bullock, President  
DATE: October 31, 2019  
RE: Donation Agreement with Lake Land College Foundation

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As previously discussed with the Board of Trustees, the Lake Land College Foundation Board of Directors has proposed to enter into an agreement with the College for the reimbursement, in an amount not to exceed \$1,500,000.00, for the advanced constructions costs of the planned Foundation and Alumni Center. With Board approval, this facility will be constructed on the College's main campus adjacent to Alumni Park. Our estimated total cost for the design and construction of the Foundation and Alumni Center is approximately \$1.7 million. Thus, the generous donation from the Foundation will cover \$1.5 million of the total cost, with the College assuming the remaining fiscal liability.

Please find attached the proposed Donation Agreement that has been recently approved by the Foundation Board of Directors. This Agreement specifies the use of the facility as well as the reimbursement donation structure. The facility shall be used by the College Advancement staff for office space and the College shall have the right to use all other areas of the Foundation and Alumni Center for College, alumni, and/or Foundation events. The College will advance the initial design and construction costs for the Foundation and Alumni Center and the Foundation will make an initial payment of \$250,000 to the College by December 31, 2019. This will be followed by irrevocable annual payments for the value of the annual disbursement received by the Foundation from the Burnham Neal Charitable Lead Trust for that fiscal year ("Annual Donation Payments"). The Annual Donation Payments shall begin on April 1, 2020, and be due by April 1 for each fiscal year thereafter until the total amount of the College's advanced construction cost is repaid in full.

Thus, I respectfully request the Board of Trustees approve the proposed Donation Agreement between the College and the Lake Land College Foundation Board of Directors.

Attachment

## DONATION AGREEMENT

This Donation Agreement (the “Agreement”) is executed on the date last written below by and between the Board of Trustees of Lake Land College (“College”) and the Lake Land College Foundation (“Foundation”) (collectively, the “Parties”).

### RECITALS

WHEREAS, the Foundation desires to make an irrevocable donation (“Donation”) to the College to fund the design and construction of a new building on the College’s campus (the “Foundation and Alumni Center”); and

WHEREAS, in consideration for the Donation, and in reliance on the funding promises set forth herein, the College agrees to advance the **Initial Design and Construction costs** of the Foundation and Alumni Center in an amount not to exceed \$1,500,000.00 (“Advanced Construction Costs”); and

WHEREAS, the Foundation’s Donation will reimburse the College for **Advanced Construction Costs**, in annual payments, in an amount equal to the value of the annual disbursement received by the Foundation from the Burnham Neal Charitable Lead Trust for that fiscal year, as further set forth in this Agreement; and

WHEREAS, the Foundation and Alumni Center will be used for (1) office and other space for College Advancement staff, (2) meeting space for College, Foundation, and alumni events, and (3) other uses for the College and Foundation; and

WHEREAS, the College will hold (1) title to the Foundation and Alumni Center, (2) manage the design and construction of the project, and (3) pay for and manage all operations of the Foundation and Alumni Center;

NOW THEREFORE, in consideration of these recitals and the terms and conditions of this Agreement, and intending to be legally bound, the Parties agree as follows:

1. **Incorporation of Recitals.** The above recitals are incorporated into this Agreement.
2. **Advanced Construction Costs.** The College shall advance and pay the initial costs for design and construction of the Foundation and Alumni Center, in an amount not to exceed \$1,500,000.00. All construction costs in excess of \$1,500,000 will be paid by the College.
3. **Foundation Donation.** The Foundation agrees to reimburse the College for the Advanced Construction Costs through the Donation, comprising of irrevocable annual payments in the amount of the value of the annual disbursement received by the Foundation from the Burnham Neal Charitable Lead Trust for that fiscal year (“Annual Donation Payment(s)”). An initial payment of \$250,000 shall be made no later than December 31, 2019. The remaining Annual Donation Payments shall begin on April 1, 2020 and be due by April 1 for each fiscal year thereafter until the total amount of the College’s Advanced Construction Cost is repaid in full, subject only to delays of payments from the referenced Charitable Lead Trust. The Foundation

may submit additional payments toward repayment of the College's Advanced Construction Cost at its discretion.

4. **Design of Foundation and Alumni Center.**

- a. **Location.** The Foundation and Alumni Center shall be constructed adjacent to Alumni Park on the campus of Lake Land College. [SEE EXHIBIT A.]
- b. **Process for Design.** The College shall make all design decisions for the Foundation and Alumni Center, but shall consult with Foundation on design details, recognizing the Foundation will be one of the building tenants.
- c. **Design Requirements.** The interior of the Foundation and Alumni Center shall, at a minimum, have the following features:
  - i. Design Requirements for College Advancement Office Use:
    1. Four standard offices
    2. One large office;
    3. One small conference room; and
  - ii. Additional Design Requirements:
    1. The Foundation and Alumni Center shall be approximately 5,500 square feet;
    2. One large meeting space with accessible kitchenette; and
    3. Restrooms.

5. **Construction of the Foundation and Alumni Center.**

- a. **Contracting Party.** The College retains all rights of ownership of the Foundation and Alumni Center and shall enter into contracts with the architect, engineer, construction manager, owner's representative, contractors, and other professionals or trades necessary to complete the Construction of the Foundation and Alumni Center.
- b. **Control of Construction Activities.** The College shall control the construction process, unless otherwise assigned or delegated to a construction manager, contractor or other entity through a separate construction contract, and shall have the right to direct the construction of the Foundation and Alumni Center.
- c. **Construction Representative.** The College shall designate a Board Member, administrator, or employee to serve as the Foundation's contact for all construction-related matters ("College Project Designee"). The College Project Designee shall advise the Foundation on the progress of the construction work and will coordinate the Foundation's input on said construction work. This Designee shall have direct and complete access to the College decision makers on the project, to assure the Foundation's suggestions are received by those managing the project.

- d. **Defect Claims, Indemnification, and Insurance.** As owner of the Foundation and Alumni Center, the College retains the right to bring any lawsuit, claim, or demand upon any architect, engineer, construction manager, owner's representative, contractor, subcontractor, or any other party that causes the College to suffer any injury, including any personal injury, indemnification, construction defect, breach of contract, or other claim.
6. **Operation of the Foundation and Alumni Center.**
    - a. **Ownership.** The College shall retain ownership of the Foundation and Alumni Center before, during, and after construction.
    - b. **Use of the Foundation and Alumni Center.** So long as the Foundation is not in breach of this Agreement, the Foundation shall have the exclusive right to use the Advancement staff office space identified in Section 4.c.i of this Agreement. The College shall have the right to use all other areas of the Foundation and Alumni Center in its discretion for College, alumni, and/or Foundation events. However, scheduling priority shall be given to the Foundation and other College Advancement groups. The Foundation may only use the Foundation and Alumni Center (including the Advancement staff office space) for Foundation business purposes and shall comply with College policies applicable to use of general College facilities. In the event that the College determines in its sole discretion that the Foundation is using the Foundation and Alumni Center in any manner that violates the College's policies, jeopardizes the health or safety of any individuals, or harms the College's reputation or good will, the College may provide the Foundation with a cease and desist letter explaining the basis for the College's objection. If the Foundation fails to comply with the cease and desist letter within thirty (30) days, the College may terminate the Foundation's use of the Foundation and Alumni Center.
    - c. **Term of Use of Foundation and Alumni Center.** The Foundation shall have the right to use the Foundation and Alumni Center as set forth in Section 6.b. in perpetuity until any of the following occur: (1) the Foundation gives written notice to the College that it no longer needs to use the Foundation and Alumni Center; (2) the Foundation no longer operates as an extension of the College; (3) the Foundation fails to perform its obligations under this Agreement, including failure to use the Foundation and Alumni Center as set forth in Section 6.b; or (4) the Parties agree in writing to modify the permitted use of the Foundation and Alumni Center.
    - d. **Indemnification.** Each Party shall indemnify, defend, and hold the other Party, its trustees, administrators, employees, agents and insurers harmless for any damage, loss or claim to the extent arising from the indemnifying Party's breach of this Agreement, and to the extent arising from any negligent act or omission by the indemnifying Party, its employee(s), or invitees at the Foundation and Alumni



Center. This indemnification and all other terms of this Agreement shall not be construed to, nor shall it, waive any defenses that either party may assert, including any defenses under the Illinois Local Government Tort Immunity Act or other applicable law or regulation in effect from time to time. Each party hereby knowingly and intentionally waives the right to assert that their indemnification liability may be limited to the amount of its statutory liability under the Workers' Compensation Act, and agrees that its liability to indemnify and defend the other party under this Agreement is not limited by the so called "Kotecki Cap" *.Kotecki v. Cyclops Welding Corp.*, 146 Ill.2nd 155 (1991).

- e. **Insurance.** The Foundation, at its sole cost and expense, shall maintain the following insurance during its use of the Advancement staff office space identified in Section 4.c.i, and shall procure and maintain through an insurance company or companies licensed to conduct business in Illinois insurance coverage with limits as follows:
- i. Commercial general liability of \$1,000,000 per occurrence and \$2,000,000 aggregate;
  - ii. Automobile liability insurance of \$1,000,000 combined single limits; and
  - iii. Workers' compensation at the statutory limits.

The commercial general liability and automobile liability policies shall be endorsed to reflect that the College is named as an additional insured on a primary and noncontributory basis. Each policy shall include by endorsement a requirement of at least thirty (30) days' written notice to the College prior to any termination, cancellation or material amendment to that policy. Upon execution of this Agreement, Consultant shall furnish certificate(s) of insurance, policies, and endorsements to the College reflecting the coverages required.

- f. **Operating Costs.** The College shall be responsible for all operation and maintenance costs for the Foundation and Alumni Center.
- g. **Future Work.** Any future expansions or substantial improvements to the Foundation and Alumni Center shall be negotiated between the Foundation and the College at that time.
7. **Amendment.** Any provision of this Agreement may be amended, modified, or deleted by mutual consent, in writing, signed by both parties.
8. **Tax Implications.** All or part of the Donation may have tax implications for the Foundation. The parties acknowledges that each tax situation is unique. The Foundation does not rely upon any representations of the College, its attorneys, agents, advisors or representatives concerning the characterization of the Donation for tax planning purposes. The Foundation is

solely responsible for its own interpretation and application of applicable tax rules and holds the College harmless for any tax payments or liability arising from the Donation or this Agreement.

9. **No Third Party Beneficiary.** This Agreement is not intended to confer any rights upon any person or entity who is not named in this Agreement as a Party.

10. **No Assignment.** The Foundation represents and warrants that it has not assigned and will not assign any rights arising under this Agreement, including building operations. Any such attempted assignment shall be void.

11. **Choice of Law.** This Agreement shall be governed by, subject to, and construed in accordance with the laws of the State of Illinois without regard to conflict of law principles.

12. **Dispute Resolution.** At the sole option of the College, any dispute arising from this Agreement shall be resolved by mediation and/or arbitration in accordance with the applicable rules of the American Arbitration Association. If the College does not elect mediation and/or arbitration, any such dispute shall be resolved by litigation in a court of competent jurisdiction. The prevailing party in any litigation or arbitration shall be entitled to an award of its attorney's fees and court costs from the non-prevailing party or parties.

13. **Limitation of Liability.** In the event of any litigation or arbitration arising from this Agreement or from any act or omission of the College in connection with the construction of the Foundation and Alumni Center, the College's liability to the Foundation, if any, including attorney's fees and court costs, is hereby limited to the unexpended amount of the Donation received by the College in the six (6) months preceding the commencement of such litigation or arbitration.

14. **Binding Effect and Interpretation.** The Parties intend this Agreement to be legally binding on them, and to inure to their benefit and the benefit of their respective legal representatives, successors, beneficiaries, heirs and assigns. The provisions of this Agreement are severable and no provision shall be affected by the invalidity of any other provision. This Agreement has been negotiated by the Parties, and in the event any court determines any provision of this Agreement to be ambiguous, the ambiguity shall not be construed against the College.

15. **Execution in Counterparts.** This Agreement may be executed in counterparts. When each counterpart has been executed by each Party and exchanged with the other Party electronically or in hardcopy, this Agreement shall be deemed fully-executed and binding as if each Party had signed and exchanged the same originals as the other Party.

16. **Integration.** This Agreement contains the entire agreement between the Parties. This Agreement supersedes and nullifies any prior verbal or written statement, assurance, representation, or agreement between the Parties concerning the subject matter of this Agreement, except as contained in this Agreement. This Agreement may only be amended or cancelled by the subsequent written agreement of both Parties.

Lake Land College and  
Foundation Donation Agreement  
Page 6 of 6

17. **Authority to Execute.** Each of the undersigned signatories represents in his / her individual capacity that he / she has the power and authority to execute this Agreement on behalf of the Party represented.

Executed on the date last written below, by and between:

The Board of Trustees of  
Lake Land College

The Lake Land College Foundation

By: \_\_\_\_\_

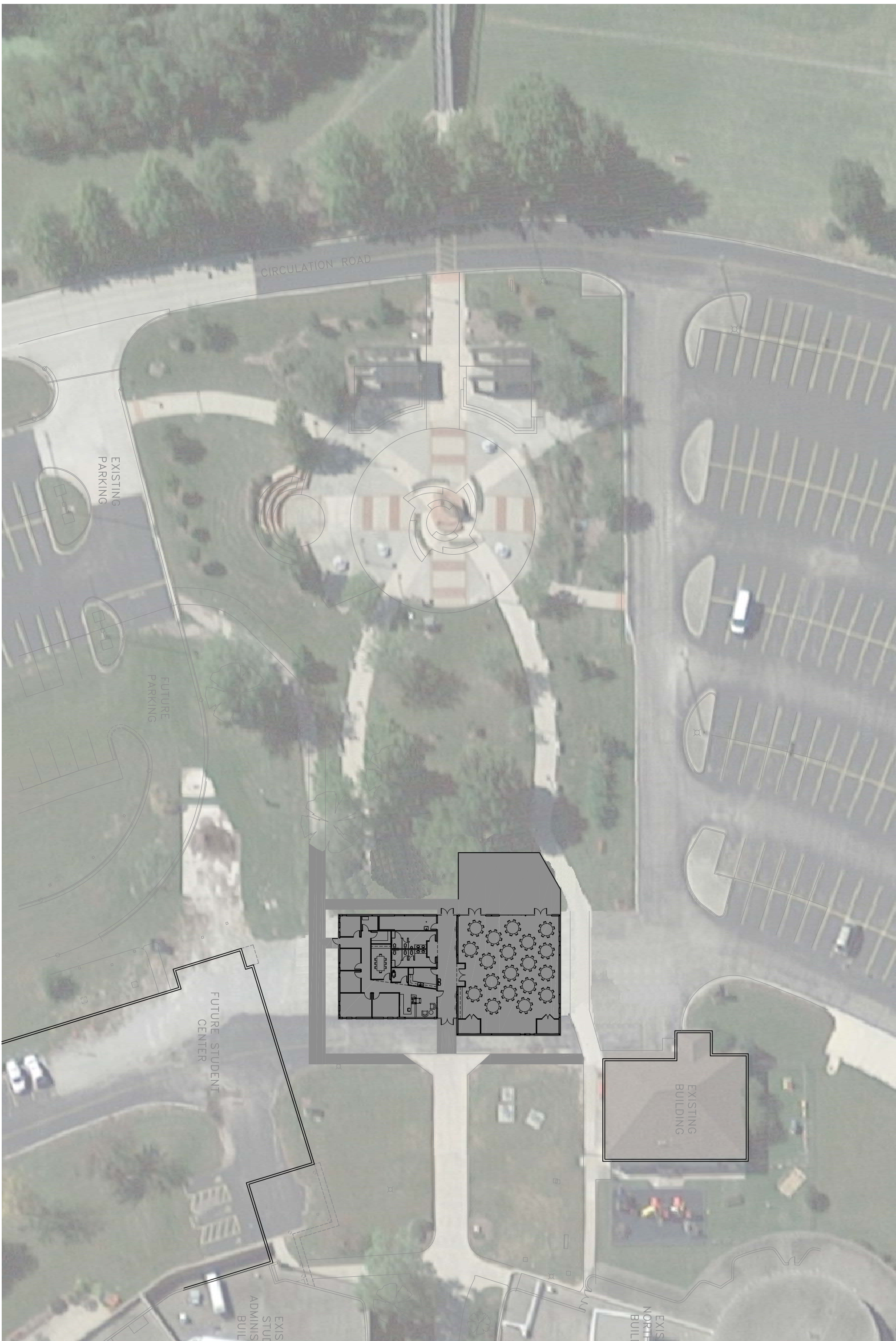
By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# LAKE LAND COLLEGE

# MEMO

**TO:** Board of Trustees  
Dr. Josh Bullock, President

**FROM:** Dustha Wahls, Director of Human Resources

**CC:**

**DATE:** October 31, 2019

**RE:** FY 2020 Part-Time Rates and Stipends

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Please find attached the proposed FY 2020 Part-Time Rates and Stipends for your consideration. Due to the minimum wage increase that will go into effect January 1, 2020, our proposed part-time rates will be in effect through the remainder of the fiscal year. Positions that fell below the new minimum wage will be increased to \$9.25 per hour.

It is respectfully requested the Board approve the proposed stipends for FY 2020 and part-time rates for the period January 1, 2020 through June 30, 2020.

## Part-Time Rates and Stipends (January 1, 2020 - June 30, 2020)

<b>Assistants</b>		
<b>Level I - Education Level H.S.</b>	<b>\$9.25</b>	<b>(student positions)</b>
	Bookstore Rush Worker	
	Central Receiving Assistant	
	Counseling Clerical Worker	
	Dental Hygiene Clinical Student Assistant	
	Disability Services Notetaker	
	GIS Assistant	
	Int'l Studies Student Ambassador	
	Int'l Studies Student Assistant	
	Laker Mallard Mascot	
	Mailroom Assistant	
	Pathways Student Classroom Assistant	
	Perkins Student Worker	
	Physical Plant Assistant	
	Print & Courier Assistant	
	Special Needs Notetaker	
	Student Assistant	
	TRiO SSS Student Assistant	
<b>Level II -</b>	<b>\$9.25</b>	
	Assistant Athletic Coaches	
	Cheer Coach	
	Cosmetology Receptionist	
	Extension Center Administrative Assistant	
	IDOT QMTP Lab Assistant	
<b>Level III</b>	<b>\$9.25</b>	
	Accounting Assistant	
	Administrative Assistant to Police Dept	
	Data Entry Assistant	
	Emergency Medical Services Assistant	
	Financial Aid Assistant	
	Human Resources Assistant	
	ISS Clerical Data Entry	
	International Studies Program Assistant	
	Lab Assistant/Technician	
	Office Assistant Vo-tech	
	Print Shop Administrative Assistant	
	Test Proctor	
	TRIO Administrative Assistant	

<b>Level IV</b>	<b>\$9.25</b>	Library Assistant Library Assistant Technical Services
<b>Level V</b>	<b>\$9.25</b>	Archives Project Developer Data Employment Specialist Library Assistant II Print Shop Technician Assistant Student Services Specialist
<b>Level VI</b>	<b>\$10.00</b>	
<b>Coordinators</b>		
<b>Level I</b>	<b>\$9.25</b>	Auxiliary Services Office Coordinator
<b>Level II</b>	<b>\$9.25</b>	Financial Aid Processor/Coordinator Fitness Center Specialist Student Assistant Specialist/Career Services/Counseling TRIO Talent Search Office Coordinator
<b>Editors</b>		
<b>Level I</b>	<b>\$9.25</b>	Layout and Design Editor Managing Editor Photo Web Editor Section Editor
<b>Grounds</b>		
<b>Level I</b>	<b>\$9.25</b>	Farm Manager Assistant Groundskeeper Assistant
<b>Level II</b>	<b>\$9.25</b>	Custodian Groundskeeper Physical Plant Tech I
<b>Level III</b>	<b>\$12.00</b>	Physical Plant II
<b>Technical</b>		
<b>Level I</b>	<b>\$9.25</b>	Communications and Creative Services Intern Print Technician

<b>Level II</b>	<b>\$9.25</b>	
<b>Level III</b>	<b>\$9.25</b>	Bookstore Computer Services Specialist Microcomputer Support Technician Web Developer/Help Desk Support
<b>Level IV</b>	<b>\$10.00</b>	Audio-Visual Technician Microcomputer Support Specialist Web Programmer
<b>Level V</b>	<b>\$11.00</b>	Graphic Design Pre-Flighter Professional Development Support
<b>Level VI</b>	<b>\$12.00</b>	Network Consultant
<b>Tutor</b>		
<b>Level I - High School</b>	<b>\$8.25</b>	Tutor I
<b>Level II - Associates</b>	<b>\$10.00</b>	Tutor II
<b>Level III - Bachelor</b>	<b>\$13.00</b>	Tutor III
<b>Professional</b>		
<b>Level I</b>	<b>\$10.00 - \$15.00</b>	Adult Educational Classroom Assistant \$10.00 Auxiliary Services Data Specialist \$12.00 Broadcast Engineer \$15.00 Business Partnership Support Specialist \$11.00 Dual Credit Program Assistant \$10.00 E-Commerce Specialist \$12.00 Engineering Technician \$15.00 Financial Aid Representative \$11.00 Lab Supervisor/Associates \$12.00 Marketing & Digital Content Specialist \$12.00 Pathways Classroom Assistant (Associate) \$10.00 Police Officer \$15.00 Trio Bus Driver \$13.00



**Level II** **\$15.50**

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

**Level III**

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

**CONTRACTED RATES**

C.N.A. Evaluators	\$30.00
CBI Technical Writer	Market Rate
CBI Trainer	Market Rate
Clinical Dentist	\$44.50
IDOC CPR Instructor	\$46.25
Navigator Sales Assistant	Based on Advertising Sales
Nursing Clinical Instructors	\$30.00
Sign Language Interpreter (Certified Intermediate)	See attached sheet
Sign Language Interpreter (Non-Certified)	\$20.00
Special Projects Coordinator	Based on % of grant funding
Traffic Safety Instructor	\$28.45
Traffic Safety Instructor/DUI	\$33.66
Traffic Safety Instructor/Remedial	\$29.51
Norming General Education Assessment Eval.	\$50.00

Effective Date: 1/1/20

DHS-DRS will be adjusting its interpreter rates by \$10.00 on July 1, 2019. The new rates will be:

Master: \$55/hour  
Advanced: \$50/hour  
Intermediate: \$45/hour

The DeafBlind rates will be:

Master: \$60/hour  
Advanced: \$55/hour  
Intermediate: \$50/hour

Services provided between the hours of 6P-6A will be:

Master: \$62/hour  
Advanced: \$57/hour  
Intermediate: \$52/hour

Interpreters who work with DeafBlind individuals between the hours of 6P-6A will see the rate adjust

Master: \$67/hour  
Advanced: \$62/hour  
Intermediate: \$57/hour

<b>Paid Per Occurrence</b>					
<b>Part time academic rates begin with the Fall Semester</b>					
					<b>FY2020</b>
Women's Basketball Officials	Service	Per Game			\$185.00
Men's Basketball Officials	Service	Per Game			\$185.00
Volleyball Officials	Service	Per Match		3 out of 5	\$125.00
Men's Baseball Umpires	Service	SINGLE			\$145.00
Men's Baseball Umpires	Service	DOUBLE			\$195.00
Softball Umpires	Service	DOUBLE			\$160.00
Scorekeeper / Timer / Announcer	Service	Per Game		\$15/hour	\$30.00

<b>Stipends</b>	
<b>Part time academic year rates begin with the Fall Semester</b>	
<b>Position</b>	<b>FY2020</b>
Faculty Accreditation Coordinator	\$7,500.00
Head Coach (Athletics, Ag Judging)	\$6,000.00
Assistant Coach/Cheer Coach	\$4,125.00
Chair of Counseling (11 MONTHS)	\$6,500.00
Director of Learning Resource Center (11 MONTHS)	\$3,499.00
Foundation Treasurer	\$4,000.00
Department of Juvenile Justice Contract Administrator	\$8,500.00
Clinical Dentist	\$4,500.00
Honors Advisor	\$4,000.00
Science Greenhouse	\$2,000.00
Director of Physical Therapy Assistant Program	\$23,049.00
Farm Manager	4 ECH for 60 acres, .07 ECH for each additional acre
Guided Pathways Leaders	\$4,500.00
Human Anatomy / Physiology Preparation (Per cadaver)	\$3,589.00
Dual Credit High School Coordinator	\$100 to cover the first five dual credit sections offered per semester. \$10 for each subsequent dual credit section offered per semester.
Fresh Start Wellness Program	\$100-\$200
<b>DIVISION CHAIR ACADEMIC YEAR</b>	
a) Contract Salary and Instructional Load Limit = 15 ECH	
b) DC Stipend equivalent to 26 ECH paid at overload (12 month)	
c) Adjunct Compensation, 0-5 = \$0, 6-9 = \$1,000, 10-19 = \$1,500, 20-29 = \$2,000, 30-39+ = \$2,500	
<b>SUMMER TERM</b>	
1/36 for 8 ECH	
<b>Directors</b>	
Dental Hygiene (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Nursing Programs: (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Physical Therapy Assistant & Massage Therapy Program (The current employee has grandfathered status)	15.0 ECH (11 Mo.)
Cosmetology	15.0 ECH (11 Mo.)
Broadcast Operations	15.0 ECH (11 Mo.)
Director, Medical Assistant	15.0 ECH (11 Mo.)
BNA Director	15.0 ECH (11 Mo.)
<b>Release Time Formula for Facilitators (academic year):</b>	
Development Reading & Writing Facilitator	12.0 ECH
Education Program Facilitator	3.0 ECH
Human Services Facilitator	3.0 ECH
Internship Facilitator	3.0 ECH
<b>Coaching Stipend Formula: (If paid in addition to full-time position)</b>	
<b>Head Coach Stipend:</b>	
\$6000.00 Base pay rate for all coaches for any sport and ag judging	
+ \$200 per year for previous experience as a head or paid assistant coach at Lake Land College.	
+\$100 per year for experience outside Lake Land College as college head or assistant coach or high school head coach.	
Annual pay increase based on % increase for full-time employees	
<b>Cheer Coach /Athletic Team Assistant Coach Stipend (Part-time):</b>	
\$4,125.00 (\$9.25 per hour for 445 hours)	
+ \$100 per year for previous experience as a head or paid assistant coach at Lake Land College.	
Annual pay increase based on hourly rate increase for part-time employees	
<b>Additional Head Coach Stipend:</b>	
\$500 Team to National Tournament (VB, MBB, WBB, SB, BB)	
\$500 60% wins (VB, MBB, WBB, SB, BB)	
\$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag Judging)	
\$100 per All American (as selected by NJCAA or NJCLJCA)	
\$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year)	
\$100 per sophomore Academic All American (3.60 or higher cumulative GPA)	
<b>Chair of Counseling Stipend :</b>	
\$6500.00 Base pay rate	
+\$222 per year annual increase as a Division Chair or Chair of Counseling.	
<b>Director of Learning Resource Center Stipend Formula:</b>	
<b>Director of Learning Resource Center Stipend:</b>	
+\$100 per year for previous experience as a Director of Learning Resource Center.	

### Adjunct Faculty Wage Scale

Period of Time	FY2020
0-7 Semesters	\$630
8-15 Semesters	\$645
16+ Semesters	\$660

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

### FY2020 Substitution Rates

The Standard Substitution Rate is to be used when a **substitute** is needed for:

1. A fulltime faculty member who has been hired for an academic year according to the Lake Land College fulltime faculty salary scale.
2. An adjunct faculty member who has been hired for an academic semester according to the Lake Land College adjunct faculty salary scale.
3. A unique exception. All exceptions must be approved by the Vice President for Academic Services.

#### **Current Fulltime Faculty Rates**

Lecture Hour - Fulltime Faculty Overload Credit Hour / sixteen weeks

$$\$755 / 16 = \$47.19$$

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

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

#### **Current Adjunct Faculty Rates**

Lecture Hour - Adjunct Faculty Credit Hour / sixteen weeks

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

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

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

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

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

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

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

#### **Limited Student Pay**

\$50 per credit hour

Effective: 8/2019

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: October 23, 2019

RE: September 2019 Financial Statement Summary

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

### *Areas of Concern:*

- There are not any budgetary areas of concern at this point in FY2020.

### *Overall Variances:*

- *Revenue* – Total September revenue was \$2,272,552 resulting in an unfavorable variance of \$646,471 compared to the budgeted level. This unfavorable variance is due to not receiving the second Effingham County property tax revenue payment in September as anticipated creating an unfavorable variance in local source revenue of \$599,954 for the month. This will even itself out over the coming months once that revenue is received. Year to date, revenue is unfavorable by \$1,006,833. Effingham County second payment is not due until November 1, 2019 so it will be mid to late November before we receive the rest of their payments.
- *Expenditures* – Total September expenditures were \$2,504,226 resulting in an overall unfavorable variance of \$126,065. Year to date, expenditures remain favorable overall by \$2,035,430.

### *Revenue Variances:*

- *Local Sources* – Unfavorable variance of \$599,954 due to not receiving Effingham County second tax revenue payment as anticipated. This is a timing issue and will even out over the coming months. Year to date, this area is unfavorable by \$988,913.
- *ICCB Credit Hour Grant* – We received a smaller payment during the month of September than anticipated (after receiving a larger one in July ) so there is an unfavorable variance of \$103,184. Year to date, this area is favorable by \$163,030.

- *ICCB Equalization Grant* – We received a slightly smaller payment during the month of September than anticipated so there is an unfavorable variance of \$15,811. This is due to timing and will catch up over the course of the fiscal year. Year to date this area is unfavorable by \$47,433.
- *Tuition & Fees* – September had a favorable variance for tuition of \$56,230 while fees were favorable by \$16,277. The variance for tuition may be more due to timing as we recorded more revenue than projected in July and August. Year to date, there is an unfavorable variance for tuition of \$29,186 and a favorable variance for fees of \$283,088.
- *Other State Sources* – No variance in this area for the month of September as there were no revenues received or projected. Year to date this area is unfavorable by \$286,529. This is due to timing of not receiving any CTE payments from the State of Illinois as of yet. This should come more in line with the budgeted amounts over the course of the year.
- *Other Revenue* – Year to date this area is unfavorable by \$100,891 due to the CBI and CDL revenue being less than anticipated thus far. This will likely even out as more CBI and CDL classes are conducted over the remainder of the year.

**Expenditure Variances:**

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in September of \$48,423. Year to date this area is favorable by \$935,037.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in September in the amount of \$16,612. Year to date this area is favorable by \$227,669.
- *Instructional* – Had a favorable variance in September of \$47,005 and is favorable \$863,818 for the year.
- *Academic Support* – Had a favorable variance in September of \$22,304. Year to date this area is favorable by \$153,050.
- *Student Services* – Had a favorable variance in September of \$14,869. Year to date this area is favorable by \$129,932.
- *Public Service/Continuing Education* – This area had an unfavorable September variance of \$6,358. Year to date this area is favorable by \$3,557.
- *Operations & Maintenance* – This area had an unfavorable overall September variance of \$249,321. This was a result of recording \$238,233 in expenses associated with the geothermal well field addition that we had planned to be able to record in FY2019. Year to date this area is unfavorable by \$727,384 as a result of recording \$738,229 YTD in the well field expenses.

- *Institutional Support* – Had a favorable September variance of \$72,587. The area as a whole is favorable by \$1,401,463 for the year.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance for September of \$27,151. Year to date this area is favorable by \$218,108.

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



Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY19 Audited Numbers	FY20 Annual Budget
			<b>Revenues:</b>							
1,459,908	2,059,862	(599,954)	Local Sources	4,813,970	5,802,882	(988,913)	-17.04%	4,745,865	8,866,053	9,013,374
256,971	360,154	(103,184)	ICCB Credit Hour Grant	1,243,492	1,080,463	163,030	15.09%	699,298	4,464,332	4,321,850
477,074	492,885	(15,811)	ICCB Equalization Grant	1,431,221	1,478,654	(47,433)	-3.21%	985,770	5,914,615	5,914,616
-	-	-	Other State Sources	-	286,529	(286,529)	-100.00%	72,872	1,140,489	1,154,557
-	-	-	Tech Refresh	-	-	-	0.00%	5,655,592	-	2,500,000
(664)	(56,894)	56,230	Tuition	5,335,667	5,364,853	(29,186)	-0.54%	1,934,065	9,810,850	9,150,241
9,034	(7,244)	16,277	Fees	1,871,304	1,588,215	283,088	17.82%	-	3,263,351	3,030,135
70,230	70,260	(30)	Other Revenue	332,672	433,563	(100,891)	-23.27%	125,586	1,570,573	4,544,426
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>2,272,552</b>	<b>2,919,022</b>	<b>(646,471)</b>	<b>Total Revenues</b>	<b>15,028,326</b>	<b>16,035,159</b>	<b>(1,006,833)</b>	<b>(1)</b>	<b>14,493,523</b>	<b>35,030,263</b>	<b>39,629,199</b>
			<b>Expenditures:</b>							
			<b>Instructional</b>							
971,347	991,914	20,567	Salary and Wages	2,816,088	3,265,155	449,067	13.75%	2,820,581	11,039,058	11,763,802
189,776	215,341	25,565	Employee Benefits	456,990	646,029	189,039	29.26%	528,997	2,104,659	2,701,468
2,201	1,510	(691)	Contractual Services	6,047	16,775	10,728	63.95%	2,104	366,539	432,640
55,765	45,423	(10,341)	General Materials and Supplies	123,710	280,425	156,715	55.88%	96,925	506,951	719,847
2,912	13,359	10,447	Travel and Meeting Expenses	6,895	43,892	36,997	84.29%	4,529	51,794	172,482
-	-	-	Fixed Charges	-	1,400	1,400	100.00%	686	48,473	72,225
-	1,458	1,458	Capital Outlay	-	19,871	19,871	100.00%	-	157,747	46,312
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	117,686	-	-
<b>1,222,001</b>	<b>1,269,006</b>	<b>47,005</b>	<b>Total Instructional</b>	<b>3,409,730</b>	<b>4,273,547</b>	<b>863,818</b>	<b>20.21%</b>	<b>3,571,507</b>	<b>14,275,221</b>	<b>15,908,776</b>
			<b>Academic Support</b>							
41,919	43,703	1,784	Salary and Wages	142,447	227,769	85,322	37.46%	94,028	345,704	385,484
10,531	10,531	(0)	Employee Benefits	26,433	31,593	5,160	16.33%	19,444	79,584	84,218
-	-	-	Contractual Services	-	350	350	100.00%	89	539	2,550
1,389	21,330	19,941	General Materials and Supplies	21,954	70,600	48,646	68.90%	40,271	199,282	224,340
372	950	579	Travel and Meeting Expenses	10,764	23,650	12,886	54.49%	4,949	23,507	12,400
-	-	-	Fixed Charges	4,514	5,200	686	13.19%	4,693	4,693	5,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>54,211</b>	<b>76,515</b>	<b>22,304</b>	<b>Total Academic Support</b>	<b>206,112</b>	<b>359,163</b>	<b>153,050</b>	<b>42.61%</b>	<b>163,475</b>	<b>653,311</b>	<b>714,192</b>
			<b>Student Services</b>							
115,561	130,471	14,910	Salary and Wages	382,439	422,659	40,220	9.52%	386,398	1,414,739	1,633,591
31,848	31,091	(757)	Employee Benefits	87,390	93,273	5,883	6.31%	97,536	400,755	382,148
-	-	-	Contractual Services	9,322	9,772	450	4.60%	9,322	9,322	9,322
7,361	5,513	(1,848)	General Materials and Supplies	15,870	77,115	61,244	79.42%	10,801	85,555	140,014
1,355	3,920	2,565	Travel and Meeting Expenses	2,944	25,079	22,135	88.26%	1,498	34,649	45,429
-	-	-	Other Expenditures	-	-	-	0.00%	910	7,500	7,500
<b>156,125</b>	<b>170,995</b>	<b>14,869</b>	<b>Total Student Services</b>	<b>497,965</b>	<b>627,897</b>	<b>129,932</b>	<b>20.69%</b>	<b>506,465</b>	<b>1,952,520</b>	<b>2,218,004</b>
			<b>Public Service/Cont Ed</b>							
26,988	24,739	(2,249)	Salary and Wages	81,842	74,218	(7,624)	-10.27%	105,147	419,456	321,611
4,086	4,086	-	Employee Benefits	14,964	12,259	(2,704)	-22.06%	17,476	63,295	50,156
866	2,000	1,134	Contractual Services	12,086	6,150	(5,936)	-96.52%	13,458	42,987	37,490
11,258	5,883	(5,374)	General Materials and Supplies	17,072	29,667	12,594	42.45%	28,819	97,191	95,246
217	451	234	Travel and Meeting Expenses	892	1,078	186	17.24%	580	5,034	4,304
12,681	12,578	(103)	Fixed Charges	37,882	37,810	(73)	-0.19%	38,056	152,695	151,933
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GK	-	-	-	0.00%	7,900	-	-
<b>56,096</b>	<b>49,738</b>	<b>(6,358)</b>	<b>Total Public Service/ Cont Ed</b>	<b>164,739</b>	<b>161,182</b>	<b>(3,557)</b>	<b>-2.21%</b>	<b>211,436</b>	<b>780,659</b>	<b>660,740</b>
			<b>Operations &amp; Maintenance</b>							
78,370	83,821	5,451	Salary and Wages	227,231	251,464	24,233	9.64%	242,680	941,972	1,086,925
28,892	28,784	(108)	Employee Benefits	66,640	84,352	17,712	21.00%	76,857	318,871	342,483
42,445	23,136	(19,308)	Contractual Services	84,294	37,811	(46,483)	-122.94%	14,101	240,116	256,570
15,747	8,604	(7,143)	General Materials and Supplies	37,195	34,252	(2,943)	-8.59%	41,645	235,059	257,900
-	-	-	Travel and Meeting Expenses	-	375	375	100.00%	146	374	1,250
12,008	9,930	(2,078)	Fixed Charges	53,331	31,040	(22,291)	-71.81%	42,400	233,286	124,160
95,089	107,188	12,098	Utilities	276,664	316,906	40,241	12.70%	342,257	1,072,437	1,278,585
238,233	-	(238,233)	Capital Outlay	753,229	15,000	(738,229)	-99.25%	10,250	559,988	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
-	-	-	Gift In Kind	-	-	-	100.00%	-	-	-
<b>510,784</b>	<b>261,463</b>	<b>(249,321)</b>	<b>Total Operation and Maint</b>	<b>1,498,584</b>	<b>771,200</b>	<b>(727,384)</b>	<b>(49)</b>	<b>770,337</b>	<b>3,602,103</b>	<b>3,427,873</b>
			<b>Institutional Support</b>							
261,318	269,279	7,961	Salary and Wages	464,317	808,136	343,819	42.54%	781,935	3,554,944	3,499,494
73,134	65,046	(8,088)	Employee Benefits	189,325	201,903	12,578	6.23%	213,187	888,771	833,446
21,801	49,856	28,055	Contractual Services	55,335	250,928	195,593	77.95%	133,914	650,525	761,063
86,859	115,005	28,146	General Materials and Supplies	496,538	915,378	418,839	45.76%	289,836	1,478,217	1,168,505
3,324	10,020	6,696	Travel and Meeting Expenses	6,139	24,690	18,551	75.14%	3,982	103,542	123,415
631	575	(56)	Fixed Charges	2,553	234,655	232,102	98.91%	221,600	230,167	255,246
-	375	375	Capital Outlay	3,477	15,525	12,048	77.60%	-	52,200	18,900
3,310	40,290	36,980	Contingency Funds	3,223	126,146	122,923	97.45%	3,032	63,272	1,900,095
-	-	-	Other	-	-	-	0.00%	-	328,836	2,500,000
17,610	-	(17,610)	Tech Refresh	17,610	-	(17,610)	0.00%	-	-	2,500,000
9,872	-	(9,872)	Strategic Initiatives	37,379	100,000	62,621	62.62%	-	329,983	400,000
-	-	-	Gifts In Kind	-	-	-	0.00%	-	-	96,256
<b>477,858</b>	<b>550,445</b>	<b>72,587</b>	<b>Total Institutional Support</b>	<b>1,275,897</b>	<b>2,677,360</b>	<b>1,401,463</b>	<b>6</b>	<b>1,647,486</b>	<b>7,680,456</b>	<b>14,056,420</b>
<b>27,151</b>	<b>-</b>	<b>(27,151)</b>	<b>Scholarships, grants, waivers</b>	<b>368,892</b>	<b>587,000</b>	<b>218,108</b>	<b>37.16%</b>	<b>368,933</b>	<b>787,970</b>	<b>1,235,066</b>
<b>2,504,226</b>	<b>2,378,161</b>	<b>(126,065)</b>	<b>Total Expenditures</b>	<b>7,421,919</b>	<b>9,457,349</b>	<b>2,035,430</b>	<b>21.52%</b>	<b>7,239,639</b>	<b>29,732,240</b>	<b>38,221,071</b>
<b>(231,674)</b>	<b>540,862</b>	<b>(772,536)</b>	<b>Revenue Less Expenditures</b>	<b>7,606,408</b>	<b>6,577,810</b>	<b>1,028,597</b>	<b>(1)</b>	<b>7,253,884</b>	<b>5,298,023</b>	<b>1,408,128</b>
<b>2,876</b>	<b>117,344</b>	<b>114,468</b>	<b>Transfers Out:</b>	<b>305,729</b>	<b>352,032</b>	<b>46,303</b>	<b>13.15%</b>	<b>285,216</b>	<b>1,267,924</b>	<b>1,408,128</b>
<b>(234,550)</b>	<b>423,518</b>	<b>(887,003)</b>	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>7,300,679</b>	<b>6,225,778</b>	<b>982,294</b>	<b>(1)</b>	<b>6,968,668</b>	<b>4,030,099</b>	<b>-</b>

<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
1,495,503.69	1,543,927.12	48,423.43	Salary and Wages	4,114,364.07	5,049,400.78	935,036.71
338,267.73	354,879.61	16,611.88	Employee Benefits	841,741.41	1,069,410.27	227,668.86
67,312.09	76,502.15	9,190.06	Contractual Services	167,084.29	321,785.97	154,701.68
178,377.60	201,758.68	23,381.08	General Materials and Supplies	712,340.48	1,407,435.79	695,095.31
8,179.99	28,700.16	20,520.17	Travel and Meeting Expenses	27,633.59	118,764.01	91,130.42
25,320.01	23,082.51	(2,237.50)	Fixed Charges	98,280.53	310,104.53	211,824.00
95,089.19	107,187.60	12,098.41	Utilities	276,664.44	316,905.81	40,241.37
238,232.96	1,833.00	(236,399.96)	Capital Outlay	756,705.54	50,396.00	(706,309.54)
3,309.57	40,290.00	36,980.43	Contingency Funds	3,222.54	126,145.53	122,922.99
-	-	-	Other Expenditures	-	-	-
2,449,592.83	2,378,160.83	(71,432.00)	Total	6,998,036.89	8,770,348.69	1,772,311.80

Sep-19	<b>Operations &amp; Maint Restricted--Fund 03</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Sources	806,089	1,031,367	(225,278)	831,918	1,564,000
Bond Proceeds		-	-	16,018,521	7,650,000
Loan Proceeds		-	-	-	7,650,000
Investment Income	55,132	-	55,132	72,229	-
<b>Total Revenues</b>	<b>861,221</b>	<b>1,031,367</b>	<b>(170,146)</b>	<b>16,922,667</b>	<b>16,864,000</b>
<b>Expenditures:</b>					
Student Center Renovations : Buildi	1,654,883	1,600,000	(54,883)	1,493,446	4,000,000
Construction Proj : Site Improvemen		-	-		-
PHS Projects : Site Improvements		490,000			490,000
New Site: Sire Improvements		-	-	16,445,453	199,500
Other	24,866	-	(24,866)	-	7,650,000
<b>Total Expenditures</b>	<b>1,679,749</b>	<b>2,090,000</b>	<b>(79,749)</b>	<b>17,938,899</b>	<b>12,339,500</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(818,528)</b>	<b>(1,058,633)</b>	<b>240,105</b>	<b>(1,016,231)</b>	<b>4,524,500</b>

Sep-19	<b>Bond and Interest--Fund 04</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
General : Local Taxes	3,608,605	4,351,806	(743,201)	3,858,024	6,599,225
General : Investment Income	-	-	-	-	-
General : Transfer from Other Funds	-	-	-	-	160,750
<b>Total Revenues</b>	<b>3,608,605</b>	<b>4,351,806</b>	<b>(743,201)</b>	<b>3,858,024</b>	<b>6,759,975</b>
<b>Expenditures:</b>					
Work Cash Bonds : Debt Principal Pa		-	-	-	-
Work Cash Bonds : Interest on Debt		-	-	-	-
Work Cash Bonds : Other Fixed Charg		-	-	-	-
Funding Bonds : Debt Principal Paym		-	-	-	6,090,000
Funding Bonds : Interest on Debt		-	-	(17,769)	666,975
Funding Bonds : Other Fixed Charges		-	-	-	3,000
Funding Bonds : Bond Is		-	-	242,212	-
Administration : Intere	600	-	(600)		-
<b>Total Expenditures</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>224,443</b>	<b>6,759,975</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>3,608,005</b>	<b>4,351,806</b>	<b>(743,801)</b>	<b>3,633,581</b>	<b>-</b>

Sep-19	<b>Auxillary Enterprise Fund--Fund 05</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	24,000
Auto Shop	-	7,500	(7,500)	-	15,000
Athletics	-	-	-	-	550,903
Fitness Center	23,833	32,059	(8,226)	25,329	55,000
Bookstore	422,214	420,268	1,946	392,163	636,084
Print Shop	246,097	197,196	48,901	223,197	638,066
Food Service	127	2,800	(2,673)	1,877	14,700
College Farm	35	-	35	35	94,675
Comm Choir	-	-	-	-	5,100
Student Life	117,090	-	117,090	-	264,208
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	515,000
<b>Total Revenues</b>	<b>809,397</b>	<b>659,823</b>	<b>149,574</b>	<b>642,601</b>	<b>2,820,335</b>
<b>Expenditures:</b>					
Ag Judging	4,828	8,582	3,753	8,049	30,500
Auto Shop	445	7,500	7,055	122	15,000
Athletics	126,636	277,833	151,197	116,390	533,770
Fitness Center	14,553	50,155	35,603	18,244	103,749
Bookstore	388,844	379,357	(9,487)	375,332	633,968
Print Shop	192,984	192,072	(911)	175,497	614,504
Food Service	2,307	3,145	838	2,837	13,488
College Farm	8,163	40,977	32,815	20,728	129,555
Comm Choir	130	400	270	80	5,100
Student Life	65,881	86,207	20,326	38,070	264,208
WLKL Radio	-	200	200	-	1,100
Tuition Waivers	305,729	-	(305,729)	285,216	625,000
<b>Total Expenditures</b>	<b>1,110,500</b>	<b>1,046,428</b>	<b>(64,072)</b>	<b>1,040,564</b>	<b>2,969,942</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(301,103)</b>	<b>(386,605)</b>	<b>85,502</b>	<b>(397,963)</b>	<b>(149,606)</b>

Sep-19	<b>Restricted Purposes Fund--Fund 06</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Adult Ed	-	87,229	(87,229)	36,476	466,570
Pathways	62,295	92,400	(30,105)	26,446	402,049
Perkins	88,351	88,233	117	-	298,389
WIOA	505,601	750,751	(245,150)	914,518	2,945,905
College Work Study	-	17,831	(17,831)	-	71,324
GAST	3,200	14,000	(10,800)	3,200	14,000
IL Cooperative Work Study	-	6,000	(6,000)	9,286	18,000
IPRF Grant	24,628	-	24,628	21,366	-
Veterans Services	46,680	259,250	(212,570)	47,174	1,037,000
ISAC MAP	-	190,000	(190,000)	-	760,000
Department Of Education	2,746,214	1,350,000	1,396,214	2,579,267	5,480,468
Direct loans	511,201	418,580	92,621	569,319	1,674,321
Corrections	331,651	3,244,289	(2,912,639)	202,932	12,364,824
Privately Funded Grant	69,785	42,500	27,285	75,438	85,000
TRIO SSS	116,996	62,738	54,258	65,030	243,987
TRIO DC	120,366	73,868	46,498	88,722	303,643
<b>Total Revenues</b>	<b>4,626,967</b>	<b>6,697,670</b>	<b>(2,070,702)</b>	<b>4,639,173</b>	<b>26,165,480</b>
<b>Expenditures:</b>					
Adult Ed	89,258	87,229	(2,029)	90,541	466,570
Pathways	81,501	92,400	10,899	84,334	402,049
Perkins	88,351	88,233	(117)	82,714	298,389
WIOA	1,030,651	750,751	(279,900)	508,550	2,945,905
College Work Study	2,627	17,831	15,204	2,039	71,324
GAST	10,000	14,000	4,000	-	14,000
IL Cooperative Work Study	-	6,000	6,000	9,430	18,000
IPRF Grant	11,335	-	(11,335)	3,361	-
Veterans Services	82,759	255,750	172,991	99,435	1,023,000
ISAC MAP	510,421	190,000	(320,421)	401,827	760,000
Department of Education	2,744,295	1,350,000	(1,394,295)	2,583,309	5,480,468
Direct loans	513,293	418,580	(94,713)	566,319	1,674,321
Corrections	1,980,672	3,247,789	1,267,118	1,735,400	12,378,824
Privately Funded Grant	4,072	42,500	38,428	33,490	85,000
TRIO SSS	76,371	62,738	(13,633)	65,030	243,987
TRIO DC	83,919	73,869	(10,050)	88,722	303,643
<b>Total Expenditures</b>	<b>7,309,524</b>	<b>6,697,670</b>	<b>(611,853)</b>	<b>6,354,502</b>	<b>26,165,480</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(2,682,556)</b>	<b>(1)</b>	<b>(2,682,556)</b>	<b>(1,715,329)</b>	<b>(0)</b>

Sep-19	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	32,900	39,567	(6,666)	40,086	60,000
<b>Total Revenues</b>	<b>32,900</b>	<b>39,567</b>	<b>(6,666)</b>	<b>40,086</b>	<b>60,000</b>
<b>Expenditures:</b>					
Admin Staff Ful	5,353	5,513.47	161	5,147	23,891.69
Support Staff F	3,325	3,428.27	103	3,198	14,855.83
Medical Benefit	1,885	2,175.20	290	2,132	9,425.86
Life Insurance	6	6.37	1	7	27.60
Audit Services	32,063	32,062.50	-	21,375	42,750.00
Printing	-	-	-	-	500.00
<b>Total Expenditures</b>	<b>42,631</b>	<b>43,186</b>	<b>554</b>	<b>31,859</b>	<b>91,451</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(9,731)</b>	<b>(3,619)</b>	<b>(6,112)</b>	<b>8,227</b>	<b>(31,451)</b>

Sep-19	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	710,239	827,600	(117,361)	924,178	1,255,000
<b>Total Revenues</b>	<b>710,239</b>	<b>827,600</b>	<b>(117,361)</b>	<b>924,178</b>	<b>1,255,000</b>
<b>Expenditures:</b>					
Student Services	23,587	30,551	6,964	22,821	120,560
Operations and Maintenance	46,451	60,983	14,532	40,852	256,170
Police Dept	116,525	143,836	27,311	112,712	497,699
Institutional Support	23,654	24,417	763	23,221	104,447
Fixed Charges-ins	171,822	192,418	20,596	179,414	823,910
<b>Total Expenditures</b>	<b>382,040</b>	<b>452,205</b>	<b>70,165</b>	<b>379,020</b>	<b>1,802,786</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>328,199</b>	<b>375,394</b>	<b>(47,196)</b>	<b>545,158</b>	<b>(547,786)</b>



**Lake Land College**  
*FY2020 Salary, Wage & Benefits Detail*

	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
<b>Salary &amp; Wages</b>							
Salary and Wages - Instructional	\$2,816,088	\$3,265,155	\$449,067	\$11,763,802	\$11,480,620	\$11,763,802	\$283,182
Salary and Wages - Acad. Support	\$142,447	\$227,769	\$85,322	\$385,484	\$359,532	\$385,484	\$25,952
Salary and Wages - Stud. Svcs	\$382,439	\$422,659	\$40,220	\$1,633,591	\$1,471,328	\$1,633,591	\$162,263
Salary and Wages - Public Svc.	\$81,842	\$74,218	(\$7,624)	\$321,611	\$436,234	\$321,611	(\$114,623)
Salary and Wages - Maintenance	\$227,231	\$251,464	\$24,233	\$1,086,925	\$979,651	\$1,086,925	\$107,274
Salary and Wages - Inst. Support	\$464,317	\$808,136	\$343,819	\$3,499,494	\$3,697,141	\$3,499,494	(\$197,647)
<b>Total Salary and Wages</b>	<b>\$4,114,364</b>	<b>\$5,049,401</b>	<b>\$935,037</b>	<b>\$18,690,907</b>	<b>\$18,424,506</b>	<b>\$18,690,907</b>	<b>\$266,401</b>

	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
<b>Employee Benefits</b>							
Employee Benefits - Instructional	\$456,990	\$646,029	\$189,039	\$2,701,468	\$2,176,361	\$2,701,468	\$525,107
Employee Benefits - Acad. Support	\$26,433	\$31,593	\$5,160	\$84,218	\$121,844	\$84,218	(\$37,626)
Employee Benefits - Stud. Svcs	\$87,390	\$93,273	\$5,883	\$382,148	\$375,933	\$382,148	\$6,215
Employee Benefits - Public Svc.	\$14,964	\$12,259	(\$2,704)	\$50,156	\$51,983	\$50,156	(\$1,827)
Employee Benefits - Maintenance	\$66,640	\$84,352	\$17,712	\$342,483	\$328,402	\$342,483	\$14,081
Employee Benefits - Inst. Support	\$189,325	\$201,903	\$12,578	\$833,446	\$851,919	\$833,446	(\$18,473)
<b>Total Employee Benefits</b>	<b>\$841,741</b>	<b>\$1,069,410</b>	<b>\$227,669</b>	<b>\$4,393,919</b>	<b>\$3,906,441</b>	<b>\$4,393,919</b>	<b>\$487,478</b>

# LAKE LAND COLLEGE

# MEMO

TO: Jim Hull  
 FROM: Lee Spaniol  
 DATE: October 28, 2019  
 RE: Declaration of Surplus Equipment

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Below are items that have become surplus. They are obsolete and have little value to the College. As with past surplus items, we will seek the best financial route to follow to dispose of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

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

Description	Quantity
Dell R720 Servers	32
Dell R730 Servers	3
Nimble Storage	4
MD Storage	5
P25 Thin Clients	800
Mac	1

# LAKE LAND COLLEGE

# MEMO

TO: Lake Land College Board of Trustees  
FROM: Dr. Jonathan "Josh" Bullock, President  
DATE: October 31, 2019  
RE: IGEN Sub-Award Grant Acceptance

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Lake Land College has been a participant of the Illinois Green Energy Network (IGEN) in an effort to expand our renewable energy capacity and enhance our education and training opportunities in the renewable energy field. Lewis and Clark Community College, as the lead fiscal agent for IGEN, recently received funding appropriated from the Renewable Energy Resources Trust Fund through the Office of the Illinois Secretary of State for education and training for renewable energy, energy efficiency technology, and for the operations and services of the network. Through this funding, Lake Land College has been approved to receive a sub-award in the amount of \$213,945 to expand our solar energy capacity on our main campus and enhance educational opportunities for students. This grant sub-award will offset the total cost to add solar panels to the rooftops of the Luther Student Center, Northeast Building, Neal Hall and the Power Plant. Additionally, the grant award will enrich our Renewable Energy programs for students within the Technology Division. The Solar expansion on campus will offer these students the opportunity to observe the installation process of the solar panels and provide for the on-going analysis and tracking of the solar installation's performance relative to the forecasted energy production.

I respectfully request the Board of Trustees accept this sub-award from the Illinois Green Energy Network.

Attachment

**ILLINOIS GREEN ECONOMY NETWORK (IGEN) SUB-AWARD FOR  
OFFICE OF THE ILLINOIS SECRETARY OF STATE GRANT**

This Illinois Green Economy Network Sub-award (hereinafter referred to as “Sub-award”) is made and entered into between **Lewis and Clark Community College, District #536**, 5800 Godfrey Road, Godfrey, IL 62035 (hereinafter referred to as “L&C”), as fiscal agent for the Illinois Green Economy Network (hereafter referred to as “IGEN”), and **Lake Land College, District #517**, 5001 Lake Land Boulevard, Mattoon, IL 61938 (hereinafter referred to as the “Sub-recipient” or “LLC”).

WHEREAS, L&C, as the fiscal agent for IGEN, received funding appropriated from the Renewable Energy Resources Trust Fund through the Office of the Illinois Secretary of State for education and training for renewable energy, energy efficiency technology, and for the operations and services of the network;

WHEREAS, L&C, as the fiscal agent for IGEN, has the authority to issue Sub-awards to accomplish the purposes of the grant;

Now, therefore, in consideration of the covenants and condition hereinafter set forth, L&C and the Sub-recipient agree to the following:

**1. Description of the Parties and Award**

**Grantor:** Lewis and Clark Community College as Fiscal Agent for the Illinois Green Economy Network

**Address:** c/o Lewis and Clark Community College, 5800 Godfrey Road, Godfrey, IL 62035

**Awarding Organization:** Office of the Illinois Secretary of State - Renewable Energy Resources Trust Fund

**Prime Period of Performance:** July 1, 2018 – June 30, 2020

**Sub-recipient:** Lake Land College

**Address:** 5001 Lake Land Boulevard, Mattoon, IL 61938

**Sub-award Period of Performance:** July 1, 2019 – June 30, 2020

**Total Sub-award:** \$213,945

**2. Services**

The Sub-recipient shall perform all required and agreed services as set forth in the deliverables of this Agreement consistent with the objectives and mission of the Office of the Illinois Secretary of State grant (hereinafter referred to as “Grant”) between L&C and the Office of the Illinois Secretary of State (hereinafter referred to as “Secretary of State”).

The Sub-recipient, as a sub-grantee, agrees to fully perform and comply with all duties imposed upon L&C on behalf of IGEN as grantee under the applicable Grant with respect to activities undertaken or performed at LLC to abide by all terms and conditions of the Grant and to work collaboratively and cooperatively with the IGEN administrative team and L&C so that all Grant obligations are met in a timely manner. Sub-recipient will execute any certifications and disclosures required by the Secretary of State Grant of Grantees and Sub-recipients.

## Sub-Award Agreement for Office of the Illinois Secretary of State Grant

### 3. Required Program Deliverables

- A. Expand solar energy capacity and installation projects on campus, as well as enhance the Renewable Energy program for students within the Technology Division program, including demonstration and hands-on education/training;
- B. Complete all activities, objectives, and projects as approved/described in Appendix A;
- C. All activities, objectives, and projects to be completed by May 15, 2020;
- D. Liaison (or designee) required to attend monthly or weekly meetings, as scheduled by the IGEN administrative team, via phone or webinar for coordination of programing, provision of progress updates and final reports, and cooperation with third party evaluator through June 30, 2020;
- E. Provide data, information, and reporting on these activities, objectives, and projects as requested by the IGEN administrative team or authorized contractors (monthly, quarterly, and as required to receive funding and reimbursements) through Final Report of this project, no later than May 15, 2020.

### 4. Reporting/Accountability

Sub-recipient will provide all necessary fiscal activity data, information and progress, and final reports to the IGEN administrative team and L&C so that all required reporting can be achieved in a timely fashion.

### 5. Period of Performance/Funding

Sub-recipient shall commence activities on July 1, 2019 and shall continue work through June 30, 2020 as necessary to accomplish the sub-grant deliverables, except as otherwise provided in this Agreement. Sub-recipient is not authorized to perform any additional work beyond the scope of work or the performance period set forth unless such scope or period is extended by written modification to this Sub-award.

### 6. Sub-recipient Award Amount and Compensation

#### A. Amount

In consideration of the Sub-recipient's responsibilities under this Sub-award and those set forth in Appendix A, L&C as the fiscal agent for IGEN, as the Grantor, agrees to provide the Sub-recipient with funding as outlined in the following table:

Expense Category	Amount
Equipment	\$213,945
<b>Total Fees Not to Exceed:</b>	<b>\$213,945</b>

\*Payments to the Sub-recipient will be subject to IGEN/L&C pre-authorization and Secretary of State funding provisions.

## **Sub-Award Agreement for Office of the Illinois Secretary of State Grant**

### **B. Compensation**

#### **\$213,945 for activities, objectives, and projects (outlined above)**

L&C agrees to pay Sub-recipient the amount of \$213,945 under this Agreement. Sub-recipient shall submit an invoice for all expenditures for completed work at the conclusion of each month for reimbursement. Reimbursement of the final amount will be made upon submission of a report establishing the completion of the required activities and the expenditure of total funds authorized for this project under this Agreement, no later than May 15, 2020.

At the end of each performance period outlined above, Sub-recipient will furnish to the L&C an invoice with a summary of authorized expenditures incurred under this Sub-award and a signed certification as to the truth and accuracy of the expenditure report in a form substantially similar to the following:

*I certify that all expenditures reported are for appropriate purposes and in accordance with the Agreements set forth in the application and award documents.*

Such a summary must be submitted to L&C no later than 30 days after the end of the applicable Sub-award period of performance. Sub-recipient will furnish to L&C supporting documentation of such authorized costs upon request.

L&C will not compensate Sub-recipient for expenditures incurred prior to the effective date of this Agreement. L&C will not be obligated to pay Sub-recipient any amount in excess of the amount currently obligated. Any costs incurred by Sub-recipient in excess of the amount currently obligated will be Sub-recipient's sole liability.

Funds not used and expended for the performance of projects authorized by this Agreement and the Grant shall be refunded to L&C within 30 days of the termination of the performance period. Sub-recipient shall notify L&C as soon as it becomes aware that funds provided under this agreement will not likely be expended and/or the Sub-recipient will not fulfill the purposes of the grant in whole or in part.

Payments are subject to documentation of actual dollar amounts to be expended or actual amounts expended and difference must be reconciled for future payments with any unexpended funds returned to L&C.

### **7. Procurement Procedures**

The Sub-recipient must ensure that grant funds are expended in accordance with the following principles: (i) grant expenditures should be made in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations, including procurement procedures for state and federal grants; (ii) grant expenditures should conform to the terms and conditions of this Agreement; (iii) grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; and (iv) grant accounting should be consistent with generally accepted accounting principles.

## **Sub-Award Agreement for Office of the Illinois Secretary of State Grant**

### **8. Conflict of Interest**

The Sub-recipient represents that it is free to accept this Sub-award and that this engagement does not violate the terms of any agreement between the Sub-recipient and any third party. Furthermore, the Sub-recipient, in rendering its duties shall not utilize any invention, discovery, development, improvement, innovation or trade secret in which it does not have a proprietary interest. During the terms of this Sub-award Agreement, the Sub-recipient shall devote as much of its productive time, energy, and abilities to the performance of its duties hereunder as is necessary to perform required duties in a timely and productive manner. The Sub-recipient is expressly free to perform services for other parties while performing services for IGEN/L&C; however, such other work will not interfere with, excuse or inhibit the Sub-recipient from the timely completion of all duties required by this Sub-award and the underlying Grant.

### **9. Covenants of Sub-recipient**

All experts, consultants or employees of the Sub-recipient who are employed by the Sub-recipient to perform work under this Sub-award are not employees of L&C. Sub-recipient alone is responsible for their work, direction, compensation and personal conduct while engaged under this Sub-award. In accordance with such status as independent contractor, Sub-recipient covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of L&C by reason hereof, and that they will not by reason hereof, make any claims, demands or applications to or for any privilege applicable to an employee of L&C or the Secretary of State.

Nothing in this contract shall impose any liability or duty on L&C, IGEN, or the Secretary of State for the acts, omissions, liabilities or obligations of the Sub-recipient or any person, firm, company, agency, association, corporation or organization engaged by the Sub-recipient as expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent.

The Sub-recipient shall be solely responsible for all property damage and physical injuries or death to its agents, servants, or employees or to any other person or damage to any property sustained during its operations and work on the project under this Sub-award resulting from any act of omission or commission or error in judgment of any of its officers, trustees, employees, agents, servants, or independent contractors, and shall hold harmless and indemnify L&C, IGEN, and the Secretary of State from liability upon any and all claims for damages on account of such injuries or death to any such person or damage to property on account or any neglect, fault or default of the Sub-recipient, its officers, trustees, employees, agents, servants, or independent contractors. The Sub-recipient shall be solely responsible for the safety and protection of all of its employees.

Nothing in this Sub-award requires a waiver of either party's defenses or immunities provided by law. Sub-recipient will maintain sufficient insurance coverage for public liability, property damage, employer's liability and workers' compensation insurance, and motor vehicle liability to fulfill its obligations under this Sub-award. Sub-recipient shall provide evidence of such insurance upon request by L&C.

## **Sub-Award Agreement for Office of the Illinois Secretary of State Grant**

### **10. Indemnification**

To the extent provided by Illinois law, L&C shall indemnify and hold harmless Sub-recipient against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against Sub-recipient arising out of negligent actions or willful misconduct by L&C; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of Sub-recipient.

Sub-recipient shall indemnify and hold harmless L&C against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against L&C arising out of negligent actions or willful misconduct by Sub-recipient; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of L&C.

### **11. Assignment**

The Sub-recipient shall not assign, transfer, convey or otherwise dispose of this Sub-award or of Sub-recipient's rights, obligations, duties, in whole or in part, or of its right to execute it, or its right, title or interest in it or any part thereof, or assign by power of attorney or otherwise, any of the monies due or to become due under this Sub-award, unless the prior written consent of L&C on behalf of IGEN shall be obtained. Any such assignment, transfer, conveyance or other disposition without such consent shall be void.

Failure of the Sub-recipient to obtain any required consent to any assignment, shall be cause for termination for cause, at the option of L&C on behalf of IGEN; and if so terminated, L&C and IGEN shall thereupon be relieved and discharged from any further liability and obligation to the Sub-recipient, its assignees or transferees, and all monies that may become due under the Agreement shall be forfeited to L&C on behalf of IGEN, except so much thereof as may be necessary to pay the Sub-recipient's employees.

### **12. Termination**

This Sub-award can be terminated for cause by either party with a ten (10) days' written notice. Cause is a failure to comply with the requirements set forth in the Agreement, Appendices, or Grant. Upon termination for cause, L&C on behalf of IGEN shall not be liable for any further payment to Sub-recipient, and Sub-recipient shall be required to return any procured equipment to L&C on behalf of IGEN, at Sub-recipient's sole cost and expense, within thirty (30) days of termination.

Additionally, L&C on behalf of IGEN may terminate this Sub-award, in its sole discretion, without notice, including but not limited to lack of state funding/reimbursement, during the project period. Upon termination without cause, the Sub-recipient shall be paid allowable costs up to and including date of termination or such reasonable part of his fee as shall apply to services properly performed hereunder prior to the date of such termination, and L&C on behalf of IGEN shall not be liable for any further payment to Sub-recipient and/or claims for damages or for other or extra remuneration.



## **Sub-Award Agreement for Office of the Illinois Secretary of State Grant**

### **13. Antitrust**

The Sub-recipient has not, within a three (3) year period preceding this Sub-award, been convicted of or had a civil judgment rendered against if for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or agreement under a public transaction, violation of Federal or State Antitrust Statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement of receiving stolen property.

The Sub-recipient is not presently indicted or criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated above.

### **14. Default**

The Sub-recipient has not within a three (3) year period preceding this Sub-award had one or more public transactions (Federal, State or Local) terminated for cause or default.

### **15. Drug Free Workforce**

The Sub-recipient certifies that it will comply with the Drug Free Workplace Act (30 ILCS 580) and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract.

### **16. Choice of Law**

The laws of the State of Illinois shall govern the validity of this Sub-award, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

### **17. Records Retention/Audit**

L&C is accountable for all funds received under the Grant. The Sub-recipient along with L&C, shall maintain, for a minimum of four (4) years following Secretary of State's most recently issued written approval of all required close-outs adequate books, records, and supporting documents, including digital and electronic data, to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the Sub-award.

All books, records and supporting documents related to this Sub-award shall be available for inspection and audit by L&C, Secretary of State, the Auditor General or any of their duly authorized representative(s), and the Sub-recipient agrees to fully cooperate with any audit performed by Secretary of State and/or L&C.

### **18. Final Invoice**

The Final Invoice shall be marked as final and submitted by the Sub-recipient within thirty (30) days of the expiration of this Sub-award, unless another time period is agreed upon between the parties and/or specified in this Agreement. If the Final Invoice is not received within thirty (30) days of expiration or the agreed upon date of submission, it may be processed at the sole discretion of L&C.

## **Sub-Award Agreement for Office of the Illinois Secretary of State Grant**

### **19. Notification**

The Sub-recipient agrees to notify L&C immediately upon knowledge of any material facts or circumstances that may impede the progress of the work required by the Sub-award. A failure to notify L&C will relieve L&C of any duty to give notice of termination required herein, and relieve L&C of any other obligation imposed by this Sub-award. L&C also retains all its remedies at law in the event of a breach of contract.

### **20. Waiver**

The failure of either party to object to or to take affirmative action with respect to any conduct of the other party, which is in violation of the provisions of this Sub-award, shall not be construed as a waiver of that violation nor any future violation of the provisions of this Sub-award. Any such waiver, in order to be effective in the first instance, must be in writing and signed by the party against whom the waiver is asserted. A waiver by either party at any time of any breach by the other party of or compliance with any provision of this Sub-award shall not be deemed or construed to be a waiver of any subsequent breach by the other party of such provision or a waiver of any other provisions of this Sub-award.

### **21. Entire Understanding**

This Sub-award in conjunction with the IGEN grant and any certification and disclosures required hereunder outlines the entire agreement between L&C and Sub-recipient with respect to its subject matter and supersedes any and all previous agreements, written or oral, between the parties relating to the subject matter hereof. No amendment or modification of the terms of this Sub-award shall be binding upon the parties hereto unless reduced to writing and signed by L&C and Sub-recipient.

### **22. Notices**

Any notice or other communication given under this Sub-award must be in writing and mailed, to the other party at its business address. Such notice or communication is deemed delivered when sent prepaid, certified mail, return receipt requested.

### **23. Sub-recipient Information**

The Sub-recipient's Federal Taxpayer Identification Number is \_\_\_\_\_ (FEIN NO.).

The Sub-recipient is doing business as (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual                     | <input type="checkbox"/> Real Estate Agent                         |
| <input type="checkbox"/> Sole Proprietorship            | <input type="checkbox"/> Governmental Entity                       |
| <input type="checkbox"/> Partnership                    | <input type="checkbox"/> Tax Exempt Organization (IRC 501(a) only) |
| <input type="checkbox"/> Corporation                    | <input type="checkbox"/> Trust or Estate                           |
| <input type="checkbox"/> Not-for-Profit Corporation     | <input type="checkbox"/> Provider Corporation                      |
| <input type="checkbox"/> Medical & Health Care Services |  |

**Sub-Award Agreement for Office of the Illinois Secretary of State Grant**

**24. Counterparts**

The parties may sign this Agreement in one or more counterparts, each of which constitutes an original and all of which together constitute the Agreement. Facsimile signatures and scanned PDF signatures shall constitute original signatures for all purposes.

IN WITNESS WHEREOF the undersigned have executed this Sub-award as of the day and year first written below. The parties hereto agree that facsimile signatures shall be effective as if originals.

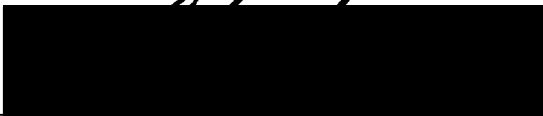
**Lewis and Clark Community College**

**Lake Land College**

Community College District No. 536

Community College District No. 517

BY: \_\_\_\_\_  
Signature



BY: \_\_\_\_\_  
Signature

NAME: Dale T. Chapman  
Printed Name

NAME: \_\_\_\_\_  
Printed Name

TITLE: President  
Printed Title

TITLE: \_\_\_\_\_  
Printed Title

DATE: 10-9-19

DATE: \_\_\_\_\_

## Funding Request/Survey for Participation in Energy-Related Programs

Please complete this request/survey to the best of your ability. The purpose of this request/survey is to gauge interest and identify capacity and need. Thank you for your interest and time!

### 1. Background Information

- a. **College Name:** Lake Land College
- b. **Contact Person(s) (name, title, email, and phone):** Bryan Gleckler, Vice President for Business Services, [bgleckler@lakelandcollege.edu](mailto:bgleckler@lakelandcollege.edu), (217) 234-5224
- c. **Please list any renewable energy and energy efficiency-related certificate and degree programs currently offered:** AAS.RNRG (Associate in Renewable Energy), CRT.REMG (Certificate in Renewable Energy Management), CRT.RENEW (Certificate in Renewable Energy), and CRT.HVAC (Certificate in Heating, Ventilating, Air Conditioning, and Refrigeration).
- d. **Please list any renewable energy and energy efficiency-related courses and training currently offered:** TEC-057, TEC 058, EET-068, EET-070, WND-040, WND-041, TEC-064, TEC-059, TEC-069, and TEC-066. Wind Tower climbing and NABCEP test preparation are part of the class material.
- e. **Please list any renewable energy and energy efficiency-related career pathways that are already in place (including job training):** Wind technician and PV installer. We do training for energy audits and blower-door testing in the HVC Certificate.
- f. **Please list any existing or planned renewable energy installations at your college:**
- Existing:
- West Building – 120kw Roof Mount system – 440 panels  
Webb Hall – 112.84kw Roof Mount system – 434 panels  
VoTech Building – 80kw Roof Mount system – 306 panels  
Field House – Roof Solar Thermal system  
Lensink Hall – 20kw Ground Mount system – 5 Dual Axis trackers
- Planned:
- Luther Student Center – 86kw Roof Mount system
- g. **Please list any energy industry partners:**  
CTS Group

### 2. Please select all options that your college is interested in:

- Utilize existing or planned renewable energy installations on Illinois community college campuses for demonstration, education, and training.
- Regional and statewide energy-related conferences, events, and workshops.
- Customized renewable energy and energy efficiency technology-related education and training with industry partners to be offered at Illinois community colleges.
- Customized energy-related job training with industry partners to be offered at Illinois community colleges.
- Implementing renewable energy and energy efficiency installation and upgrade projects.
- Build upon and enhance current renewable energy and energy efficiency-related courses and programs available at Illinois community colleges, that strengthen connections between education

and training providers, job seekers, industry-related employers, other key industry leaders, and local communities.

- Utilize a consultant to assist Illinois community colleges with implementing solar projects, identifying the best incentives and private partner arrangements.
- Participate in a comprehensive analysis of energy use for Illinois community colleges.
- Determine the feasibility of hydrokinetic projects at Illinois community colleges to expand renewable energy sources.
- Integrate best practices in stormwater management to reduce energy consumption and increase renewable energy uses.

**3. Please indicate if your college is interested in identifying a representative to serve as one of three part-time Regional Coordinators for overall programing development, implementation, and management:**

- Yes
- No

If yes, please describe your college's capacity to identify a representative for this role:

**4. Please list any other innovative and new options for programing:**

**5. Please identify your college's goals/objectives for participation:** To expand our current program by adding additional solar panels to the roof of our Student Center (currently under construction) and to evaluate options for some additional ground mounted units.

**6. Please identify the activities that your college would focus on to accomplish the above goals/objectives:** The new area of our Student Center is being designed to accommodate rooftop solar panels. If we were able to secure grant funding, we would be able to add these solar panels to the roof of this building and expand our use of solar energy as an energy alternative.

**7. Please identify your college's deliverables and targets (such as, number of students trained, percentage increase for enrollment/recruitment or completion/retention, number of courses, programs, and trainings developed or implemented, number of jobs created or retained, amount of energy saved, etc.)** The continued investment in alternative energy at Lake Land College will help solidify continued program viability for these program offerings.

**8. Please describe the anticipated outcome(s) of your college's participation (for example, how will your college advance education and training for renewable energy and energy efficiency technology):**

**9. Please describe any barriers or challenges:** In order to be able to expand our current solar power infrastructure it will require significant grant assistance as to avoid using operational dollars for this investment.

**10. Please identify your college's anticipated budget needs for implementing programing successfully:**

Category	Amount requested	Existing funds
Administrative/Personnel/Salaries		
Equipment	Up to \$250,000	
Materials/Supplies		
Purchase of Services		
Other (Identify)		
<b>Total</b>		

**Lake Land College**  
*IGEN S.O.S. Grant Funding Application*

Lake Land College is pursuing expansion of its solar energy capacity on its main campus located in Mattoon, IL. The College has been approved to pursue the addition of 365.4kW in solar panels to be added to the rooftops of the following buildings: Luther Student Center, Northeast Building, Neal Hall, and the Power Plant. The total cost of this project is \$855,783 and initial projections assume a 15-year payback for the costs of the system. It is estimated that the installation of these rooftop solar panels on the aforementioned buildings, we offset approximately 445,000 kWh as compared to current energy usage. We estimate that this will lead to an annual avoided cost of approximately \$38,000 per year initially (growing 3.5% per year).

Lake Land College is requesting up to \$250,000 in funding through IGEN to help offset the installation costs of the solar panels and to enhance our Renewable Energy program for students within this Technology Division program. This expansion of solar capacity on campus will provide these students the opportunity to observe the installation process of the solar panels and provide for the on-going analysis of tracking the performance of the solar panels as compared to the forecast of projected energy savings. This will help prepare these students that choose to go into the renewable energy field with real application of the performance of rooftop solar units.

Currently there are 11 students enrolled in our Renewable Energy program. Our hope would be that this added component to their curriculum would allow Lake Land College to make their experience more valuable and allow the College to grow this program.

# LAKE LAND COLLEGE

# MEMO

TO: Josh Bullock, President  
FROM: Beth R. Gerl, Vice President for Student Services  
DATE: October 31, 2019  
RE: Micro-grants Enrollment Incentive

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To enhance enrollment for the 2020 Spring semester, enrollment incentive ideas were submitted from numerous sources to develop and facilitate a micro-grants pilot program to assist students with financial barriers. To pilot a micro-grants program for the Spring semester the College will be focusing on students who are within approximately one semester from completing their academic program.

The Financial Aid team pulled and analyzed data on two specific groups with unpaid balances. The first group consists of students who are currently enrolled at least half-time in a degree-seeking program, are in good academic standing and making satisfactory academic progress.

The second group includes students who were enrolled in a degree-seeking program during the 2018 Fall or 2019 Spring semesters and are not currently enrolled at Lake Land College. Like the first group, these students are in good academic standing and making satisfactory academic progress but with an unpaid balance that prevents further enrollment.

Students who participate in the program will sign an agreement acknowledging their responsibilities, and will be provided extensive one-on-one support.

Based on this data, I am requesting funds from the enrollment incentive initiative to pilot a micro-grants program to assist up to 30 students with past due balances ranging from approximately two hundred dollars to two thousand dollars.

I am happy to address any questions regarding this exciting new pilot program.

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 1119-009

DATE: 11-11-19

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving Community College buildings for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to First Mid Bank & Trust, National Association.

\* \* \*

WHEREAS, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), is a community college district of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"); and

WHEREAS, the Board of Trustees of the District (the "*Board*") has considered the needs of the District and, in so doing, the Board has deemed and does now deem it advisable, necessary,



and for the best interests of the District to finance improvements to the College's facilities, including without limitation, the building of a new workforce development center, the renovation of Neal Hall, the equipping of four campus buildings with solar panels and technology improvements and equipment, including, in connection with said work, all renovations and equipment related thereto, and any services necessary, useful or advisable thereto (the "Project"), all as shown on preliminary plans and cost estimates on file with and approved by the Board; and

WHEREAS, the Board has determined the total cost of the Project and expenses incidental thereto, including financial, legal, architectural, and engineering services related to such work and to the Agreement hereinafter provided for in this Resolution to be not less than \$11,525,000, plus estimated investment earnings which may be received on said sum prior to disbursement; and

WHEREAS, sufficient funds of the District are not available to pay the costs of the Project, and it will, therefore, be necessary to borrow money in the amount of \$11,525,000 for the purpose of paying such costs; and

WHEREAS, pursuant to the Installment Purchase Provisions, the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements; and

WHEREAS, the Board finds that it is desirable and in the best interests of the District to avail of the provisions of the Installment Purchase Provisions to authorize an Installment Purchase

Agreement (the "Agreement"); name as counter-party to the Agreement the Treasurer of the Board, as nominee-seller; authorize the Chair and Secretary of the Board to execute and attest, respectively, the Agreement on behalf of the District and to file same with said Secretary in his or her capacity as keeper of the records and files of the District; and issue certificates evidencing the indebtedness incurred under the Agreement in the amount of \$11,525,000:

NOW THEREFORE Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

*Section 1. Definitions.* Words and terms used in this Resolution shall have the meanings given them unless the context or use clearly indicates another or different meaning is intended. Words and terms defined in the singular may be used in the plural and vice-versa. Reference to any gender shall be deemed to include the other and also inanimate persons such as corporations, where applicable.

A. The following words and terms are as defined in the preambles hereto.

Agreement  
Board  
Debt Reform Act  
District  
Installment Purchase Provisions  
Public Community College Act  
Project

B. The following words and terms are defined as set forth.

"Certificates" means the \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, authorized to be issued by this Resolution.

"Certificate Fund" means the fund established and defined in Section 13 of this Resolution.

“*Certificate Registrar*” means First Mid Bank & Trust, National Association, Mattoon, Illinois, in its respective capacities as registrar and paying agent hereunder, or a successor thereto or a successor designated as Certificate Registrar hereunder.

“*Code*” means the Internal Revenue Code of 1986, as amended.

“*Project Fund*” means the Project Fund established and defined in Section 13 of this Resolution.

“*Purchaser*” means the purchaser of the Certificates, namely, First Mid Bank & Trust, National Association, Mattoon, Illinois.

C. Definitions also appear in the preambles hereto or in specific sections, as appear below. The headings in this Resolution are for the convenience of the reader and are not a part of this Resolution.

*Section 2. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 3. Authorization.* It is necessary and advisable for the residents of the District to pay the costs of the Project, including all Related Expenses and to borrow money and, in evidence thereof and for the purpose of financing same, enter into the Agreement and, further, to provide for the issuance and delivery of certificates evidencing the indebtedness incurred under the Agreement.

*Section 4. Agreement is a General Obligation; Annual Budget.* The District hereby represents, warrants, and agrees that the obligation to make the payments due under the Agreement shall be a general obligation of the District payable from any funds of the District lawfully available for such purpose. The District represents and warrants that the total amount due under the Agreement, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District

annually and in a timely manner so as to provide for the making of all payments when due under the terms of the Agreement.

*Section 5. Execution and Filing of the Agreement.* From and after the effective date of this Resolution, the Chair and Secretary of the Board be and they are hereby authorized and directed to execute and attest, respectively, the Agreement, in substantially the form set forth in Section 6 of this Resolution, and to do all things necessary and essential to effectuate the provisions of the Agreement, including the execution of any documents and certificates incidental thereto or necessary to carry out the provisions thereof. Further, as nominee-seller, the Treasurer of the Board is hereby authorized and directed to execute the Agreement. Upon full execution, the original of the Agreement shall be filed with the Secretary of the Board and retained in the District records and shall constitute authority for the issuance of the Certificates hereinafter authorized.

*Section 6. Form of Agreement.* The Agreement shall be in substantially the form as follows:

INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

\* \* \*

THIS INSTALLMENT PURCHASE AGREEMENT (this "Agreement") dated as of November 25, 2019, by and between the Treasurer of the Board of Trustees (the "Board") of the District (as hereinafter defined), as Nominee-Seller (the "Seller"), and Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, a community college district of the State of Illinois (the "District"):

#### WITNESSETH

A. The Board has determined to finance improvements to the College's facilities, including without limitation, the building of a new workforce development center, the renovation of Neal Hall, the equipping of four campus buildings with solar panels and technology improvements and equipment (the "Project"), all as previously approved by the Board and on file with the Secretary of the Board (the "Secretary").

B. Pursuant to the provisions of the Public Community College Act of the State of Illinois (the "Public Community College Act"), the Local Government Debt Reform Act of the State of Illinois (the "Debt Reform Act"), and, in particular, the provisions of Section 17(b) of the Debt Reform Act (the "Installment Purchase Provisions"), in each case, as supplemented and amended (collectively "Applicable Law"), the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any

manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements.

C. On the 11th day of November, 2019, the Board, pursuant to Applicable Law and the need to provide for the Project, adopted a resolution (the "*Resolution*") authorizing the borrowing of money for the Project, the execution and delivery of this Agreement to finance same, and the issuance of certificates evidencing the indebtedness so incurred.

D. The Resolution is

- (a) incorporated herein by reference; and
- (b) made a part hereof as if set out at this place in full;

and each of the terms as defined in the Resolution is also incorporated by reference for use in this Agreement.

E. The Seller, as nominee as expressly permitted by the Installment Purchase Provisions, has agreed to make, construct and acquire the Project on the terms as hereinafter provided.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and other valuable consideration, it is mutually agreed between the Seller and the District as follows:

1. MAKE AND ACQUIRE PROJECT

The Seller agrees to make, construct, and acquire the Project upon real estate owned or to be owned by or upon which valid easements have been obtained in favor of the District.

2. CONVEYANCE

The District conveys to the Seller any portion of the Project heretofore acquired by the District and to be paid from proceeds of the Certificates (as defined in the Resolution). The Seller

agrees to convey each part of the Project to the District and to perform all necessary work and convey all necessary equipment; and the District agrees to purchase the Project from the Seller and pay for the Project the purchase price of not to exceed \$11,525,000; plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates and in no event shall the total aggregate principal purchase price to be paid pursuant to this Agreement exceed the sum of \$11,525,000, plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates.

### 3. PAYMENTS

The payment of the entire sum of \$11,525,000 of said purchase price shall:

- (a) be payable in installments due on the dates and in the amounts;
- (b) bear interest at the rates percent per annum which interest shall also be payable on the dates and in the amounts;
- (c) be payable at the place or places of payment, in the medium of payment, and upon such other terms, including prepayment (redemption);

all as provided for payment of the Certificates in the Resolution.

### 4. ASSIGNMENT

Rights to payment of the Seller as provided in this Agreement are assigned as a matter of law under the Installment Purchase Provisions to the owners of the Certificates. This Agreement and any right, title, or interest herein, shall not be further assignable. The Certificates, evidencing the indebtedness incurred hereby, are assignable (registrable) as provided in the Resolution.

## 5. TAX COVENANTS

The covenants relating to the tax-exempt status of the Certificates, as set forth in the Resolution, insofar as may be applicable, apply to the work to be performed and the payments made under this Agreement.

## 6. TITLE

(a) *Vesting of Title.* Title in and to any part of the Project, upon delivery or as made, during all stages of the making or acquisition thereof, shall and does vest immediately in the District.

(b) *Damage, Destruction, and Condemnation.* If, during the term of this Agreement, (i) all or any part of the Project shall be destroyed, in whole or in part, or damaged by fire or other casualty or event; or (ii) title to, or the temporary or permanent use of, all or any part of the Project shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm, or corporation acting under governmental authority; or (iii) a material defect in construction of all or any part of the Project shall become apparent; or (iv) title to or the use of all or any part of the Project shall be lost by reason of a defect in title; then the District shall continue to make payments as promised herein and in the Certificates and to take such action as it shall deem necessary or appropriate to repair and replace the Project.

## 7. LAWFUL CORPORATE OBLIGATION

The District hereby represents, warrants, and agrees that the obligation to make the payments due hereunder shall be a lawful direct general obligation of the District payable from the general funds of the District and such other sources of payment as are otherwise lawfully available. The District represents and warrants that the total amount due the Seller hereunder, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of this Agreement.



8. GENERAL COVENANT AND RECITAL

It is hereby certified and recited by the Seller and the District, respectively, that as to each, respectively, for itself, all conditions, acts, and things required by law to exist or to be done precedent to and in the execution of this Agreement did exist, have happened, been done and performed in regular and due form and time as required by law.

9. NO SEPARATE TAX

THE SELLER AND THE DISTRICT RECOGNIZE THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

10. DEFAULT

In the event of a default in payment hereunder by the District, the Seller or any Certificateholder may pursue any available remedy by suit at law or equity to enforce the payment of all amounts due or to become due under this Agreement, including, without limitation, an action for specific performance.

IN WITNESS WHEREOF the Seller has caused this Installment Purchase Agreement to be executed, and his or her signature to be attested by the Secretary of the Board, and the District has caused this Installment Purchase Agreement to be executed by the Chair of its Board, and also attested by the Secretary of its Board, all as of the day and year first above written.

SELLER: Signature:\_\_\_\_\_

[Here type name]:\_\_\_\_\_ as Nominee-Seller and the Treasurer of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

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

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS            )  
   ) SS  
 COUNTY OF COLES            )

**CERTIFICATE OF INSTALLMENT PURCHASE AGREEMENT FILING**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), and as such officer I do hereby certify that on the \_\_\_\_ day of November, 2019, there was filed in my office a properly certified copy of that certain document, executed by the Chair of the Board, attested by me in my capacity as Secretary of the Board, and further executed, as Nominee-Seller, by the Treasurer of the Board, also attested by me, dated as of November 25, 2019, and entitled "INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois"; and supporting the issuance of certain General Obligation Debt Certificates (Limited Tax), Series 2019, of the District; that attached hereto is a true and complete copy of said Agreement as so filed; and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature, this \_\_\_\_ day of November, 2019.

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Secretary, Board of Trustees

*Section 7. Certificate Details.* For the purpose of providing for the Project, there shall be issued and sold certificates of the District in the principal amount of \$11,525,000, which shall be designated "General Obligation Debt Certificates (Limited Tax), Series 2019" (the "Certificates"). The Certificates shall be dated November 25, 2019, and shall also bear the date of authentication, shall be in fully registered form, shall be in minimum denominations of \$100,000 each and integral multiples of \$5,000 in excess thereof, shall be numbered 1 and upward, and the Certificates shall become due and payable (subject to prior redemption as hereinafter set forth) on December 1, 2029. The Certificates shall bear interest at the rate of (i) 1.50% per annum from their dated date to and including March 24, 2020, or earlier redemption thereof and (ii) 3.44% per annum from March 25, 2020, to and including the final maturity or earlier redemption thereof.

The Certificates shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Certificates is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually on June 1 and December 1, commencing on June 1, 2020. Interest on each Certificate shall be paid by check or draft of the Certificate Registrar, payable upon presentation in lawful money of the United States of America, to the person in whose name such Certificate is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Certificates shall be payable in lawful money of the United States of America at the principal office of the Certificate Registrar.

The Certificates shall be signed by the manual or facsimile signatures of the Chair and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer of the Board, as they shall determine, and in case any officer whose signature shall appear on any Certificate shall cease to be such officer before the delivery

of such Certificate, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Certificates shall have thereon a certificate of authentication substantially in the form hereinafter set forth, duly executed by the Certificate Registrar as authenticating agent of the District and showing the date of authentication. No Certificate shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Certificate Registrar by manual signature, and such certificate of authentication upon any such Certificate shall be conclusive evidence that such Certificate has been authenticated and delivered under this Resolution. The certificate of authentication on any Certificate shall be deemed to have been executed by the Certificate Registrar if signed by an authorized officer of the Certificate Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Certificates issued hereunder.

*Section 8. Registration of Certificates; Persons Treated as Owners.* The District shall cause books (the "*Certificate Register*") for the registration and for the transfer of the Certificates as provided in this Resolution to be kept at the principal office of the Certificate Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Certificate Registrar shall keep custody of, multiple Certificate blanks executed by the District for use in the transfer and exchange of Certificates.

Upon surrender for transfer of any Certificate at the principal office of the Certificate Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Certificate Registrar and duly executed by the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Certificate Registrar shall authenticate, date, and deliver in the name of the transferee or transferees a new fully

registered Certificate or Certificates of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Certificate or Certificates may be exchanged at said principal office of the Certificate Registrar for a like aggregate principal amount of Certificate or Certificates of the same maturity of other authorized denominations. The execution by the District of any fully registered Certificate shall constitute full and due authorization of such Certificate and the Certificate Registrar shall thereby be authorized to authenticate, date, and deliver such Certificate; *provided, however*, the principal amount of outstanding Certificates of each maturity authenticated by the Certificate Registrar shall not exceed the authorized principal amount of Certificates for such maturity less previous retirements.

The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Certificate and ending at the opening of business on such interest payment date, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates.

The person in whose name any Certificate shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Certificate shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Certificate to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Certificates, but the District or the Certificate Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of

Certificates, except in the case of the issuance of a Certificate or Certificates for the unredeemed portion of a Certificate surrendered for redemption.

*Section 9. Redemption. (a) Optional Redemption.* The Certificates shall be subject to redemption prior to maturity at the option of the District as a whole or in part in integral multiples of \$5,000 (less than all of the Certificates to be selected by the Certificate Registrar), on any date, at the redemption price of par plus accrued interest to the redemption date, *provided, however,* that the par amount of any single maturity remaining outstanding after any redemption in part may not be less than \$100,000.

(b) *Mandatory Redemption.* The Certificates are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Certificate Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 1 of the years and in the principal amounts as follows:

YEAR	PRINCIPAL AMOUNT
2020	\$ 985,000
2021	1,015,000
2022	1,050,000
2023	1,090,000
2024	1,125,000
2025	1,165,000
2026	1,210,000
2027	1,250,000
2028	1,295,000
2029	1,340,000 (stated maturity)

The principal amounts of Certificates to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Certificates credited against future mandatory redemption requirements in such order of the mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Certificate Registrar may, and if directed by the Board shall, purchase Certificates required to be retired on such mandatory

redemption date. Any such Certificates so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Certificates shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least five (5) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Certificate Registrar) notify the Certificate Registrar of such redemption date and of the principal amount and maturity or maturities of Certificates to be redeemed. For purposes of any redemption of less than all of the outstanding Certificates, the particular portions of Certificates to be redeemed shall be selected by lot by the Certificate Registrar from the Certificates by such method of lottery as the Certificate Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Certificates or portions thereof so that any \$5,000 Certificate or \$5,000 portion of a Certificate shall be as likely to be called for redemption as any other such \$5,000 Certificate or \$5,000 portion. The Certificate Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Certificates to be redeemed or the time of the giving of official notice of redemption.

The Certificate Registrar shall promptly notify the District in writing of the Certificates or portions of Certificates selected for redemption and, in the case of any Certificate selected for partial redemption, the principal amount thereof to be redeemed.

*Section 10. Redemption Procedure.* Unless waived by any holder of Certificates to be redeemed, notice of the call for any such redemption shall be given by the Certificate Registrar on behalf of the District by mailing the redemption notice by first class mail at least five (5) days prior to the date fixed for redemption to the registered owner of the Certificates to be redeemed



at the address shown on the Certificate Register or at such other address as is furnished in writing by such registered owner to the Certificate Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Certificates are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Certificates to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Certificate or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Certificates are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Certificate Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Certificates to be redeemed at the option of the District shall have been received by the Certificate Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Certificate Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Certificates, and the Certificate Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Certificates will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Certificate Registrar an amount of money sufficient to pay the redemption price of all the Certificates or portions of Certificates which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Certificates or portions of Certificates so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Certificates or portions of Certificates shall cease to bear interest. Upon surrender of such Certificates for redemption in accordance with said notice, such Certificates shall be paid by the Certificate Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Certificate, there shall be prepared for the registered holder a new Certificate or Certificates of the same maturity in the amount of the unpaid principal.

If any Certificate or portion of Certificate called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Certificate or portion of Certificate so called for redemption. All Certificates which have been redeemed shall be cancelled and destroyed by the Certificate Registrar and shall not be reissued.

*Section 11. Form of Certificate.* The Certificates shall be in substantially the following form; *provided, however,* that if the text of the Certificate is to be printed in its entirety on the front side of the Certificate, then paragraph [2] and the legend "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [12] shall be inserted immediately after paragraph [1]:

[Form of Certificate - Front Side]

REGISTERED  
NO. \_\_\_\_\_REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR,  
EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF  
ILLINOIS

COMMUNITY COLLEGE DISTRICT NO. 517

GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), SERIES 2019

See Reverse Side for  
Additional ProvisionsInitial Interest  
Rate: 1.50%Maturity  
Date: December 1, 2029Dated  
Date: November 25, 2019

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), hereby acknowledges itself to owe and for value received promises to pay from the source and as hereinafter provided to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Certificate or from the most recent interest payment date to which interest has been paid at the rate of 1.50% per annum to and including March 24, 2020, or earlier redemption thereof. The interest rate will be adjusted on March 25, 2020, to the rate of 3.44% per annum and will bear said rate until the Maturity Date or earlier redemption thereof. Such interest shall be paid on June 1 and December 1 of each year,

commencing June 1, 2020, until said Principal Amount is paid. Principal of this Certificate is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of First Mid Bank & Trust, National Association, Mattoon, Illinois, as certificate registrar and paying agent (the "*Certificate Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Certificate Registrar at the close of business on the 15th day of the month next preceding each interest payment date, and shall be paid by check or draft of the Certificate Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Certificate Registrar.

[2] Reference is hereby made to the further provisions of this Certificate set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Certificate did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of certificates of which this is one, does not exceed any limitation imposed by law; that the obligation to make payments due hereon is a general obligation of the District payable from any funds of the District legally available for such purpose, and that the District shall budget funds annually and in a timely manner so as to provide for the making of all payments hereon when due. THE OWNER OF THIS CERTIFICATE ACKNOWLEDGES THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

[4] This Certificate shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Certificate Registrar.

[5] IN WITNESS WHEREOF said Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, by its Board of Trustees, has caused this Certificate to be signed by the manual or duly authorized facsimile signatures of the Chair and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

\_\_\_\_\_  
SPECIMEN  
Chair, Board of Trustees

\_\_\_\_\_  
SPECIMEN  
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

\_\_\_\_\_  
SPECIMEN  
Treasurer, Board of Trustees

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

Certificate Registrar and Paying Agent:  
First Mid Bank & Trust, National Association,  
Mattoon, Illinois

This Certificate is one of the Certificates described in the within-mentioned resolution and is one of the General Obligation Debt Certificates (Limited Tax), Series 2019, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

FIRST MID BANK & TRUST, NATIONAL  
ASSOCIATION, as Certificate Registrar

By                     SPECIMEN                      
Authorized Officer

[Form of Certificate - Reverse Side]

**COMMUNITY COLLEGE DISTRICT NO. 517**

**COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF ILLINOIS**

**GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), SERIES 2019**

[6] This Certificate is one of a series of certificates issued by the District to finance improvements to the College’s facilities, including without limitation, the building of a new workforce development center, the renovation of Neal Hall, the equipping of four campus buildings with solar panels and technology improvements and equipment, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Trustees of the District by a resolution duly and properly adopted for that purpose, in all respects as provided by law. The Certificates

issued by the District in connection with the Project have been issued in evidence of the indebtedness incurred pursuant to a certain Installment Purchase Agreement (the “Agreement”), dated as of November 25, 2019, entered into by and between the District and the Treasurer of the Board, as Seller-Nominee, to which reference is hereby expressly made for further definitions and terms and to all the provisions of which the holder by the acceptance of this certificate assents.

[7] Certificates of the issue of which this Certificate is one are subject to redemption prior to maturity at the option of the District as a whole or in part in integral multiples of \$5,000 (less than all the Certificates to be selected by lot by the Certificate Registrar), on any date, at the redemption price of par plus accrued interest to the redemption date.

[8] The Certificates are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Certificate Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 1 of the years and in the principal amounts as follows:

YEAR	PRINCIPAL AMOUNT
2020	\$ 985,000
2021	1,015,000
2022	1,050,000
2023	1,090,000
2024	1,125,000
2025	1,165,000
2026	1,210,000
2027	1,250,000
2028	1,295,000
2029	1,340,000 (stated maturity)

[9] Notice of any such redemption shall be sent by first class mail not less than five (5) days prior to the date fixed for redemption to the registered owner of each Certificate to be redeemed at the address shown on the registration books of the District maintained by the Certificate Registrar or at such other address as is furnished in writing by such registered owner

to the Certificate Registrar. When so called for redemption, this Certificate will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

[10] This Certificate is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Certificate Registrar in Mattoon, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Certificate. Upon such transfer a new Certificate or Certificates of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[11] The Certificates are issued in fully registered form in minimum denominations of \$100,000 each and integral multiples of \$5,000 in excess thereof. This Certificate may be exchanged at the principal office of the Certificate Registrar for a like aggregate principal amount of Certificates of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Certificate and ending at the opening of business on such interest payment date, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates.

[12] The District and the Certificate Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Certificate Registrar shall be affected by any notice to the contrary.



(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Certificate and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_

attorney to transfer the said Certificate on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Certificate in every particular, without alteration or enlargement or any change whatever.

*Section 12. Sale of Certificates.* The Certificates hereby authorized shall be executed as in this Resolution provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to the Purchaser, upon receipt of the purchase price therefor, the same being par; the contract for the sale of the Certificates heretofore entered into (the "Purchase Contract") is in all respects ratified, approved and confirmed, it being hereby found and determined that the Certificates have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract; the surety bond executed by the Treasurer of the Board in connection with the issuance of the Certificates as required by Section 3-19 of the Public

Community College Act is hereby approved and shall be filed with the County Clerks of the Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois; and the Certificates before being issued shall be registered, numbered and countersigned by the Treasurer of the Board, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Certificates issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the District of any term sheet relating to the Certificates (the "*Term Sheet*") is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, the Term Sheet and the Certificates.

*Section 13. Use of Certificate Proceeds.* Accrued interest (if any) received on the delivery of the Certificates is hereby appropriated for the purpose of paying first interest due on the Certificates and is hereby ordered deposited into the "Debt Certificate Fund of 2019" (the "*Certificate Fund*"), which shall be the fund for the payment of the principal of and interest on the Certificates. Funds lawfully available for the purpose of paying the principal of and interest on the Certificates shall be deposited into the Certificate Fund and used solely and only for such purpose.

The principal proceeds of the Certificates are hereby appropriated to pay the costs of issuance of the Certificates and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the "Project Fund" (the "*Project Fund*"), hereby created. It is hereby found and determined and hereby

declared and set forth that the Board (i) has not entered into an agreement of any kind with any entity, party or person (including, but not limited to, the Purchaser) to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time and (ii) is not required by any contract, decree, instrument, order, regulation or ruling, to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time. Moneys in the Project Fund shall be used to pay costs of the Project in accordance with the following procedures:

1. Contracts (“*Work Contracts*”) have been or shall be awarded, from time to time, by the Board for the work on the Project; and the Board represent and covenant that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same.

2. Pursuant to this Resolution or subsequent resolution or resolutions to be duly adopted, the Board shall identify all or a designated portion of each Work Contract to the Agreement. The Work Contracts attached hereto as *Exhibit 1* are hereby identified to the Agreement. This Resolution, any such further resolution and said Work Contracts shall be filed of record with the Secretary and the Treasurer of the Board. The adoption and filing of any such resolution or resolutions and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, orders, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Alternatively to the creation of the funds described above, the appropriate officers may allocate the funds to be deposited into the Certificate Fund or proceeds of the Certificates to one or more related funds of the District already in existence and in accordance with good accounting practice; *provided, however*, that this shall not relieve such officers of the duty to account and invest such funds and the proceeds of the Certificates, as herein provided, as if the funds described above had in fact been created. At the time of the issuance of the Certificates, the costs of issuance of the Certificates may be paid by the Purchaser on behalf of the District from the proceeds of the Certificates.

*Section 14. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Certificates) if taking, permitting or omitting to take such action would cause any of the Certificates to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Certificates to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "*IRS*") of the exemption from federal income taxation for interest paid on the Certificates, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Certificates from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Certificates and affects the tax-exempt status of the Certificates.

The Board hereby authorizes the officials of the District responsible for issuing the Certificates, the same being the Chair, Secretary and Treasurer of the Board, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Certificates to be arbitrage bonds and to assure that the interest on the Certificates will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Certificates and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Certificates; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 15. List of Certificateholders.* The Certificate Registrar shall maintain a list of the names and addresses of the holders of all Certificates and upon any transfer shall add the name and address of the new Certificateholder and eliminate the name and address of the transferor Certificateholder.

*Section 16. Duties of Certificate Registrar.* If requested by the Certificate Registrar, the Chair and Secretary of the Board are authorized to execute the Certificate Registrar's standard form of agreement between the District and the Certificate Registrar with respect to the obligations and duties of the Certificate Registrar hereunder which may include the following:

- (a) to act as certificate registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Certificateholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

- (c) to give notice of redemption of Certificates as provided herein;
- (d) to cancel and/or destroy Certificates which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Certificates cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Certificates paid, Certificates outstanding and payments made with respect to interest on the Certificates.

*Section 17. Record-Keeping Policy and Post-Issuance Compliance Matters.* On November 11, 2013, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 18. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 19. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 11, 2019.

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Chair, Board of Trustees

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Secretary, Board of Trustees

EXHIBIT 1

WORK CONTRACTS



STATE OF ILLINOIS            )  
   ) SS  
 COUNTY OF COLES            )

### CERTIFICATION OF MINUTES AND RESOLUTION

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 11th day of November, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving Community College buildings for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to First Mid Bank & Trust, National Association.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of November, 2019.

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Secretary, Board of Trustees

STATE OF ILLINOIS            )  
   ) SS  
 COUNTY OF COLES            )

### FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and as such official I do hereby certify that on the 11th day of November, 2019, there was filed in my office and has been deposited in the official files and records of my office a properly certified copy of a resolution adopted by the Board on the 11th day of November, 2019, and entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving Community College buildings for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to First Mid Bank & Trust, National Association.

together with any Work Contracts identified by the adoption of said resolution and attached thereto as *Exhibit 1*, and that the same have all been deposited in, and all as appears from, the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of November, 2019.

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Treasurer, Board of Trustees

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
November 11, 2019**

**Additional Appointments**

The following employees are recommended for additional appointments

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Hood, Christopher	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	09/25/2019
Hood, Christopher	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	09/25/2019
Miller, Candace	Head Cheer Coach Primary Position is Adj Faculty Technology	10/10/2019
Murphy, John	Fitness Center Specialist Primary Position is Asst Baseball Coach	08/01/2019
Murphy, John	Intramural Official Primary Position is Asst Baseball Coach	08/01/2019
<b>Part-time - Grant Funded</b>		
Hood, Christopher	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	09/25/2019
Caskey, Winifred	College Work Study - Student Life Primary Position is Newspaper Ed Student News	08/26/2019

**End Additional Appointments**

The following employees are ending their additional appointment

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Davis, Breanna	Admission Services Specialist	09/22/2019
Fearn, Andrew	Adjunct Faculty Business	05/19/2019
Webster, Richard	Adjunct Faculty Social Science	12/16/2018
Williamson, Dannette	Adjunct Faculty Humanities	12/16/2018

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Guyer, Ashtin	Peer to Peer Assistant - Agriculture	08/19/2019
<b>Full-time</b>		
Amigoni, Nicki	Dental Hygiene Instructor (tenure-track)	01/10/2020
Jackson, Nicole	Donor Information & Database Coordinator	11/12/2019
Tucker, Amanda	Alumni Engagement & Special Events Coordinator	11/25/2019

**Full-time - Grant Funded**

Ewell, Ryan	Corr Commercial Cooking Instr-IYC	11/04/2019
Hartsfield, Brijitte	Corr Career Tech Instr-Dixon CC	10/21/2019
Meek, Melanie	Corr Career Tech Instr-Vandalia CC	10/21/2019
Myerscough, Brittany	Assistant to Dean of Corrections-WFDC	10/21/2019
Osborne, Donnie	Corr Construction Occ Instr-Lincoln CC	11/04/2019
Patterson, Susannah	Correctional Office Assistant-Decatur CC	10/21/2019
Redd, Michelle	Alternative Education Instructor	11/18/2019
Ziccardi, Matthew	Correctional Horticulture Instr-Joliet CC	10/21/2019

**Part-time**

Drake, Allen	Adjunct Faculty Agriculture Division Sub	10/24/2019
Groves, Daniel	IEL Instructor	09/23/2019
Heleine, Heather	IDOT QMTP Lab Assistant	10/25/2019
Houser, Kedrick	Police Officer	10/14/2019
Lockhart, Haley	Athletic Trainer	10/16/2019
Meyer, Brittany	Adjunct Faculty Math and Science	10/07/2019
Michl, Lanna	Cosmetology Clinical Instructor	10/07/2019
Moran, Denise	Library Assistant	10/14/2019
Probst, Christina	Allied Health BNA Clinical Instructor	09/23/2019
Ptomey, Kiera	Print Shop Student Assistant	10/10/2019
Schumacher, Allison	Clinical Dentist	10/08/2019
Seal, Clarissa	Lab Asst for Medical Assistant Program	10/22/2019
Weis, Beth	Allied Health Dental Clinical Instructor	10/03/2019
Wellbaum, Hannah	Library Assistant	10/22/2019
Wilson, Veronica	IDOC CPR Instructor	10/15/2019

**Part-time - Grant Funded**

Hays, Jade	Perkins Student Worker-Agriculture	10/15/2019
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**College Work Studys**

Ballinger, Reece	College Work Study - MPR	10/04/2019
Layton, Broronica	College Work Study - Math/Science	09/16/2019
Slaughter, Jenna	College Work Study - Counseling	10/10/2019
Wilson, Emily	College Work Study - Business	09/30/2019

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Hall, Natalie	Work and Learn - Human Services	10/29/2019
Meaker, Charles	Peer to Peer Assistant-SSE	10/29/2019
Miner, Brianna	Peer to Peer Assistant-SSE	10/29/2019
Williams, Chad	Peer to Peer Assistant-Humanities	04/01/2019
Yoder, Madison	Peer to Peer Assistant-SSE	10/29/2019

**Full-time**

Cooper, Peggy	Correctional Career Tech Instr-Graham CC	10/31/2019
Kaegerbein, Stephanie	Corr Horticulture Instr-St. Charles	11/11/2019
Miller, Theodore	Custodian - Retiree	10/31/2019
Teague, Kimberly	Corr Commercial Custodial Instr-Joliet CC	10/12/2019

**Part-time**

Allen, Angela	Adj Doc College Funded Instr	10/21/2018
Ballinger, Hope	IDOT QMTP Lab Assistant	09/22/2019
Barger, Sharon	Retiree Incentive Program	09/27/2019
Boeser, Dessie	Head Cheer Coach	10/06/2019
Borah, Jena	Adj Reading Instructor	12/16/2018
Brown, Lakrisha	Special Needs Note Taker	08/21/2018
Difilippo, Kristen	Adj Faculty Social Science	08/12/2018
Doyle, Rodney	Adj Doc College Funded Instr	12/16/2018
Flavin, Deborah	Adult Education Instructor	02/10/2019
Geisler, Angela	Adj Faculty Business	08/11/2019
Hall, Shirley	Adult Ed Classroom Assistant	05/05/2019
Hantke, Travis	Adj Doc College Funded Instr	10/06/2019
Helton, Danelle	Adm & Rec Data Entry Asst	08/11/2019
Hewitt, Vy	Int'l Studies Student Asst	05/05/2019
Hogan, Anne	Tutor - Associate-Lrng Asst	07/31/2019
King, Katie	Allied Health Clinical Instr	05/05/2019
Lindorff, Lois	Adj Doc College Funded Instr	10/23/2019
Luebbe, Alecia	Tutor - Student Lrng Asst	10/15/2019
Mante, Kevin	Adj Faculty Social Science	10/26/2019
Matheson, Ravin	Special Needs Note Taker	03/24/2019
Michael, Jane	Adj Doc College Funded Instr	08/11/2019
Pearson, Dennis	Adj Faculty Social Science	10/26/2019
Philpot, Tessa	Special Needs Note Taker	04/21/2019
Plummer, Teresa	Adult Education Instructor	12/16/2018
Reichert, Rita	Adj Doc College Funded Instr	05/19/2019
Rojas, Manuel	Adj Doc College Funded Instr	11/18/2018
Schmitz, Kathleen	Adj Faculty Business	12/16/2018
Schuring, Tyler	Fitness Center Specialist	06/02/2019
Snow, Mary	Adj Faculty Social Science	09/08/2019
Storm, Emmalee	Special Needs Note Taker	05/05/2019
Stranko, Kelly	Adj Faculty Business	05/19/2019
Vesconte, Abriana	Humanities Unpaid Intern	08/21/2018
Walk, Aaron	Adj Faculty Social Science	03/10/2019
Warfel, William	Retiree Incentive Program	09/27/2019
Wheeler, Steven	Adj Doc College Funded Instr	03/10/2019

**College Work Studys**

Deremiah, McKenzie	College Work Study SSE	10/21/2018
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**Transfers/Promotions**

The following employees are recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Colvin, Brandon	Sports Information/Compliance Coordinator Transferring From Intrvntn/Comp Coord/Men's Bsktball	10/07/2019
Vanseghi, Kassandra	Administrative Assistant to Allied Health Dental Transferring From Adm Asst to TRIO	10/28/2019
<b>Full-time - Grant Funded</b>		
Arndt, Serenna	Associate Dean of Correctional Program SWICC Transferring From Assoc Dean of Correctional Program- Pinckneyville CC	10/21/2019
Laumbattus, Douglas	Associate Dean of Correctional Program- Pinckneyville CC Transferring From Assoc Dean of Correctional Program - Murphysboro	11/04/2019