

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
November 8, 2021
Regular Meeting No. 659

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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. 659
Monday, November 8, 2021, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

In alignment with the College's Pandemic Response Safety Protocols, masks covering the nose and mouth will be required for all individuals attending the meeting.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of October 11, 2021, Regular Meeting.
2. Approval of Minutes of October 11, 2021 Closed Session.
3. Approval of Minutes of October 28, 2021 Board Retreat.
4. Approval of Agenda of November 8, 2021, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

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

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – HyFlex Technology.	
2. Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI - Low Income Students.	24-25
3. Proposed Revisions to Board Policy 10.33 – <i>Payroll Withholdings</i> .	26-27
4. Calendar of Events.	28-29

B. Action Items.

	Board Book Page Number(s)
1. Approval of Employee Retention Incentive.	30
2. Approval of Certificate of Tax Levy.	31-34
3. Approval of Proposed Revisions to Board Policy 11.08.04 – <i>Retention of College Records</i> .	35-57
4. Approval of Workers Compensation Insurance Renewal.	58
5. Approval of Cyber Security Insurance.	59
6. Acceptance of September 2021 Financial Statements.	60-72
7. Approval of Part-Time Rates and Stipends.	73-80
8. Declaration of Surplus Equipment – Chair Back Seats.	81

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| 9. Approval of Spring 2022 Tuition Incentives. | 82 |
| 10. Approval of Tuition Waivers for Adult Students Eligible for the “Ability to Benefit” Program Associated with the FAFSA and for GED and Pathways Alternative High School graduates. | 83-84 |
| 11. Approval of Landscape Architect of Record. | 85 |
| 12. Approval of Contract Renewal with Dynamic Controls Inc. | 86-96 |
| 13. Approval of Updated Request for Class B Truck Purchase. | 97 |
| 14. Approval of Use of Tech Refresh Bond Proceeds for Wasabi Cloud-Based Air-Gapped Backups. | |
| 15. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees. | |
| [Return to Open Session - Roll Call] | |
| 16. Approval of Human Resources Report as Discussed in Closed Session. | 98-101 |

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

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



Regular Board Meeting No. 658
Board and Administration Center, Room 011
Mattoon, IL
October 11, 2021

Minutes

Call to Order.

Chair Sullivan called the October 11, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Interim Vice President for Student Services; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of September 13, 2021, Regular Meeting.
2. Approval of Agenda of October 13, 2021, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

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Education Fund	\$	535,657.42
Building Fund	\$	50,140.83
Site & Construction Fund	\$	7,874.25
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	49,437.58
Restricted Purposes Fund	\$	568,497.73
Working Cash Fund	\$	-
Audit Fund	\$	28,140.00
Liability Insurance Fund	\$	19,348.97
Student Accts Receivables	\$	2,624,649.36
Total	\$	3,883,746.14

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk, Legislative Liaison, said she had no report at this time.

Resource & Development.

Trustee Cadwell, Committee Chair, said the Committee met recently and the Committee's review will be discussed later in the meeting per the agenda.

Finance.

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

Buildings & Site.

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

Foundation.

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

- The Foundation Golf Classic was a great success with over \$41,000 netted! Thank you to all for your support!
- The second round of Foundation scholarship awarding just wrapped up with an additional \$255,000 awarded to 213 deserving students.
- The Fall Foundation board meeting is scheduled for October 18, 2021. The annual donor reception is postponed but we're working on a donor drive thru reception to be held the morning of November 18, 2021.

Student Report.

Student Trustee Katie Greuel said that SGA is currently planning to host a blood drive on campus November 2, 2021. She said that SGA also participated in a strategic planning focus group regarding the Trend Analysis Report as well as an online leadership conference. She announced that PTK is planning to hold their basket raffle again this fall.

President's Report.

- In September, the College received \$5,725 from the Illinois Department of Corrections (IDOC) toward the FY2021 outstanding balance. A total of \$75,614 remains outstanding from IDOC.
- Lake Land received no payments in September from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2021 outstanding balance. A total of \$95,076 remains outstanding from IDJJ.
- The College has received no September payments from either IDOC or IDJJ for FY 2022 invoices.
- In September, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251.
- The College received property tax payments totaling just over \$5.3 million in September.
- October 5th the College held Career Day on campus with over 1,100 students in attendance. A big thank you to all of the faculty and staff who helped make the day a success!

Business Items.

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Non-action Items.

Quarterly Investment Report.

Mr. Gary Swearingen, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending September 30, 2021.

Faculty Focus on Advancing Student Success – Nursing Programs Virtual Recruiting.

Ms. Erin Swingler, Allied Health Division Chair and Nursing Instructor, highlighted virtual recruiting efforts for the College's nursing programs.

Announcement of 2021-2022 Student Ambassadors.

Ms. Valerie Lynch, Interim Vice President for Student Services, announced the selection of the 2021-2022 Student Ambassadors. She said fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College.

Student Laureate Nomination.

Ms. Lynch announced Ms. Katie Greuel, our current Student Trustee, as this year's Lake Land College nominee for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois.

Monthly Date Point Discussion – ICCB Economic Impact Study.

Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighted the recently published Economic Impact Study for a portion of the Lake Land College District by the Illinois Community College Board.

Curriculum Committee Highlights.

Mr. Jon Althaus, Vice President for Academic Services, highlighted the listing of new courses and curricula as well as changes in correct courses and curricula that have been brought before the Curriculum Committee and passed from March 2021 to September 2021.

Proposed Revisions to Board Policy 11.08.04 – Retention of College Records.

Ms. Jean Anne Grunloh, Chief of Staff, recommended proposed changes to the above-referenced Policy. The proposed Policy revisions were provided to each Trustee. Ms. Grunloh said that as part of Public Act 101-0652 that included sweeping criminal justice reforms, the Local Records Act was amended to require permanent retention of records related to complaints, investigations and adjudication of police misconduct. The proposed policy revisions reflect this new amendment in the Human Resource Records section.

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Ms. Grunloh said the administration is submitting this recommendation as first reading and will bring this to the Board of Trustees for approval during the November 2021 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Board Retreat scheduled for October 28, 2021.

Action Items.

Approval of Proposed Revisions to Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works.*

Dr. Bullock presented on the additions to Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works* and clarified that the College, in addition to following all requirements of the Illinois Community College Act, will also follow federal regulations when using federal funding sources for procurements and details the process based upon the expenditure amount.

This request was submitted as first reading during the September 2021 regular meeting. Dr. Bullock said that since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 10.22 - *Purchasing, Bidding and Prevailing Wages for Fixed Works.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1021-003 - Intent to Continue Foundation Tax Levy.

Dr. Bullock presented to the Trustees and reviewed a request from Mr. Greg Nuxoll, Vice President for Business Services, asking that the Board approve the above-referenced Resolution. Trustees learned under provisions of the Illinois Statute, 110 ILCS, 805/3-14.3, community colleges in the state of Illinois are authorized to levy a foundation tax on an annual basis in order to bring the overall tax levy of the education and operations and maintenance funds of the respective community colleges up to the most recently reported statewide average actual levy rate of all community colleges in the state. The Resolution requests permission of the Board of Trustees to continue the tax levy for the foundation tax for another year. The Board has annually passed this resolution since the public act was approved by the legislature effective September 3, 1992. The Illinois Community College Board has certified that Lake

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Land College is authorized to levy 29.07 cents per \$100 of equalized assessed valuation for the 2021 tax year.

Trustee Curtis moved and Trustee Storm seconded to adopt as presented Resolution No. 1021-003 - 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna.

Dr. Bullock said our insurance consultant, Gallagher, recently met with the College's Health Insurance Committee to review a proposed renewal for our health, dental and vision insurance plan with Aetna for 2022. Trustees received information regarding Mr. Nuxoll's recommendation that we proceed with the renewal along with details of key changes for the renewal.

Dr. Bullock said the College implemented various plan design changes in 2019, and those changes continue to be very effective in containing costs. He said based on the previous effective plan changes and overall lower utilization, we will be able to renew the plan without any plan changes for the 2022 plan year. Additionally, the premium rate changes will be as follows:

- Health Insurance – A 2.3% change overall, meaning a 2.3% increase in employee cost sharing.
- Dental Insurance – A 5% increase in premiums to cover a cost/funding gap that has occurred over several years.
- Vision Insurance - No cost changes.

Dr. Bullock said that Mr. Nuxoll's recommendation also detailed the impact to employees for these proposed premium rates.

The proposed 2022 plan also incorporates four new voluntary benefits for the members including coverage for:

- Voluntary Accident
- Voluntary Critical Illness
- Voluntary Hospital Indemnity
- Voluntary Short Term Disability

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Dr. Bullock said these recommendations were previously reviewed and approved by our Health Insurance Committee.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the employee health, dental and vision insurance plan renewal for 2022 with 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 Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of August 2021 Financial Statements.

Trustees reviewed the August 2021 Financial Statements and heard from Dr. Bullock regarding an update for the August 2021 Financial Statements. Trustee Storm highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm moved and Trustee Walk seconded to approve as presented the August 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Certification of Fall Student Government Association Election Results.

Ms. Lynch informed the Board that the Student Government Association conducted its fall election on September 15 and 16, 2021. She provided the Board with the results of the election. She said since the Board recognizes the SGA as the representative body for all students, she requested that the Board of Trustees approve certification of the results as presented.

Trustee Walk moved and Trustee Cadwell seconded to certify the results as presented for the Student Government Association Election held September 15-16, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Greuel voted yes.
 Absent: None.
 Motion carried.

Acceptance of FY 2022 ASPIRE Project Award.

Trustees heard from Mr. Althaus requesting that the Board accept the FY 2022 ASPIRE Project grant award, in the amount of \$10,000, from Women Employed, a Chicago-based, non-profit advocacy group with a mission to improve women's economic status and remove barriers to economic equity. He said that these funds will be used for the College, as one of 10 participating Illinois colleges, to participate in the Accelerating Student Progress and Increasing Racial Equity (ASPIRE) Project.

Trustee Reynolds moved and Trustee Walk seconded to accept the FY 2022 ASPIRE Project grant award, in the amount of \$10,000, from Women Employed.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Gift-in-Kind Donation – Vehicle Alignment Machine.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind donation of a vehicle alignment machine valued at \$5,000 from the Lake Land College Foundation. Trustees learned these items will be used by automotive technology students at the College's Marshall location.

Trustee Storm moved and Trustee Curtis seconded to accept as presented the gift-in-kind donation of a vehicle alignment machine valued at \$5,000 from the Lake Land College Foundation and to be used by the Automotive Technology Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of MOU with AFSCME 31.

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Trustees reviewed a recommendation from Dr. Bullock that the Board approve a Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME), Council 31 regarding maximum security pay. Trustees were provided the proposed MOU. Trustees learned the Lawrence Correctional Facility is now a maximum security prison. In order to align with current compensation practices at the Illinois Department of Corrections, Dr. Bullock requested the Board approve the proposed MOU so that our staff scheduled to work at the Lawrence Correctional Facility receive up to a \$70 per month stipend as a maximum security pay differential. The effective date of the MOU is July 16, 2021, to align with the timeline that other AFSCME employees began receiving this differential.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a Memorandum of Understanding with the American Federation of State, County and Municipal Employees (AFSCME), Council 31, so that College staff working at the Lawrence Correctional Facility may receive up to a \$70 per month stipend for a maximum security pay differential, retroactive to July 16, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Service Agreement for Digital Marketing Services.

Trustees heard a request from Ms. Lynch for the Board to approve an agreement with Interact Communications of La Crosse, Wisconsin, for the College's digital marketing services from October 2021 to June 2022. The proposed agreement was provided to the Board. She said page three of the service agreement detailed the fee structure, with a total project cost of \$83,709.40. Ms. Lynch reported that the College's current working relationship has been very good with Interact Communications since we first contracted to work with them in October 2020. Trustees were provided with significant data showing the positive outcomes of their digital marketing campaigns. Ms. Lynch said Interact exclusively serves two-year colleges and provides valuable resources to our national marketing community.

Ms. Lynch requested an exemption from bidding per item #4.A. of Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works*, which states contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the Service Agreement for Digital Marketing Services with Interact Communications of La Crosse, Wisconsin, at a cost of \$83,709.40 for the period October 2021 to June 2022.

There was no further discussion.

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Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for CDL Simulator.

Dr. Bullock presented a request that the Board approve the bid from Virage Simulations Inc. of Montreal, Canada, in the amount of \$115,000, for the purchase of a CDL Driving Simulator. Trustees received the bid tabulation sheet detailing bids received from three bidders, with Virage Simulations submitting an alternate bid as well. He said that although the bid from Virage for a new CDL Simulator at a cost of \$115,000 was not the lowest bid, it was his recommendation that this be the awarded bid for the numerous reasons which were detailed in Mr. Nuxoll's memorandum included in the Board Book.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the bid from Virage Simulations Inc. of Montreal, Canada, in the amount of \$115,000, for the purchase of a CDL Driving Simulator.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Water Fountains with Water Bottle Fillers.

Dr. Bullock presented the Trustees with a request from Mr. Nuxoll that the Board approve the bid from E.L. Pruitt Company of Springfield, Illinois, in the amount of \$53,832, to upgrade and replace the remainder of our water fountains with the newer models that include bottle fillers. Trustees reviewed the bid tabulation sheet detailing E.L. Pruitt as the lowest of four bids received. Dr. Bullock said installation of newer water fountains that include bottle fillers supports our pandemic response safety efforts.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the bid from E.L. Pruitt Company of Springfield, Illinois, in the amount of \$53,832, to upgrade and replace the remainder of our water fountains with the newer models that include bottle fillers.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Greuel voted yes.
 Absent: None.
 Motion carried.

Approval of Lease Renewal with the City of Paris.

Dr. Bullock presented to the Trustees a request from Mr. Nuxoll that the Board approve a one-year lease renewal agreement between the College, as Lessee, and the City of Paris as Lessor, for the period of August 1, 2021, through July 31, 2022. He said the lease agreement is for property located at 314 South Central Avenue, Paris, Illinois and the monthly rent amount is \$350.00. Trustees learned the original three-year lease agreement expired on July 31, 2020, but included two one-year automatic renewal options. Trustee Wright suggested that within the next renewal process that the lease renewal include multiple years rather than a yearly renewal process.

Trustee Storm moved and Trustee Curtis seconded to approve as presented a one-year lease renewal agreement between the College, as Lessee, and the City of Paris as Lessor, for the period of August 1, 2021, through July 31, 2022. The lease agreement is for property located at 314 South Central Avenue, Paris, Illinois, with a monthly rent amount of \$350.00.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Closed Session

7:11 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 discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

Return to Open Session - Roll Call

7:22 p.m.

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

Trustees Absent: None.

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Approval of Position and Appointment of Dean of Academic Operations as Discussed in Closed Session.

Trustee Cadwell, Resource and Development Committee Chair, said the Committee met last week to review the above referenced agenda item and the Committee's consensus was to approve the position of Dean of Academic Operations and the appointment of Ms. Emily Ramage to this position.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the position of Dean of Academic Operations and the appointment of Ms. Emily Ramage to this position effective October 12, 2021. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended positions which he said were included in the FY 2022 Budget.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on this topic held in closed session that related only to the appointment of the Dean of Academic Operations, a full-time, tenure track faculty appointment and an approval for a general leave without pay request.

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

Alexander, Amber

9/11/21-10/12/21

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

Craig, Jessica

10/4/21-10/17/21

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

Dean of Academic Operations
 Director of Information Security
 Instructional Designer

Level 17
 Level 15
 Level 14

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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Borges, Andressa	Covid Test Collection Assistant	10/11/21
	Primary Position-Chemistry Lab Student Assistant	
Broyles, Eleanor	Covid Test Collection Assistant	10/11/21
	Primary Position-Fitness Center Specialist	
Caldeira, Lara	Covid Test Collection Assistant	10/11/21
	Primary Position-Chemistry Lab Student Assistant	
Bunch-Epperson, Genine	Pathways Substitute Instructor	9/8/21
	Primary Position-Traffic Safety Instructor	
Hollingsworth, Travis	Covid Site Collection Driver	10/11/21
	Primary Position-Adm Assist Marshall Ext	
Hussein, Yassin	Covid Test Collection Assistant	10/11/21
	Primary Position-Mailroom Assistant	
Peck, Carly	Tutor - Student Disability Services	9/27/21
	Primary Position-Tutor - Student Lrng Asst	
Puckett, Logan	Tutor-Student Community Education	9/21/21
	Primary Position-Tutor - Student Lrng Asst	
Rincker, Grace	Human Resources Assistant	9/30/21
	Primary Position-Agriculture Education Intern	
Stoutin, Drew	College Work Study - Business	8/31/21
	Primary Position-Tutor - Student Lrng Asst	
Painter, Allie	Tutor-Student Carl Perkins	9/1/21
	Primary Position- Tutor-Student Community	
Peck, Carly	Tutor - Perkins - Student	9/27/21
	Primary Position- Tutor-Student Community	
Puckett, Logan	Tutor-Student Carl Perkins	9/21/21
	Primary Position- Tutor-Student Community	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Livingston, Bradley	Tech Team Intern	1/26/21
Stoutin, Drew	Tutor-Student Success-Student, Tutor-Student Community Education, Tutor-Student Carl Perkins	7/29/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Booth, Kylee	Dual Credit Instructor	1/10/22
Janssen, Brad	Athletic Department Bus Driver	9/8/21
Mose, Michael	Athletic Department Bus Driver	9/8/21

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Full-time

Brewer II, Paul	Custodian	10/12/21
Jeisy, Kyle	Digital communications Coordinator	10/19/21

Part-time

Brock, Paige	Admissions and Records Data Entry Assistant	9/7/21
Broyles, Eleanor	Fitness Center Specialist	9/7/21
Burton, Jack	Covid Test Collection Assistant	10/11/21
Earp, Claude	Covid Site Collection Driver	10/11/21
McKee, Savannah	Covid Test Collection Assistant	10/11/21
Oliver, Jordan	Laker Mascot Talent	9/20/21
Peck, Carly	Tutor - Student Learning Assistance Center	9/27/21
Pruemer, Dave	Athletic Trainer	9/10/21
Puckett, Logan	Tutor - Student Learning Assistance Center	9/21/21
Remlinger, Konner	Laker Mascot Talent	9/28/21
Rickey, Constance	Allied Health BNA Adjunct Faculty	10/11/21
Saril, Hannah	Covid Test Collection Assistant	10/11/21
Satterfield, Ryan	Adult Education Adjunct Faculty	8/23/21
Schwenke, Chad	Police Officer	10/1/21
Soltwedel, Julie	Collection Site Lead	10/11/21
Stewart, Allison	Covid Test Collection Assistant	10/11/21
Swift, Janet	Sign Language Interpreter	8/30/21
Tuttle, Allie	Covid Test Collection Assistant	10/11/21
Wilson, Kaylee	Special Needs Note Taker	8/23/21

College Work Study

Alexander, Adam	College Work Study - Social Science Edu	9/27/21
Hennings, Meliah	College Work Study - Early Childhood Edu	9/10/21
McDaniel, Regina	College Work Study - TRIO SSS	9/27/21
Monterusso, Lauren	College Work Study - TRIO SSS	8/30/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bear, Savannah	Administrative Assistant to Humanities	8/25/21
Cather, Darci	Dean of Guided Pathways	9/24/21
Coartney, Blake	Groundskeeper	9/24/21
Crnkovich, Hannah	Foundation Awards & Corporate Relations	9/17/21
Daugherty, Jessica	Financial Aid Verification Specialist	9/10/21
Fields, Terri	Psychology Instructor	8/8/21
Gile, Lamour	Correctional Automotive Technology Instructor	10/1/21
Gravatt, Tomi	Associate Dean of Correctional Programs	9/24/21
Knearem, Katherine	Payroll Specialist	9/9/21
Mallicoat, Morgan	Associate Dean of Correctional Programs	9/21/21
Manion, Kimberly	Tutoring and Testing Center Specialist	9/7/21
Odum, Rick	Correctional Automotive Technology Instructor	8/31/21
Reinhart, Carrie	Custodian	10/11/2021

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Richards, Jacqueline	Correctional Commercial Custodian Instructor	9/29/21
Smart, Adam	Correctional Construction Occupations Instr	10/8/21
Taylor, Jason	Information Security Analyst	10/12/21
Williams, Christopher	Associate Dean of Correctional Programs	8/27/21

Part-time

Burton, Jack	Human Resource Assistant	8/23/21
Carlson, Nathaniel	Adjunct Faculty Humanities Division	8/24/21
Maulding, Lacy	Allied Health Den Clinical Instructor (hourly)	5/16/21
Metzelaars, Jason	Police Officer	2/21/21
Miller, Macheal	Bookstore Rush Worker	8/12/21
Romack, Venita	Adjunct Faculty Humanities Division	8/9/20
Saunders, Mackenzie	Covid-19 Checkpoint Screener	5/16/21
Schmidt, Lindy	Kluthe Test Proctor	9/27/21
Swift, Janet	Sign Language Interpreter	8/31/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Arnold, Tera	Financial Aid Student Comm Specialist	10/12/21
	Transferring from- Financial Aid Outreach Specialist	
Mason, Todd	Correctional Horticulture Instructor	9/7/21
	Transferring from-Correctional Horticulture Instructor Hill	
Ramage, Emily	Dean of Academic Operations	10/12/21
	Transferring from-Director of Grants and Academic Opp	
Roberts, Wrobia	Administrative Assistant to Humanities	9/27/21
	Transferring from-Adm Asst to Field House	
Shumard-Shelton, Lisa	Director of Student Life	10/25/21
	Transferring from-Director of Dual Credit	
Webb, Amber	Director TRIO Student Support Services	10/12/21
	Transferring from-TRIO SSS Advising Counselor	
White-Landrus, Mariah	Adult Education Transition Coordinator	10/12/21
	Transferring from-Adult Education Transition Specialist	

College Work Study

Turner, Trinity	College Work Study - Student Life	9/6/21
	Transferring from-Newspaper Ed Student Editor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

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Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:26 p.m.

There was no further discussion.
Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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



Special Meeting – Board Retreat
Foundation and Alumni Center
Room 101, Mattoon, IL
October 28, 2021

Minutes

Call to Order.

Chair Sullivan called the October 28, 2021, special meeting of the Lake Land College Board of Trustees to order at 1:00 p.m. in room 101 of the Foundation and Alumni Center, Mattoon.

Roll Call.

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

Trustees Absent: Student Trustee Greuel.

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

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Non-action Items:

Discussion: Lake Land College Demographics as Highlighted in the Trend Analysis Report.

Trustees heard a presentation from Ms. Jean Anne Grunloh, Chief of Staff, regarding the demographic data for the College's district as detailed in the Trend Analysis Report released by the College in September 2021.

Discussion: Strategic Planning Focus Groups on Trends Impacting Higher Education.

Trustees participated in five focus group sessions, with each session centered upon one of the five categories or topics impacting higher education at the state, national and global levels and as detailed in the College's Trend Analysis Report noted above. The focus group sessions were facilitated by the President's Cabinet as follows:

- Workforce – President Bullock
- Collaboration – Ms. Grunloh

[The Board took a break from 2:19 p.m. to 2:30 p.m.]

- Academics and Technology – Mr. Jon Althaus, Vice President for Academic Services

[The Board took a break from 3:06 p.m. to 3:13 p.m.]

- Social – Ms. Valerie Lynch, Vice President for Student Services
- Economic/Financial – Mr. Greg Nuxoll, Vice President for Business Services

For each session, Trustees were asked to discuss how each trend impacts Lake Land College today and how the related challenges might impact the College in the future. Trustees were also asked to identify essential issues or actions we should address in the next strategic plan cycle in order to face these challenges and ensure we continue to provide our students the best opportunities for success. Collective, agreed-upon responses were recorded and will be included in an Environmental Scan Report to be published in early 2022.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 4:17 p.m.
 Motion carried with unanimous voice vote approval.

Approved by:

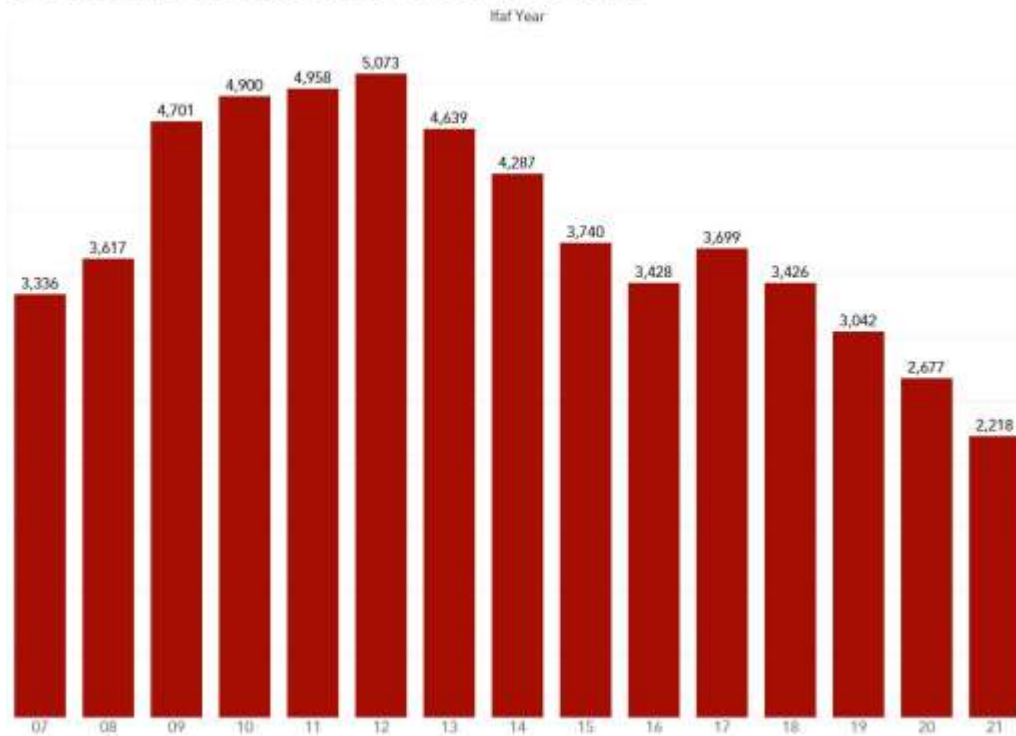
 Board Chair

 Board Secretary

Diversity • Equity • Inclusion

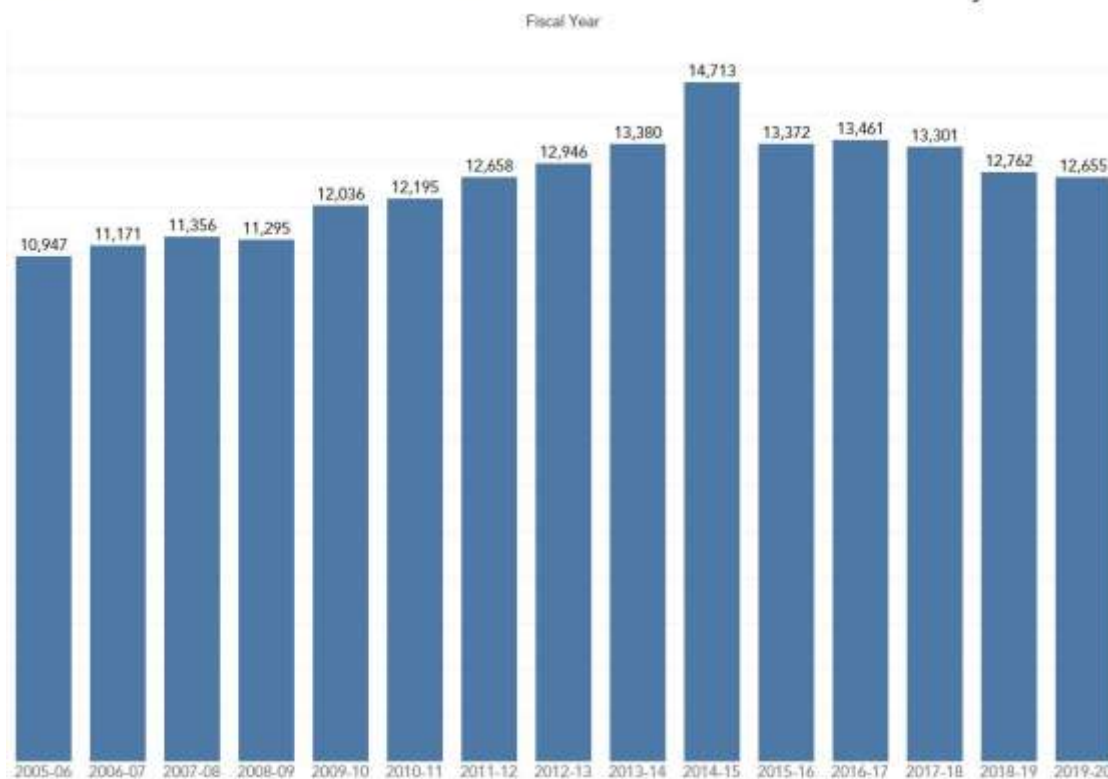
Data Point Discussion – Low Income Students

Low Income Students based on FAFSA Results



Over the last 10 years the number of low income students attending Lake Land College has been decreasing. This graph represents the number of FAFSA results that indicate the applicant is in the low income category.

Number of Students in our In-District schools who come from a low income family.



While Lake Land is seeing a significant decrease in the number of low income students attending Lake Land, the number of student in our in-district schools who come from a low income family is not showing the same decrease.

Student Demographics – Low Income Students Fall 2021

Low Income Student - Program Type

Associate in Applied Science	496
Associate in Arts	372
Associate in Engineering Science	5
Associate in Liberal Studies	163
Associate in Science	58
Certificates	164
Course Enrollees	49
Meta Major Programs	26
Technical Skills Training	48

Low Income Student - Enrollment Status

Continuing	785
New	316
New Transfer	59
Readmit	221

Low Income Student - Load

Full-Time	865
Part-Time	516

Students enrolled in less than 12 credit hours do not receive the full PELL award.

Student enrolled in less than 6 are not eligible for any PELL.

Low Income Student - Employed

Not Employed	153
Full-Time 40 or more Hours	215
Part-Time 1 to 10 Hours	333
11 to 20 Hours	141
21 to 30 Hours	245
31 to 40 Hours	294
Grand Total	1,381

70% of students
employed while
attending Lake
Land are low
income

$$1,228 / 1,731 = 70\%$$

Employment Status - All Students

	Employed	Not Employed
1 to 10 Hours	105	
11 to 20 Hours	318	
21 to 30 Hours	473	
31 to 40 Hours	489	
40 or more Hours	346	
None		871
Grand Total	1,731	871

Low Income Student - Ethnicity

Asian	11
Black	80
Hispanic	44
Indian	3
Unknown	23
White	1,220

8% of the current student population
is non-white. 66% of that population
are low income.

Ethnicity - All Students

Asian	21
Black	104
Hispanic	76
Indian	8
Unknown	54
Whites	2,289

Key Thoughts:

- We have an incentive for Dual Credit students who are on the free lunch program to waive the dual credit fee to make it more economical for them to complete dual credit classes. Continue this practice and look at ways to get them to continue at Lake Land after HS graduation.
- Reach out to agencies who serve the low income population and see what can be done to promote the College to get more students to attend Lake Land.
- We only have low income information for students who completed the FAFSA. We don't know the number of those that don't complete the FAFSA that are low income. Low income people would have many obstacles when filling out the information. Tax papers and information may not be available to the students.
- All of this information is available on our Tableau Dashboard and is updated each term to be able to see the impact of any initiatives that are implemented.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice-President for Business Services

CC:

DATE: November 1, 2021

RE: Proposed Board Policy 10.33 Revisions

Board Policy 10.33 Payroll Withholdings needs to be amended to include five new voluntary insurance policies being offered by the College related to the recent health insurance renewal approved by the board. The Board Policy should now include the five new following voluntary insurance policies:

- Voluntary Short Term Disability Insurance
- Voluntary Vision Insurance
- Voluntary Accident Insurance
- Voluntary Critical Illness Insurance
- Voluntary Hospital Indemnity

Proposed revisions are being submitted as first reading for your consideration. I am happy to address any questions or concerns.

10.33

Payroll Withholdings

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

- Union dues
- Credit union deductions
- Tax sheltered annuities
- Combined charities campaign
- Flexible spending accounts
- Optional life insurance
- Dependent health care premiums
- Voluntary Short Term Disability Insurance
- Voluntary Vision Insurance
- Voluntary Accident Insurance
- Voluntary Critical Illness Insurance
- Voluntary Hospital Indemnity
- United States Savings Bonds
- Identification theft and legal protection services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation

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

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

Calendar of Events

Thursday, November 4, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 9, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Friday, January 7, 2022	Spring 2022 Opening Day
Monday, January 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 5, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 9, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, June 9, 2022	Finance Committee Meeting

	9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 13, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 4, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 8, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, September 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 12, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011



Memo

To: Board of Trustees

From: Dr. Josh Bullock, President

Date: November 4, 2021

Re: Approval of Employee Retention Incentive

With the COVID-19 Pandemic now in its 20th month of significant impact on College operations, it continues to place an undue burden on the workload of our employees. I am proud of how our faculty and staff have responded to the pandemic and the efforts they have undertaken to ensure a quality educational experience for our students. We are thankful our staff have remained engaged at the College during such challenging times and are recommending the Board of Trustees approve a one-time Employee Retention Incentive to be given at various levels of employee classifications who have remained at the College during the Fall 2021 semester. We are recommending the incentive be provided to staff who were continuously employed at Lake Land College from August 23, 2021 through December 10, 2021 (and paid on the December 17 payroll) based on the following structure. Employees will receive an incentive only based on their primary classification.

<u>Non IDOC/IDJJ Employee Groups by Primary Classification</u>	<u>Incentive</u>
Full-time	\$1,500
Part-time regular (worked 320 or more hours in Fall 2021)	\$ 750
Part-time non-regular (worked more than 80 hours, but less than 320 hours)	\$ 150
Adjunct instructor (taught in the Fall 2021)	\$ 150

<u>IDOC/IDJJ Contract Employee Groups</u>	<u>Incentive</u>
Full-time	\$ 250

At a time when short-term inflation is placing downward pressure on spending power, and opportunities for employment are plentiful, we are thankful our employees have remained engaged at the College during such challenging times.

Funds to provide an employee incentive were built into the FY 2022 budget and SURS has confirmed that the one-time Employee Retention Incentive would not be considered pensionable earnings, and thus would not impact an employee's annual 6% earnings limitation cap. The incentive would be taxable earnings for employees.

Full-time, non-IDOC/IDJJ employees who have been hired since August 23, 2021, and thus do not qualify for the retention incentive, would receive a \$250 one-time stipend, while part-time, non-IDOC/IDJJ employees who have been hired since August 23, 2021 and have worked more than 80 hours since August 23, 2021 would receive a \$100 stipend, if they remain employed as of the December 10, 2021 payroll. This would be pensionable and taxable.

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

LAKE LAND COLLEGE

MEMO

TO: Mr. Greg Nuxoll, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: November 2, 2021

RE: Proposed Tax Levy

Each year the College is required to submit a tax levy (dollar amount) to the Coles County Circuit Clerk by the fourth Tuesday of December so we are eligible to collect property tax revenue. This year the levy is for the equalized assessed value (EAV) of property for the year 2021, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2022, and applied to fiscal year 2023 revenues.

Attached is the Certificate of Tax Levy for the 2021 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

We are in legal compliance with the above, and I recommend approval of the appropriate documents shown above.

Lake Land's rate of levy for the 2020 levy year property values was \$.6214 per \$100 EAV. We will not know the actual tax rate for the 2021 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will decrease to approximately \$.5996 per \$100 EAV, a 2.5% decline in the amount levied overall.

For the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects the low overall tax rate per \$100 EAV for the College.

I recommend the sum of Fourteen Million Four Hundred Twenty Eight Thousand Dollars (\$14,428,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2021 to be collected in the calendar year 2022. The levy for the year 2021 is to be allocated 100% for fiscal year 2023.

Attachment

CERTIFICATE OF TAX LEVY

Community College District No. 517 County(ies) Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby

Community College District Name: Lake Land College and State of Illinois

We hereby certify that we require:

the sum of \$ 5,435,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1),
and

the sum of \$ 876,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 3,889,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,892,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 441,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 175,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,720,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____ to be levied as a special tax for (specify) _____
_____ purposes, on the taxable property of our
community college district for the year _____.

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 2022 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2022 either are attached to this document or have been submitted to you previously.

Signed this ____ day of

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full -one-.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT NO. 517
(Lake Land College)**

This is to certify that the Certificate of Tax Levy for Community College District No. 517, County(ies) of _____ and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 20____ was filed in the office of the County Clerk of this county on _____ 20____.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2023 is \$6,598,875.

Said community college district also has complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

County Clerk

Date

County

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community College District No. 517, Lake Land College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

- ☐ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements for the Truth in Taxation Law.
- ☒ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- ☐ 3) The **proposed** aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The **adopted** aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- ☐ 4) The **adopted** levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2023 levy.

Date: _____

Presiding Officer: _____
Chairman, Board of Trustees
Community College District No. 517



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Chief of Staff

DATE: November 3, 2021

RE: Revisions to Board Policy 11.08.04 – *Retention of College Records*.

I respectfully request the Lake Land College Board of Trustees approve revisions to Board Policy 11.08.04 – *Retention of College Records*. As part of Public Act 101-0652 that included sweeping criminal justice reforms, the Local Records Act was amended to require permanent retention of records related to complaints, investigations and adjudication of police misconduct. The proposed policy revisions reflect this new amendment in the for the “official personnel section” on page 14 of the Policy. Please note the new law takes effect January 1, 2023.

I submitted this request as first reading during the October 2021 regular meeting and have received no requests for additional changes since that time.

Attachment

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

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

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
	If File Is Of No Further Value
Budget Requests, Proposals, and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Student Placement and On-the-Job Training Record***	5 YRS
	After Student Transferred, Graduated, or Withdrew

ALLIED HEALTH RECORDS

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

BUSINESS RECORDS

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

COMMUNITY AND PROFESSIONAL PROGRAM RECORDS

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

CORRECTIONAL RECORDS

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

COSMETOLOGY RECORDS

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

HUMANITIES AND COMMUNICATION RECORDS

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

LEARNING RESOURCE CENTER RECORDS

College Catalogs.....	PERM
	(1 Copy)
Course Outlines	1 YR
	After Course Expiration
Purchase Orders and Requisitions	2 YRS

MATHEMATICS AND SCIENCE RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS

SOCIAL SCIENCE/EDUCATION RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Duplicate Personnel Records	5 YRS
	After Employment Termination
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 78th Birthday****

Payroll Registries**5 YRS**
After Termination

Payroll Transmittal Reports.....**3 YRS**

Purchase Orders and Requisitions**2 YRS**

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

MANAGER- BUSINESS SERVICES RECORDS

Employee Insurance Policies	7 YRS
	After Cancellation
Employee Insurance Claims	7 YRS
	After Settlement
Insurance Claims Paid Listings	7 YRS
Insurance Policies.....	7 YRS
	After Cancellation
Insurance Claims	7 YRS
	After Settlement
Lists of Bills Paid.....	7 YRS

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

AUXILIARY RECORDS (BACK STAGE RECORDS)

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

AUXILIARY SERVICES (BOOK STORE RECORDS)

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

FACILITIES PLANNING RECORDS

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

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

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 78th Birthday****

(Campus Police Department Exception: Records related to complaints, investigations, and adjudication of police conduct must be kept permanently effective January 1, 2023 and per IL Public Act 101-0652.)

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
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PHYSICAL PLANT 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

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

I.C.C.B. Curriculum Approvals, Changes, and Deletions PERM

Intergovernmental Agency Agreements..... 5 YRS
After Termination or Completion of Contract Terms

Purchase Orders and Requisitions 2 YRS

Vocational Instruction Practicum Applications 2 YRS

FOUNDATION RECORDS

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

Audits and Audit Worksheets (Worksheets) 7 YRS

Audit Reports PERM

Duplicate Audit Reports..... 1 YR

Blueprint and Plans PERM

Board Reports Including Treasurer's Monthly Reports (Original)..... PERM

Board Reports Including Treasurer's Monthly Reports (Copies)..... 1 YR

Budgets (Including Special Event Budgets) 7 YRS

Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices 7 YRS

Certificate of Status Tax Exempt Property	2 YRS
Chart of Accounts	Dispose When Superseded By a New Chart
Charter and By-Laws	PERM
Deeds, Purchase, Bill of Sale.....	1 YRS After Property is Sold
Donations.....	7 YRS
General Ledgers and Journal Entries	7 YRS
Grant Records.....	3 YRS After Final Expenditure Report
Insurance Policies and Claims (Policies)	7 YRS After Expiration or Cancellation
Insurance Policies and Claims (Claims).....	7 YRS After Settlement
Investment Records (Certificates of Deposit, Securities, Treasury Notes, and Other Records)	7 YRS
Legal Judgments and Settlement Agreements	PERM
Legal Case Files (Other Records).....	3 YRS After Settlement
Minutes of Meetings (Originals)	PERM
Minutes of Meetings (Duplicates).....	1 YR
Property Leases.....	10 YRS After Termination or Completion of Terms of Contract, Agreement, or Lease
Reconciliation Records (Including Special Event Records)	2 YRS
Requisitions for Payment Reimbursements	3 YRS
Resolutions	60 Days If Recorded in Minute Book
Scholarship Records.....	7 YRS
Tax Return Records.....	7 YRS

Trial Balance Reports **2 YRS**

- * “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.

Adopted November 9, 1998

Revised May 10, 2004

Revised November 11, 2019

Revised



MEMO

To: Dr. Josh Bullock President Business Services
From: Greg J. Nuxoll, Vice President of Business Services
Date: November 1, 2021
Subject: Worker's Compensation Insurance 2022 Renewal
Recommendation

The College recently reviewed the renewal rates for our Worker's Compensation insurance coverage for our policy with Illinois Public Risk Fund (IPRF) for January 1, 2022 – December 31, 2022. The renewal rate of \$174,593 reflects a 23.2% decrease in premium costs to the college as compared to the expiring rate of \$227,432 which equates to a decrease of \$52,839 in annual premium costs.

The large premium decrease is a result of a great experience year the last year with fewer worker compensation claims. The mod rating for the College decreased from 1.22 to .90 due to the year of lower claims.

The College once again qualifies for a Safety Grant from IPRF in the amount of \$26,180 which is an increase of \$15,410 from the prior year. This grant can be used to enhance safety throughout campus.

It is my recommendation that the Board of Trustees approve this renewal of the Worker's Compensation insurance policy for calendar year 2022.



MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: November 1, 2021

RE: Cyber Liability Insurance Renewal

Our Cyber Liability Insurance Coverage will expire on December 14, 2021. Lloyds of London has provided this coverage for the past four years. The cost of this coverage was \$33,330 for the period of December 14, 2020 through December 14, 2021 for \$5 million in coverage carrying a \$25,000 deductible.

Due to many reported instances of computer systems being hacked or accessed illegally across the country, including significant ransomware demands, many insurance companies have stopped offering cyber security coverage to institutions such as colleges due to the increased losses paid on the policies. Lloyds of London declined to offer the College cyber security coverage.

Our insurance broker, Dimond Brothers, reached out to many carriers seeking coverage for the next year and secured a quote of coverage for the College. Cowbell Cyber, Inc. is offering \$3 million of cyber security coverage for \$18,248 with a \$50,000 deductible.

The insurance policies underwritten by Cowbell Cyber, Inc of Bedford, Texas are written by National Specialty Insurance Company which is a Best "A" rated insurance company.

Considering the College's current cyber security policy runs until December 14, 2021, Dimond Bros. will continue to seek coverage up to \$5 million until the current policy expires; however, they are not expecting to find additional coverage at this time.

I respectfully request the board approve the renewal of the Cyber Liability Insurance through Cowbell Cyber, Inc. for the period December 14, 2021 through December 14, 2022. If additional coverage in excess of \$3 million is able to be secured, the College will look to amend the cyber security insurance approval at the December 13, 2021 board meeting.

Should you have any questions, please let me know.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: October 27, 2021

RE: September 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of September for Fiscal Year 2022.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through September 2021, the third month of FY2022.

Overall Variances:

- *Revenue* – Total September 2021 revenue was \$3,380,339 resulting in a favorable variance of \$670,595 MTD and an unfavorable YTD variance of \$588,844. The monthly variance is favorable primarily due to a \$569,001 favorable variance in local source revenue and a \$192,614 favorable variance in the ICCB Equalization Grant revenue. The YTD variance remains unfavorable mainly due to unfavorable variances in Tuition, Fee Revenue and other state sources.
- *Expenditures* – Total September 2021 expenditures were \$2,257,911 resulting in a favorable variance of \$75,504 MTD and \$4,552,567 YTD with favorable variances in nearly all line items.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$569,001 MTD and \$694,115 YTD. The variance on a monthly basis is a timing issue dependent on the local counties property tax cycle and the timing as to when funds are sent to the College. As the year transpires, we expect a normalized variance.
- *ICCB Credit Hour Grant* – We receive a \$212,791 payment in September 2021 resulting in an unfavorable monthly variance of \$6,483 and a yearly unfavorable variance of \$55,678. The variances are timing related as we typically receive a larger payment in

the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.

- *ICCB Equalization Grant* – We received equalization payments of \$505,251 in September 2021 resulting in a favorable monthly variance of \$192,614 while a yearly unfavorable variance remains at \$47,433. The variances are timing related based on a slow payment process from the State of Illinois but we remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* –September 2021 tuition was negative due to student refunds and had a corresponding unfavorable monthly variance for tuition of \$80,226 while fees were unfavorable by \$20,798. Year to date, tuition is unfavorable by \$549,869 and fees are unfavorable by \$328,669. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The Monthly variances are unfavorable \$39,792 while YTD the variance is unfavorable by \$349,621. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Month to date the variance is favorable by \$56,279 and year to date it is favorable by \$48,311.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines have a monthly favorable variance of \$183,573 and year to date \$1,718,075. A portion of the YTD variance is related to timing issues and how the College records prepaid salaries for audit purposes. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was a monthly favorable variance in employee benefits in September 2021 of \$22,683 and YTD of \$216,159.
- *Instructional* – The Instructional expenditures had a favorable variance in September 2021 of \$156,986 and YTD of \$1,576,991. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$12,071 in September 2021 and YTD of \$91,327.
- *Student Services* – The Student Services expenditures had a favorable variance in September 2021 of \$22,543 and YTD of \$221,660.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable September 2021 variance of \$20,625 and YTD of \$175,845.

- *Operations & Maintenance* – The Operations and Maintenance expenditures had a monthly unfavorable variance of \$13,019 but maintains a favorable YTD variance of \$250,126.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable September 2021 variance of \$119,051 but maintains a YTD favorable variance of \$2,409,988 with the most favorable variances in nearly all line items. As the year transpires, we expect the variance to normalize.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for September 2021 of \$4,651 and YTD of \$173,370. The College was able to process more scholarships than anticipated thus far year to date resulting in an unfavorable variance.

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

Board Meeting – September 2021
Fund 03, 04, 05, 06, 11 and 12 Analysis

Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are over budget by \$348,115 and expenditures were under budget by \$201,494.
 - Local source revenues are above budget but we expect the variance to normalize by the end of the year.
 - The new site improvements line item were under budget by \$273,529 due to limited construction activities.

Fund 04 – Bond and Interest Fund

- Year to date, the revenues were over budget by \$224,794 and expenditures were over budget by \$90.

Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were over budget by \$159,888 and expenditures were under budget by \$411,032.
 - The two largest revenue sources that were above budget were the Print Shop in the amount of \$91,508 and Student Life in the amount of \$93,503.
 - The two largest expenditure line items below budget were Athletics and the Bookstore.

Fund 06 – Restricted Funds

- Year to date, overall revenue is \$3,933,787 under budget.
- Year to date, overall expenditures are \$1,551,228 under budget.
 - Fund 06 is our restricted purposes fund where we record grants and third party spending such as IDOC and DJJ. The grant document or IDOC/DJJ contract dictates what we will receive as revenue and the same amount is allocated for spending. We are only reimbursed based on what we actually spend so the revenues and the expenses should always equal at year end.
 - We included the CARES Act Funds for students and the institution in both revenue and expense, and of course we did not budget for such funds.

Fund 11 – Audit Fund

- Year to date, the revenues are over budget by \$9,020 and expenditures were over budget by \$35,523.

Fund 12 – Tort Fund

- Year to date, the revenues are over budget by \$263,120 and expenditures were under budget by \$7,804.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Final Audited Numbers	FY22 Annual Budget
Revenues:										
2,626,963	2,057,962	569,001	Local Sources	6,316,481	5,622,366	694,115	12.35%	4,626,250		9,745,282
212,791	219,274	(6,483)	ICCB Credit Hour Grant	1,040,691	1,096,369	(55,678)	-5.08%	1,285,787		4,385,475
505,251	312,637	192,614	ICCB Equalization Grant	1,515,752	1,563,185	(47,433)	-3.03%	1,578,038		6,252,740
-	39,792	(39,792)	Other State Sources	56,282	405,904	(349,621)	-86.13%	389,755		1,154,557
(78,259)	1,966	(80,226)	Tuition	4,478,592	5,028,462	(549,869)	-10.94%	4,958,863		8,670,590
(23,254)	(2,456)	(20,798)	Fees	1,501,791	1,830,459	(328,669)	-17.96%	1,736,523		4,177,668
136,849	80,570	56,279	Other Revenue	377,960	329,649	48,311	14.66%	120,740		1,110,509
-	-	-	Gift in Kind	-	-	-	0.00%	33,828		-
3,380,339	2,709,745	670,595	Total Revenues	15,287,549	15,876,393	(588,844)	-3.71%	14,729,783	-	35,496,821
Expenditures:										
Instructional										
787,936	924,215	136,279	Salary and Wages	2,340,914	3,486,582	1,145,668	32.86%	2,347,854		12,547,027
160,769	180,893	20,124	Employee Benefits	424,663	542,678	118,015	21.75%	442,967		2,277,438
160	7,170	7,010	Contractual Services	15,521	17,995	2,475	13.75%	24,349		406,760
37,143	25,936	(11,207)	General Materials and Supplies	88,831	276,331	187,500	67.85%	67,073		163,678
4,678	9,573	4,895	Travel and Meeting Expenses	7,778	36,250	28,473	78.54%	1,311		117,757
-	-	-	Fixed Charges	-	-	-	0.00%	4,568		56,375
393	278	(115)	Capital Outlay	958	95,819	94,861	99.00%	5,036		120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	26,425		-
991,078	1,148,064	156,986	Total Instructional	2,878,663	4,455,654	1,576,991	35.39%	2,919,583	-	15,689,470
Academic Support										
39,623	36,177	(3,446)	Salary and Wages	102,353	132,659	30,307	22.85%	133,622		388,891
9,271	9,922	651	Employee Benefits	24,365	29,767	5,402	18.15%	28,285		68,707
-	-	-	Contractual Services	-	300	300	100.00%	-		1,500
3,145	17,497	14,351	General Materials and Supplies	34,927	76,027	41,100	54.06%	33,785		333,406
1,469	1,983	515	Travel and Meeting Expenses	10,132	24,350	14,218	58.39%	18		8,800
-	-	-	Fixed Charges	-	-	-	0.00%	4,555		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
53,508	65,579	12,071	Total Academic Support	171,776	263,103	91,327	34.71%	200,265	-	801,304
Student Services										
124,256	136,506	12,251	Salary and Wages	401,385	439,241	37,856	8.62%	411,176		1,717,949
30,853	38,324	7,471	Employee Benefits	89,238	114,971	25,733	22.38%	95,756		471,802
-	-	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	10,086		9,322
4,745	6,271	1,526	General Materials and Supplies	11,936	90,198	78,262	86.77%	12,219		113,270
930	2,225	1,295	Travel and Meeting Expenses	1,876	22,429	20,553	91.63%	1,181		42,580
-	-	-	Fixed Charges	-	60,306	60,306	100.00%	-		60,306
-	-	-	Other Expenditures	-	-	-	0.00%	-		15,000
160,783	183,326	22,543	Total Student Services	514,807	736,467	221,660	30.10%	530,418	-	2,430,229
Public Service/Cont Ed										
23,609	31,260	7,651	Salary and Wages	65,476	93,780	28,305	30.18%	69,508		433,304
3,998	3,999	0	Employee Benefits	10,156	11,996	1,840	15.34%	11,901		67,001
872	2,300	1,428	Contractual Services	3,916	6,600	2,684	40.67%	5,767		42,155
4,162	15,933	11,771	General Materials and Supplies	17,253	36,474	19,221	52.70%	7,087		116,191
535	310	(225)	Travel and Meeting Expenses	854	1,320	467	35.34%	687		4,595
8,388	8,388	-	Fixed Charges	25,564	25,893	329	1.27%	37,861		102,235
-	-	-	Capital Outlay	-	123,000	123,000	0.00%	-		123,000
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	G/K	-	-	-	0.00%	-		-
41,564	62,189	20,625	Total Public Service/ Cont Ed	123,217	299,063	175,845	58.80%	132,811	-	888,481
Operations & Maintenance										
69,239	81,354	12,114	Salary and Wages	203,630	244,712	41,082	16.79%	193,836		1,089,976
24,872	34,097	9,225	Employee Benefits	64,847	104,292	39,445	37.82%	64,406		421,363
15,585	-	(15,585)	Contractual Services	15,238	73,568	58,330	79.29%	54,336		260,470
28,747	-	(28,747)	General Materials and Supplies	58,798	79,719	20,921	26.24%	40,007		220,500
-	-	-	Travel and Meeting Expenses	-	575	575	100.00%	-		1,250
-	750	750	Fixed Charges	2,250	4,750	2,500	52.63%	50,956		103,788
100,557	109,779	9,223	Utilities	275,064	347,338	72,274	20.81%	245,770		1,335,350
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-		15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-		-
-	-	-	Gift In Kind	-	-	-	0.00%	7,403		-
238,999	225,980	(13,019)	Total Operation and Maint	619,826	869,952	250,126	28.75%	656,715	-	3,447,697
Institutional Support										
253,365	272,088	18,723	Salary and Wages	385,936	820,793	434,857	52.98%	367,865		3,631,055
94,833	80,045	(14,788)	Employee Benefits	221,116	246,840	25,724	10.42%	175,907		1,287,608
39,422	59,456	20,034	Contractual Services	96,944	678,133	581,190	85.70%	140,609		1,400,678
107,602	201,142	93,540	General Materials and Supplies	597,339	1,371,196	773,856	56.44%	317,481		959,849
688	8,431	7,743	Travel and Meeting Expenses	2,438	158,697	156,259	98.46%	142		273,481
1,518	575	(943)	Fixed Charges	10,119	206,775	196,656	95.11%	195,158		218,150
13,296	-	(13,296)	Capital Outlay	22,139	159,450	137,311	86.12%	-		18,900
34,104	26,540	(7,564)	Contingency Funds	130,545	304,964	174,419	57.19%	97,290		1,392,266
-	-	-	Other	-	22,216	22,216	0.00%	(5,171)		49,075
222,500	-	(222,500)	Strategic Initiatives	222,500	130,000	(92,500)	-71.15%	-		400,000
-	-	-	COVID Expenses	-	-	-	0.00%	24,285		-
767,328	648,277	(119,051)	Total Institutional Support	1,689,076	4,099,064	2,409,988	58.79%	1,313,566	-	9,631,062
4,651	-	(4,651)	Scholarships, grants, waivers	323,370	150,000	(173,370)	0.00%	340,129		1,228,566
2,257,911	2,333,415	75,504	Total Expenditures	6,320,736	10,873,303	4,552,567	41.87%	6,093,486	-	34,116,809
1,122,428	376,329	746,099	Revenue Less Expenditures	8,966,813	5,003,090	3,963,723	(0)	8,636,297	-	1,380,012
-	-	-	Transfers Out:	-	-	-	0.00%	295,128		1,380,012
Excess of Revenues over Expenditures & Transfers										
1,122,428	376,329	746,099		8,966,813	5,003,090	3,963,723	(0)	8,341,169	-	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,298,027.12	1,481,600.35	183,573.23	Salary and Wages	3,499,692.42	5,217,766.50	1,718,074.08
324,596.27	347,279.55	22,683.28	Employee Benefits	834,384.47	1,050,543.66	216,159.19
56,038.82	68,925.95	12,887.13	Contractual Services	141,989.38	785,917.97	643,928.59
185,544.17	266,778.04	81,233.87	General Materials and Supplies	809,083.46	1,929,943.35	1,120,859.89
8,299.13	22,522.40	14,223.27	Travel and Meeting Expenses	23,078.24	243,621.70	220,543.46
9,905.81	9,712.50	(193.31)	Fixed Charges	37,932.23	237,417.50	199,485.27
100,556.66	109,779.17	9,222.51	Utilities	275,063.56	347,337.50	72,273.94
13,688.50	277.50	(13,411.00)	Capital Outlay	23,097.23	393,269.17	370,171.94
34,104.16	26,540.00	(7,564.16)	Contingency Funds	130,545.35	304,964.00	174,418.65
-	-	-	Other Expenditures	-	22,215.64	22,215.64
2,030,760.64	2,333,415.46	302,654.82	Total	5,774,866.34	10,532,996.99	4,758,130.65

Lake Land College

FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted		FY20 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$2,340,914	\$3,486,582	\$1,145,668	\$12,547,027			\$12,547,027	\$12,547,027
Salary and Wages - Acad. Support	\$102,353	\$132,659	\$30,307	\$388,891			\$388,891	\$388,891
Salary and Wages - Stud. Svcs	\$401,385	\$439,241	\$37,856	\$1,717,949			\$1,717,949	\$1,717,949
Salary and Wages - Public Svc.	\$65,476	\$93,780	\$28,305	\$433,304			\$433,304	\$433,304
Salary and Wages - Maintenance	\$203,630	\$244,712	\$41,082	\$1,089,976			\$1,089,976	\$1,089,976
Salary and Wages - Inst. Support	\$385,936	\$820,793	\$434,857	\$3,631,055			\$3,631,055	\$3,631,055
Total Salary and Wages	\$3,499,692	\$5,217,767	\$1,718,074	\$19,808,202		\$0	\$19,808,202	\$19,808,202

Employee Benefits	Year to Date			FY2020 Budgeted		FY20 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$424,663	\$542,678	\$118,015	\$2,277,438			\$2,277,438	\$2,277,438
Employee Benefits - Acad. Support	\$24,365	\$29,767	\$5,402	\$68,707			\$68,707	\$68,707
Employee Benefits - Stud. Svcs	\$89,238	\$114,971	\$25,733	\$471,802			\$471,802	\$471,802
Employee Benefits - Public Svc.	\$10,156	\$11,996	\$1,840	\$67,001			\$67,001	\$67,001
Employee Benefits - Maintenance	\$64,847	\$104,292	\$39,445	\$421,363			\$421,363	\$421,363
Employee Benefits - Inst. Support	\$221,116	\$246,840	\$25,724	\$1,287,608			\$1,287,608	\$1,287,608
Total Employee Benefits	\$834,384	\$1,050,544	\$216,159	\$4,593,919		\$0	\$4,593,919	\$4,593,919

Sep-21

Operations & Maint Restricted--Fund 03

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,246,561	898,445	348,115	782,152	1,675,000
Bond Proceeds		-	-	-	-
Loan Proceeds		-	-	-	-
Investment Income	20,864	-	20,864	85,655	-
Total Revenues	1,267,425	898,445	368,980	867,807	1,675,000
Expenditures:					
Student Center Renovations : Buildi	53,178	-	(53,178)	(443)	-
Construction Proj : Site Improvemen	152,854	426,383	273,529	53,381	426,383
PHS Projects : Site Improvements		-			-
New Site: Sire Improvements	18,857	-	(18,857)	532,662	-
Other		-	-		-
Total Expenditures	224,890	426,383	201,494	585,601	426,383
Excess of Revenues over Expenditures & Transfers	1,042,536	472,062	570,474	282,206	1,248,617

Sep-21	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	3,763,597	3,538,802	224,795	3,608,605	6,597,500
General : Investment Income		-	-	-	-
General : Transfer from Other Funds		-	-	-	165,150
Total Revenues	3,763,597	3,538,802	224,795	3,608,605	6,762,650
Expenditures:					
Work Cash Bonds : Debt Principal Pa		-	-	-	-
Work Cash Bonds : Interest on Debt		-	-	-	-
Work Cash Bonds : Other Fixed Charg		-	-	-	-
Funding Bonds : Debt Principal Paym		-	-	-	6,065,000
Funding Bonds : Interest on Debt		-	-	-	694,650
Funding Bonds : Other Fixed Charges	600	1,500	900	-	3,000
Funding Bonds : Bond Is		-	-	-	-
Administration : Intere		-	-	600	-
Total Expenditures	600	1,500	(900)	600	6,762,650
Excess of Revenues over					
Expenditures & Transfers	3,762,997	3,537,302	225,695	3,608,005	-

Sep-21

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	27,200
Auto Shop	-	7,500	(7,500)	-	15,000
Athletics	-	-	-	-	819,704
Fitness Center	18,963	27,500	(8,537)	21,744	55,000
Bookstore	436,573	446,621	(10,048)	302,539	636,084
Print Shop	292,705	201,197	91,508	197,358	680,066
Food Service	963	-	963	-	7,600
College Farm	-	-	-	35	110,000
Comm Choir	-	-	-	-	5,100
Student Life	93,503	-	93,503	108,130	259,500
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	-	515,000
Total Revenues	842,707	682,818	159,888	629,806	3,137,854
Expenditures:					
Ag Judging	7,175	10,931	3,755	3,053	33,700
Auto Shop	-	7,500	7,500	-	15,000
Athletics	157,061	380,705	223,644	101,108	771,028
Fitness Center	16,263	45,703	29,441	11,970	103,676
Bookstore	323,690	370,665	46,975	290,869	684,030
Print Shop	197,448	220,767	23,319	152,175	633,808
Food Service	2,103	1,841	(262)	2,636	7,899
College Farm	9,437	33,637	24,199	5,223	79,172
Comm Choir	-	1,000	1,000	-	5,100
Student Life	42,782	69,322	26,540	38,405	172,771
WLKL Radio	-	550	550	-	1,100
Tuition Waivers	288,129	312,500	24,371	295,128	625,000
Total Expenditures	1,044,088	1,455,120	411,032	900,567	3,132,283
Excess of Revenues over Expenditures & Transfers	(201,381)	(772,302)	570,920	(270,761)	5,571

Sep-21

Restricted Purposes Fund--Fund 06

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	-	100,235	(100,235)	14,403	479,815
Pathways	40,159	93,428	(53,268)	35,508	467,138
Perkins	51,763	76,794	(25,031)	68,121	437,868
WIOA	236,338	1,074,709	(838,372)	277,053	4,150,507
College Work Study	-	39,577	(39,577)	342	79,154
GAST	12,682	12,500	182	28,200	50,000
IL Cooperative Work Study	-	18,000	(18,000)	22,282	18,000
IPRF Grant	21,289	22,000	(711)	22,780	88,000
Veterans Services	44,513	268,500	(223,987)	21,229	1,060,000
ISAC MAP	-	380,000	(380,000)	-	1,520,000
Department Of Education	1,862,755	2,735,598	(872,843)	1,949,386	10,871,195
Direct loans	78,171	1,034,000	(955,829)	51,492	2,068,000
Corrections	444,028	2,955,092	(2,511,065)	334,217	11,259,037
CARES Funds-Students	1,416,946	-	1,416,946	875,745	-
CARES Funds-Institutional	715,685	-	715,685	-	-
Privately Funded Grant	92,515	85,000	7,515	88,884	85,000
TRIO SSS	40,138	69,675	(29,537)	75,058	276,105
TRIO DC	65,608	91,268	(25,660)	115,719	322,329
Total Revenues	5,122,590	9,056,376	(3,933,787)	3,980,418	33,232,148
Expenditures:					
Adult Ed	79,379	100,235	20,856	81,391	479,815
Pathways	60,547	110,107	49,560	83,240	467,138
Perkins	51,763	76,794	25,031	97,383	437,868
WIOA	447,670	1,074,709	627,040	431,587	4,150,507
College Work Study	1,031	39,577	38,546	644	79,154
GAST	9,523	12,500	2,977	-	50,000
IL Cooperative Work Study	-	18,000	18,000	(3,663)	18,000
IPRF Grant	5,680	22,000	16,320	1,980	88,000
Veterans Services	70,165	268,500	198,335	94,095	1,060,000
ISAC MAP	470,708	380,000	(90,708)	409,230	1,520,000
Department of Education	1,888,399	2,735,598	847,199	2,018,554	10,871,195
Direct loans	409,004	1,034,000	624,996	387,627	2,068,000
Corrections	1,752,550	2,955,093	1,202,543	2,089,005	11,259,037
CARES Funds-Students	1,398,717	-	(1,398,717)	1,070,964	-
CARES Funds-Institutional	734,233	-	(734,233)	-	-
Privately Funded Grant	4,216	85,000	80,784	266,710	85,000
TRIO SSS	50,721	69,675	18,954	85,125	276,105
TRIO DC	87,523	91,268	3,745	80,799	322,329
Total Expenditures	7,521,829	9,073,057	1,551,228	7,194,670	33,232,148
Excess of Revenues over Expenditures & Transfers	(2,399,239)	(16,680)	(2,382,559)	(3,214,252)	-

Sep-21	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	49,249	40,229	9,020	45,737	75,000
Total Revenues	49,249	40,229	9,020	45,737	75,000
Expenditures:					
Admin Staff Ful	5,322	5,900.35	578	5,295	25,568.17
Support Staff F	3,282	3,735.16	454	3,300	16,185.70
Medical Benefit	1,872	2,835.36	964	1,904	11,624.98
Life Insurance	6	6.90	1	6	27.60
Audit Services	37,520	-	(37,520)	36,800	46,900.00
Printing	-	-	-	-	500.00
Total Expenditures	48,001	12,478	(35,523)	47,305	100,806
Excess of Revenues over Expenditures & Transfers	1,248	27,751	(26,503)	(1,568)	(25,806)

Sep-21	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,456,577	1,193,457	263,120	771,394	2,225,000
Misc Income			-	-	
Total Revenues	1,456,577	1,193,457	263,120	771,394	2,225,000
Expenditures:					
Student Services	18,450	26,297	7,846	20,873	97,749
Operations and Maintenance	42,192	44,918	2,726	37,775	192,993
Police Dept	106,759	119,441	12,682	114,283	395,827
Institutional Support	31,550	31,700	150	23,459	135,981
Fixed Charges-ins	222,557	206,956	(15,601)	245,283	846,360
Total Expenditures	421,509	429,313	7,804	441,673	1,668,910
Excess of Revenues over Expenditures & Transfers					
	1,035,068	764,144	270,923	329,721	556,090



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: October 28, 2021

RE: FY 2022 Part-Time Rates and Stipends

Please find attached the proposed FY 2022 Part-Time Rates and Stipends for your consideration and following a thorough evaluation by the administration of the current rates. Due to the minimum wage increase that will go into effect January 1, 2022, our proposed part-time rates will be in effect January 1, 2022 through June 30, 2022.

The principal objective of our compensation program is to ensure the institution is able to attract, motivate, and retain a highly qualified workforce in a cost-effective manner. It is our plan to review our structure for our part-time employees next spring and we look forward to bringing a recommendation back to the Board for consideration at that time.

It is respectfully requested the Board approve the proposed stipends for FY 2022 and part-time rates for the period January 1, 2022 through June 30, 2022.

Part-Time Rates and Stipends (January 1, 2022 to June 30, 2022)

Assistants		
Level I - Education Level H.S.	\$12.00	(Includes student positions)
Bookstore Rush Worker		
Accounting Assistant		
Archives Project Developer		
Assistant Athletic Coaches		
Auxiliary Services Office Coordinator		
Bookstore Computer Services Specialist		
Central Receiving Assistant		
Cheer Coach		
Communications and Creative Services Intern		
Cosmetology Receptionist		
Counseling Clerical Worker		
Custodian		
Data Employment Specialist		
Data Entry Assistant		
Dental Hygiene Clinical Student Assistant		
Disability Services Notetaker		
Emergency Medical Services Assistant		
Extension Center Administrative Assistant		
Farm Manager Assistant		
Financial Aid Assistant		
Financial Aid Processor/Coordinator		
Fitness Center Specialist		
GIS Assistant		
Groundskeeper		
Groundskeeper Assistant		
Human Resources Assistant		
IDOT QMTP Lab Assistant		
International Studies Program Assistant		
Int'l Studies Student Ambassador		
Int'l Studies Student Assistant		
ISS Clerical Data Entry		
Lab Assistant/Technician		
Laker Mallard Mascot		
Layout and Design Editor		
Library Assistant		
Library Assistant II		
Library Assistant Technical Services		
Mailroom Assistant		
Managing Editor		
Microcomputer Support Technician		
Office Assistant Vo-tech		
Pathways Student Classroom Assistant		
Perkins Student Worker		
Photo Web Editor		
Physical Plant Assistant		
Physical Plant Tech I		
Print & Courier Assistant		
Print Shop Administrative Assistant		
Print Shop Technician Assistant		
Print Technician		
Section Editor		
Special Needs Notetaker		
Student Assistant		
Student Assistant Specialist/Career Services/Counseling		

Student Services Specialist
 Test Proctor
 TRIO Administrative Assistant
 TRIO Destination College Student Specialist
 TRIO SSS Enrollment Assistant
 TRIO SSS Student Assistant
 TRIO Talent Search Office Coordinator
 Web Developer/Help Desk Support

Physical Plant	\$12.00
Physical Plant II	
Technical Level I	\$12.00
Audio-Visual Technician Microcomputer Support Specialist Web Programmer	
Technical Level II	\$12.00
Graphic Design Pre-Flighter	
Technical Level III	\$12.00
Network Consultant	
Tutor	
Level I - High School	\$12.00
Tutor I	
Level II - Associates	\$12.00
Tutor II	
Level III - Bachelor	\$13.00
Tutor III	
Professional	
Level I	\$12.00 - \$15.00
Adult Educational Classroom Assistant	\$12.00
Auxiliary Services Data Specialist	\$12.00
Broadcast Engineer	\$15.00
Business Partnership Support Specialist	\$12.00
College Advancement Specialist	\$12.00
Dual Credit Program Assistant	\$12.00
E-Commerce Specialist	\$12.00
Engineering Technician	\$15.00
Financial Aid Representative	\$12.00
Lab Supervisor/Associates	\$12.00
Marketing & Digital Content Specialist	\$12.00
Pathways Classroom Assistant (Associate)	\$12.00
Professional Development Support	\$12.00
Trio Bus Driver	\$13.00
Level II	\$15.50

Academic Services Coordinator	\$15.50
Admissions Services Specialist	\$15.50
Adult Education Transition Specialist	\$15.50
Internship & Employment Coordinator	\$15.50
Counseling Services Specialist	\$15.50
Education Specialist	\$15.50
Employment Specialist	\$15.50
Financial Aid Outreach Coordinator	\$15.50
General Equipment Technician	\$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
Career Services Specialist	\$15.50
Creative Design Training Coordinator	\$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
Grants Writer and Coordinator	\$24.81

CONTRACTED RATES

C.N.A. Evaluators	\$30.00
CBI Technical Writer	Market Rate
CBI Trainer	Market Rate
Clinical Dentist	\$50.00
IDOC CPR Instructor	\$46.25
Nursing Clinical Instructors	\$35.00
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
Police Officer	\$17.50

Effective Date: 1/1/22

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 adjustment of:

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

Paid Per Occurrence				
Part time academic rates begin with the Fall Semester				
				FY2022
Women's Basketball Officials	Service	Per Game		\$190.00
Men's Basketball Officials	Service	Per Game		\$190.00
Volleyball Officials	Service	Per Match	3 out of 5	\$150.00
Men's Baseball Umpires	Service	SINGLE		\$195.00
Men's Baseball Umpires	Service	DOUBLE		\$225.00
Softball Umpires	Service	DOUBLE		\$170.00
Scorekeeper / Timer / Announcer	Service	Per Game	\$15/hour	\$30.00

Stipends Part time academic year rates begin with the Fall Semester	
Position	FY2022
Farm Equipment Mechanic	\$2,000.00
Faculty Accreditation Coordinator	\$7,500.00
Transitional Math Liason (2 year duration)	5 ECH
Transitional English Liason (2 year duration)	5 ECH
Foundation Treasurer	\$4,000.00
Department of Juvenile Justice Contract Administrator	\$8,500.00
Honors Advisor - <i>paid as a stipend over Fall, Spring, Summer</i>	6 hours of Overload of ECH
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
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.
ISS Infrastructure Team Lead	\$7,500
ISS Applications Team Lead	\$7,500
Fresh Start Wellness Program	\$100-\$200
DIVISION CHAIR ACADEMIC YEAR 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 SUMMER TERM 1/36 for 8 ECH	
Directors	
Dental Hygiene	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.)
IDOT QMTP Director (per IDOT Contract)	18.0 ECH (Fall 14, Summer 4)
Director of Court Reporting	9.0 ECH (11 Mo.)
Release Time Formula for Facilitators (academic year):	
Development Reading & Writing Facilitator	12.0 ECH
Education Program Facilitator	3.0 ECH
Human Services Facilitator	3.0 ECH
Internship Facilitator	3.0 ECH
<u>Coaching Stipend Formula: (If paid in addition to full-time position)</u>	
Head Coach Stipend:	
\$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 appointment	
Cheer Coach /Athletic Team Assistant Coach Stipend (Part-time):	
\$4,125.00 (\$11.00 per hour for 375 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	
Additional Head Coach Stipend:	
\$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)	
Chair of Counseling Stipend/Director of Learning Resource Center:	
\$6500.00 Base pay rate	
Annual increase consistent with % increase for full-time appointment.	

Adjunct Faculty Wage Scale

Period of Time	FY2022
0-7 Semesters	\$650
8-15 Semesters	\$665
16+ Semesters	\$680

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

FY2022 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

$$\$785 / 16 = \$49.06$$

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

$$\$785 / 16 = \$49.06$$

Current Adjunct Faculty Rates

Lecture Hour - Adjunct Faculty Credit Hour / sixteen weeks

$$\$650/16 = \$40.62$$

$$\$665/16 = \$41.56$$

$$\$680/16 = \$42.50$$

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

$$\$650/16 = \$40.62$$

$$\$665/16 = \$41.56$$

$$\$680/16 = \$42.50$$

Pro-rated sections

(# student/minimum seat count) * ECH of course

Effective: 8/2021

at adjunct rate

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: October 22, 2021

RE: Surplus Equipment

Below are items that have become surplus from the Athletics Department. They are obsolete and have little value to the college after the recent upgrade to our outdoor bleacher seating:

116 – Chair Back Seats from Preferred Seating

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Vice President for Student Services

DATE: November 2, 2021

RE: Proposed Spring 2022 Tuition Incentives

Proposal for COVID-19 Recovery Support for Student Withdrawals during Pandemic: Since Spring 2020, Lake Land College students have worked diligently to continue pursuit of their educational goals despite additional challenges and unpredictable changes many of them faced as the result of the COVID-19 pandemic. During the Spring, Summer and Fall 2020 terms, the Illinois Community College Board approved, and the College allowed, students the option of requesting a Pass or Withdrawal grade following assignment of course grades at the end of the semester. We would like to recognize the challenges that many of our students have faced with academic progress throughout the COVID-19 pandemic and financially support them in re-taking some of the credit hours that they previously paid for, and then found it necessary to withdraw from, during this time.

Our proposed “COVID-19 Recovery Support” program will provide a Spring 2022 tuition award (waiver) equivalent to the credit hours a student withdrew from during the past year (Spring, Summer or Fall 2020 and Spring, Summer, or Fall 2021) up to a maximum of five (5) credit hours (\$552.50). Our goal is to help students “recover” some of the credit hours lost through withdrawal and to encourage and support them in continuing their Lake Land College education. All funds to support this initiative will be provided through the use of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA).

Second Chance Presidential Scholarship Incentive: Lake Land College proudly offers the Presidential Scholarship to eligible students graduating from district high schools. The program has been very successful over the years and yields numerous bright and dedicated students to the Laker student body. For Spring 2022, I am proposing we offer a “Second Chance Presidential Scholarship” incentive to 2021 district high school graduates who either:

- (1) Attended another college or university for Summer or Fall 2021 but do not plan to continue at that school for Spring 2022; or
- (2) Have not yet attended any college or university and wish to attend Lake Land for Spring 2022.

This opportunity would be extended to 2021 graduates from a Lake Land College district high school only. The students would agree to follow the same rules and eligibility requirements as the current Presidential Scholars. The award covers full tuition for up to two academic years.

With your support, I would like to submit this request to the Board of Trustees for approval at their November 8, 2021 meeting. I am happy to provide additional information or address any questions that you or board members may have. Thank you.



Memo

To: Dr. Josh Bullock, President

From: Chris Strohl, Dean for Workforce Solution and Community Education

Date: November 2, 2021

Re: Enrollment Incentive for adult students

Adult students attending HSE (High School Equivalency) classes can be dual enrolled in HSE classes or an alternative credentialing class and community college courses. Adult students are classified as anyone age 18 or older AND their high school class has graduated. Students without a high school diploma, or the equivalency, are not eligible for federal financial aid to assist in the payment of the college courses. Many of the students enrolled in HSE courses have socioeconomic barriers to education, not allowing them the same opportunity as other adult students. There is a provision under federal financial aid named Ability to Benefit. The purpose of Ability to Benefit is to increase access of federal financial aid dollars for eligible adults without a high school diploma or the equivalency. Students are required to privately pay for six (6) college credit hours before they can take advantage of Ability to Benefit.

I am requesting the Board of Trustee approve tuition waivers, for adult students eligible for Ability to Benefit, covering the cost of tuition and fees for the six credit hours. The tuition waivers would aid in equity of access to Federal Financial Aid for adult learners. I am respectfully asking for this enrollment incentive to start during spring semester 2022 through spring semester 2025. The proposed initiative is new to the college, thus our goal is to serve at least five students during spring semester 2022, and at least 10 students during each of the subsequent semesters. We will reevaluate the success of this program in the fall of 2024 before asking the Board to extend the program beyond the spring semester 2025.



Memo

To: Dr. Josh Bullock, President

From: Chris Strohl, Dean for Workforce Solution and Community Education

Date: November 2, 2021

Re: Enrollment Incentive for underserved and underrepresented students

Students successfully completing the GED through our Adult Education and Family Literacy grant and students enrolled in the Pathways Alternative High School have many barriers to higher education. Both programs offer students the ability to complete a high school credential.

Currently, we are serving 129 students in our GED program, with seven students attaining graduation status since classes started in August. The graduation numbers range from 38 to 55 during the past three years.

As far as the Pathways program, 55 students have earned at least a half credit this semester, with anticipation to serve 100 students this academic year. During the past three years, the program has served 103 to 112 students each year, with 50 graduates.

I wish to introduce an enrollment incentive that would offer Pathways and GED graduate students the opportunity to start at Lake Land College, while assisting in removing barriers to higher education for underserved and underrepresented populations in our communities. The numbers of students continuing their education, after completion of the GED or alternative education are very low, often in the single digits. Our goal is to open the door of opportunity to the students in both programs to gain the skills workforce partners are needing.

Thus, I respectfully ask the Board to approve a three credit hour tuition waiver to all GED and Pathways Alternative High School graduates starting in spring semester 2022 through spring semester 2025. We will reevaluate the success of this program in the fall of 2024 before asking the Board to extend the program beyond the spring semester 2025.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: November 1, 2021

RE: Approval of Landscape Architect

The College has made the decision to embark on a multi-year beautification plan where the landscaping on the Mattoon campus will be refreshed and rejuvenated. As part of the overall process, the College would like to hire a landscape architect to aid the College in its multi-year planning.

A Request for Qualifications (RFQ) was published in the appropriate news media on September 17, 2021. At the same time, the College formed a selection committee consisting of the following College employees:

- Dr. Josh Bullock, President
- Greg Nuxoll, VP of Business Services
- Scott Rawlings, Director of Physical Plant
- Jana Barker, Master Gardner
- Dyke Barkley, Faculty Horticultural Instructor

Ultimately, the College received eight proposals from very qualified firms from Central Illinois, Chicago and the St. Louis area. The selection committee met on November 15, 2021 to select three firms as finalists. The final three firms were the Farnsworth Group, Champaign, Illinois, Massie Massie & Associates of Springfield, Illinois and Planning Design Studio of St. Louis, Missouri.

Once the committee decided on the final three firms, the finalists each presented to the selection committee as to why they should be selected by College as the College's landscape/designer effective November 22, 2021.

After the presentations, the selection committee strongly favored the firm of Planning Design Studio of St. Louis Missouri. The firm presentation was very thorough and showed a significant amount of preparation and passion for the project. The firm's hourly rates were very comparable to the other firms from Central Illinois.

The College did budget funds in fiscal year 2022 for hiring of a landscape architect.

I am seeking approval to engage Planning Design Studio of St. Louis, Missouri as the College's landscape architect and I will work with Planning Designs Studio on a formal contract with hopes of starting meetings and design work in 2022.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: November 2, 2021

RE: Service Agreement with Dynamic Controls Inc.

The College control and monitoring systems were installed and have been serviced by Dynamic Controls, Inc. The previous three year agreement with Dynamic Controls, Inc. expired September 30, 2021.

It is to the College's benefit to have a service agreement in place to include the full service computer programming, graphics, system backups, inspections and maintenance of all automated doors. The agreement also includes ventilation control and service monitoring for our heating and air conditioning systems for the main campus and at the Kluthe Center.

I am recommending that the College enter into a new three year service agreement with Dynamic Controls, Inc. Given the proprietary nature of this system, this agreement is exempt from bidding under Board Policy 10.22. The new contract is \$45,466 per year, which is an increase of \$4,278 as compared to our previous agreement. Given the overall value of the systems we have installed, this service agreement that provides for the service, maintenance and repairs of these systems is needed and beneficial to the College.

Please let me know should you have any questions or need any further clarification.

Service Agreement

For:

Land Land College

5001 Lake Land Boulevard
Mattoon, IL 61938

Scott Rawlings, Director of Facilities

Prepared by:

Mark Davis

For the period:

10/1/2021 thru 9/30/2024

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

Office: (309) 692-8810
Cell: (309) 696-4241
Fax: (309) 692-7899

October 27, 2021



October 27, 2021

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Attn: Scott Rawlings, Director of Facilities

Re: [REDACTED] Service Agreement Proposal

Dear Scott,

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

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

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

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

Sincerely,

Mark Davis

Mark Davis
Dynamic Controls Inc.
Branch Operations Manager



A. YOUR DYNAMIC CONTROLS SERVICE TEAM

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

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

Your service team includes the following Dynamic Controls professionals:

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



B. SCOPE OF THE AGREEMENT

The options outlined below are included in your service agreement.

Planned Maintenance:

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

Workstations and Peripherals:

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

Network Equipment and Field Controllers:

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

Field Devices:

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



Priority Telephone Assistance:

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

Remote Support:

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

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

Database Protection:

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

Facility Consulting Services:

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

System Optimization and Reporting:

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



Training:

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

Preferred Rates:

- As a Service Agreement customer, you are entitled to discounted labor rates for additional work needed outside the scope of this agreement.
- Labor rates are effective January 1st through December 31st.
- **2021 discounted labor rates for Service Agreement customers are as follows:**
 - Standard time (8:00 a.m. to 5:00 p.m., Monday - Friday) at **\$123.00/hour**
 - Standard Overtime at **\$165.00/hour**
 - Sunday and Holiday Overtime at **\$209.00/hour**
- As a maintenance agreement customer, you will receive a preferred customer discount multiplier rate of **.375** on Andover Controls/Schneider Electric published list price for replacement Andover parts purchased through DCI.



C. YOUR AGREEMENT INVESTMENT

Terms: This service agreement will be for a term of thirty-six (36) months, beginning on October 1, 2021 and will be in effect through September 30, 2024, with subsequent pricing to be determined 30 days prior to anniversary date.

Lake Land College investment in this program is shown below:

DESCRIPTION	ANNUAL PRICE	TERM
Year 1 (10/1/21 – 9/30/22)	\$ 45,446.00	12 Months
Year 2 (10/1/22 – 9/30/23)	\$ 45,446.00	12 Months
Year 3 (10/1/23 – 9/30/24)	\$ 45,446.00	12 Months

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

Year 1 Contract Price:

- **Forty-Five Thousand Four-Hundred Forty-Six Dollars and Zero Cents (\$45,446.00).**

Year 2 Contract Price:

- **Forty-Five Thousand Four-Hundred Forty-Six Dollars and Zero Cents (\$45,446.00).**

Year 3 Contract Price:

- **Forty-Five Thousand Four-Hundred Forty-Six Dollars and Zero Cents (\$45,446.00).**

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



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

Name of Firm or Organization:

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

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

Customer Acceptance:

Dynamic Controls Acceptance:

Accepted by (Signature):

Accepted by (Signature):

Name printed: _____

Name printed: Mark Davis

Title: _____

Title: Branch Operations Manager

Date: _____

Date: October 27, 2021

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

Lake Land College

Attn: _____

Purchase Order No. (If Applicable) _____

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

Account Manager:

Mark Davis

Address:

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

Phone:

309-282-9606



TERMS AND CONDITIONS

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



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



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg J. Nuxoll, Vice President of Business Services

DATE: November 3, 2021

RE: Approval of the Purchase of Class B Truck for the College's CDL Program

As part of the Lake Land College's Center for Business and Industry, the College owns one class B truck for the training of students. Considering the age and mileage of the 1992 Ford F700F bucket truck, the Board approved the purchase of a newer class B truck at the September 13, 2021 Board meeting, with a price not to exceed \$40,000.

Upon working with local semi-truck dealerships, the pricing of class B trucks has increased significantly due to demand for trucks and the lack of vehicles available due to supply chain issues related to the Pandemic. I am seeking Board approval to increase the maximum potential purchase price to \$60,000 to allow the College to purchase a class B truck with a reasonable amount of mileage and age to support our CDL program now and in the future. If approved, we would continue to work with local dealers to secure the very best option for the college resources.

I respectfully ask the Board to increase the maximum purchase price from \$40,000 to \$60,000 to purchase one used class B truck for use in the College's CDL program, using FY 2022 budgeted funds for the purchase.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
DATE: November 8, 2021**

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

Byrum, Larissa	Revised FMLA 10/20/21-1/12/22
Cox, Jane	9/8/21-10/8/21
Hampton, Tanya	9/22/21-Intermittent
Hartke, Pam	11/12/21-1/7/22
Hurt, Betheny	10/15/21-Intermittent
Parnell, Thomas	10/4/21-12/7/21
Tucker, Laura	10/5/21-11/5/21

The following employee is recommended for Maternity Leave/ Board policy 05.04.10

Byrum, Larissa	Maternity Leave 1/13/22-4/13/22
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The following positions have been recommended by the Lake Land College President's Cabinet

WIOA Apprenticeship Navigator	Level 13
Accounting and Payroll Specialist	Level 13
Associate Dean of Enrollment Management	Level 15
Director of Enrollment Services	Level 15

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Grass, Yolanda	Covid Test Collection Assistant	10/27/21
	Primary Position-Covid Site Collection Driver	
Hammond, Diana	Covid Test Collection Assistant	10/27/21
	Primary Position- Adult Education Instructor	
Hollingsworth, Travis	Covid Test Collection Assistant	10/11/21
	Primary Position- Adm Assist Marshall Ext	
Meadows, Janet	Human Resources Assistant	10/11/21
	Primary Position- Test Proctor	
Monterusso, Lauren	College Work Study - TRIO Talent Search	9/30/21
	Primary Position- College Work Study-TRIO	
Mukanya, Andy	Tutor-Disability Services - Student	10/18/21
	Primary Position-	
Storm, Janalee	Print Shop Technician Assistant	10/6/21
	Primary Position- Tutor - Student Lrng Ass	

Part-time - Grant Funded

Mukanya, Andy	Tutor-Student Carl Perkins	10/8/21
	Primary Position- Tutor - Student Lrng Ass	
Tuttle, Allie	Perkins Student Worker - Allied Health	10/18/21
	Primary Position- Covid Test Collection	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Duckett, Amy	Retiree Incentive Program	10/6/21
Monterusso, Lauren	College Work Study - TRIO SSS	10/1/21
Stoutin, Drew	College Work Study - Business	8/31/21
Tappendorf, Hannah	Admissions and Records Data Entry Asst	8/20/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Goldberg, Anna	Internship & Employment Coordinator	11/9/21
Gough, Zachary	Groundskeeper	11/10/21
Lang, Justin	Transportation Training Specialist	11/9/21

Full-time Grant Funded

Cunningham, Nancy	Correctional Career Technology Instructor	10/25/21
Owens, Jaclyn	Correctional Office Assistant	10/18/21

Full-time Tenure Track

Webster, Samantha	Cosmetology Instructor	1/7/22
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Part-time

Baker, Jessica	Covid Test Collection Assistant	10/27/21
Connelly, Travis	Covid Site Collection Driver	10/11/21
Fitt, Jacob	Covid Test Collection Assistant	10/11/21
Fitzsimmons, Jessica	Covid Test Collection Assistant	10/11/21
Grass, Yolanda	Covid Site Collection Driver	10/27/21
Hobgood, Justin	Fitness Center Specialist	10/6/21
Jarrell, Cameron	Covid Test Collection Assistant	10/11/21
Lawrence, Jessalyn	Covid Test Collection Assistant	11/1/21
Marino Lopez, Juliana	Covid Test Collection Assistant	10/11/21
Mukanya, Andy	Tutor - Student Learning Assistance Center	10/8/21
Myers, Alyvia	Covid Test Collection Assistant	10/11/21
Nino Pardo, Wilson	Covid Test Collection Assistant	10/11/21
Porter, Janice	Part-Time Groundskeeper	10/18/21
Ramage, Joshua	Covid Test Collection Assistant	10/11/21
Richey, Brandon	Covid Test Collection Assistant	11/1/21
Scroggins, Amanda	Covid Test Collection Assistant	10/27/21

Snyder, Kiersten	Covid Test Collection Assistant	10/28/21
Songo, Divine	Covid Test Collection Assistant	10/11/21
Sudkamp, Sandra	Covid Test Assistant	10/27/21
Wilhoit, Sarah	Adjunct Faculty Business Division	1/10/22
Williams, Lauren	Newspaper Editor - Student Newspaper	9/13/21

Part-time Grant Funded

Eller, Tabitha	Talent Search Tutor - Bachelors	10/28/21
Hardy, Natalie	Perkins Student Worker - Allied Health	10/11/21
Neal, Lance	Adjunct DOC College Funded Instructor	10/18/21

College Work Study

Myers, Renee	College Work Study - Early Childhood Edu	10/11/21
Williamson, Katie	College Work Study - Early Childhood Edu	10/11/2021

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Cheek, Zachary	Correctional Horticulture Instructor	10/26/21
Craig, Jessica	Admissions Representative	10/13/21
Hendren, Helen	Human Services Instructor / Coordinator	8/8/21
Marshall, Brianna	Associate Dean of Correctional Programs	9/15/21

Part-time

Brown, Rex	E-Commerce Specialist	10/14/21
Drone-Silvers, Scott	Retiree Incentive Program	10/6/21
Hess, David	Adjunct DOC College Funded Instructor	10/20/19
Kepley, Kirk	Police Officer	10/26/21
Lapington, Kyle	Adjunct DOC College Funded Instructor	12/27/20
Meadows, Jessica	Student Success Coach Trio Destination Col	10/15/21
Melvin, Kathy	Adjunct DOC College Funded Instructor	10/11/19
Metzelaars, Jason	Police Officer	2/21/21
Tuttle, Allie	Covid Test Collection Assistant	10/11/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Deters, Timothy	Groundskeeper	11/9/21
	Transferring from- Physical Plant Assistant	
Hunter, Kim	Director Student Success Service	11/15/21
	Transferring from- Coor International Studies	
Kaurin, Joy	TRIO student Support Services Advisor	11/15/21
	Transferring from- Counseling Srvcs Specialist	
Smith, Paula	Director of Enrollment Services	11/15/21
	Transferring from-Co of Enrollment Services	

Full-time - Grant Funded

Knebel, Ty

Welding Instructor - Vandalia

11/1/21

Transferring from- Corr Auto Body Instructor-Graham

Scott, Garry

Correctional Career Technology Instructor 10/12/21

Transferring from- Dir of Adult/Alt Education

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