

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
November 14, 2022
Regular Meeting No. 671

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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. 671
Monday, November 14, 2022, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of October 10, 2022, Regular Meeting.
2. Approval of Minutes of October 10, 2022 Closed Session.
3. Approval of Agenda of November 14, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/bot-bills/>
5. Destruction of Tape Recording of the May 10, 2021 Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Update from "The Vibe" Student Marketing Council.	
2. Monthly Data Point Discussion – 2022 Annual Assessment Report.	26-40
3. Update from Campus Police – Data Points for Community Policing.	
4. Proposed Aggregate Tax Levy.	41-44
5. Proposed Adoption of Board Policy 08.01.01 - <i>Emergency Notification System</i> .	45-46
6. Proposed Revisions to Board Policy 09.19 – <i>Animals on Campus</i> .	47-55
7. Calendar of Events.	56-58

B. Action Items.

	Board Book Page Number(s)
1. Approval of Constitution for the Math Club of Lake Land College.	59-63
2. Approval of September 2022 Financial Statements.	64-76
3. Approval of Part-Time Rates and Stipends.	77-86
4. Declaration of Surplus Equipment or Items from the Automotive Department and from Information Systems and Services.	87-89

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|-----|---|---------|
| 5. | Approval of 10 Tuition Waivers for Math Pilot Students (TUT-010) for the Lab Portion of the College Algebra (MAT-130) Co-Requisite Pilot and Two Tuition Waivers for Students in the INS-200 Internship Experience as Embedded Math Tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124) – Both for the Spring 2023 Semester. | 90-91 |
| 6. | Approval of Amended Consulting Contract with Gallagher Benefit Services, Inc. | 92-104 |
| 7. | Approval of New Furniture Purchase for Multiple Campus Locations. | 105-118 |
| 8. | Approval of Workers Compensation Insurance Renewal. | |
| 9. | Approval of Cyber Security Insurance Renewal. | |
| 10. | 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] | |
| 11. | Approval of Human Resources Report as Discussed in Closed Session. | 119-120 |

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 670
Board and Administration Center, Room 011
Mattoon, IL
October 10, 2022

Minutes

Call to Order.

Chair Sullivan called the October 10, 2022, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of September 12, 2022, Regular Meeting.
2. Approval of Minutes of September 12, 2022, Closed Session.
3. Approval of Agenda of October 10, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	435,507.83
Building Fund	\$	44,055.79
Site & Construction Fund	\$	18,921.50
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	93,206.88
Restricted Purposes Fund	\$	503,641.98
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	16,833.29
Student Accts Receivables	\$	3,469,772.96
Total	\$	4,581,940.23

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 Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the administration is working to implement updated policies and/or procedures resulting from recently passed state laws that impact higher education.

Resource & Development.

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

Finance.

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

Buildings & Site.

Trustee Curtis said the Committee met on September 8, 2022, and discussed the landscape master plan which will be discussed later in the agenda.

Foundation.

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

- The annual Foundation Golf Classic was a huge success with raising over \$49,000! Many thanks to all of you who volunteered, donated, and participated in the golf outing. We truly appreciate your support and efforts. A special thanks to Amanda Tucker for her leadership and coordination to make this event possible.
- We could not be more excited to celebrate our Alumni and Foundation awardees from 2020-2022 on October 20, 2022. We are hosting a pizza party for our 2022-2023 scholarship recipients November 9, 2022. Events have returned to campus and we are thrilled to have our events room to host guests.
- Scholarship donor reports and the Foundation annual reports will be landing in mailboxes next month.

Student Report.

Ms. Maggie Kelly, Student Trustee, said there are many activities concerning the student body coming up in the month ahead. She said the Student Life Office participated in the Special Olympics Family Festival in September and we had a great time. A Big thanks to Mr. Sullivan for driving the truck in the float! The 2022-23 Student Government Association has hit the ground running! The new members have been going through orientations and a team building activity is planned for this week. We will be opening up applications to two new delegates as we are one short after the spring elections and one member decided to step off due to her academic schedule. The team plans to take applications through October and then seat new members in November. The next Red Cross Blood Drive is November 10th in the Faculty and Administration Center. The group has recently also promoted the opportunity for students to submit student concerns. We have seen a few roll in and we are fielding them as they do. Dr. Bullock is scheduled to visit with the group on Oct. 12. Ms. Lynch came last week and presented to the group on TimelyMD. We were very interested in the service and asked several questions. Student Activity Board has been busy planning many events. The upcoming Transfer Fair has many colleges and universities planning to attend. Advisement Week activities will promote registration. October 26th is the college's annual Club or Treat and Costume Contest. The Navigator News just published the latest issue. Copies are available for pick up.

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President's Report.

- Lake Land received \$154,693 from the Illinois Department of Corrections (IDOC) in September toward the FY 2022 outstanding balance. IDOC is paid in full for FY 2022.
- Lake Land received no funds from the Illinois Department of Juvenile Justice (IDJJ) or the Illinois Department of Corrections (IDOC) in September toward the FY 2023 outstanding balance. A total of \$937,636 remains outstanding for IDOC and \$92,657 for IDJJ for FY 2023.
- In September, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and equalization payments of \$544,608. A total of \$4.5 million in credit hour reimbursement and \$4.9 million in equalization remain outstanding for FY 2023.
- The College received \$7.9 million in property tax payments in September.

Business Items.

Non-action Items.

ICCTA Years of Service Honor for Chair Sullivan.

Mr. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA) presented Chairman Mike Sullivan with the ICCTA 35 year Trustee Service Award.

Faculty Focus on Advancing Student Success – Updates from Student Life.

Ms. Lisa Shumard-Shelton, Director of Student Life, provided an update on current events, projects and engagement in the Student Life Department.

Announcement of 2022-2023 Student Ambassadors.

Ms. Valerie Lynch, Vice President for Student Services, announced the selection of the 2022-2023 Student Ambassadors. Fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College and will each receive a \$1,000 yearly scholarship.

Student Laureate Nomination.

Ms. Lynch announced Ms. Jordi Oliver as this year's Lake Land College nominee for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois.

Monthly Data Point Discussion – Student Retention Key Performance Metric.

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Ms. Jean Anne Highland, Chief of Staff, presented highlights of the College's student retention rates, a key measure of student success.

Curriculum Committee Highlights.

Mr. Ike Nwosu, Vice President for Academic Services, presented the listing of new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed from April 2022 to September 2022.

Annual Surplus Report.

Mr. Greg Nuxoll, Vice President for Business Services, summarized the dispensation in the past year of numerous items that the Board had previously declared surplus.

Board Policy Manual Improvements.

Ms. Highland highlighted efforts underway to enhance the Board Policy Manual and make it a more user-friendly resource for the College community.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Foundation and Alumni Awards Reception to be held October 20, 2022, and the November 30, 2022, Holiday Luncheon to be held once again on campus.

Action Items.

Approval of Resolution 1022-004:

A RESOLUTION AMENDING RESOLUTION NO. 1016-031, A RESOLUTION AUTHORIZING PARTICIPATION IN THE ABATEMENT OF REAL PROPERTY TAX IN THE EFFINGHAM ENTERPRISE ZONE IN THE CITY OF EFFINGHAM, ILLINOIS, EFFINGHAM COUNTY, ILLINOIS, AND THE VILLAGE OF TEUTOPOLIS, ILLINOIS.

Trustees reviewed Resolution 1022-004 – A Resolution amending Resolution No. 1016-031, a Resolution authorizing participation in the abatement of real property tax in the Effingham Enterprise Zone in the City of Effingham, Illinois, Effingham County, Illinois, and the Village of Teutopolis, Illinois. Dr. Bullock said leaders with the City of Effingham spoke to the Board regarding this request in September 2022. Per Board Policy 10.31, he requested the Board now approve this Resolution to support the additions for residential development incentives within the Effingham Enterprise Zone and in alignment with the Board's support of economic development throughout the College district.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented Resolution 1022-004 – A Resolution Amending Resolution No. 1016-031, a Resolution authorizing participation in the abatement of real property tax in the Effingham Enterprise Zone in the City

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of Effingham, Illinois, Effingham County, Illinois, and the Village of Teutopolis, Illinois. [A full and complete copy of the Resolution is attached to and part of these minutes].

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Presentation of Audit and Board Acceptance.

Trustees heard a presentation from Ms. Tami Knight, CPA with Kemper CPA of Mattoon, on the FY 2022 Audit Report which was provided to each Trustee. She also gave an overview of a trend analysis for the College's assets, debt, and income statements. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Chair Sullivan said the Audit Report was posted on the Board of Trustees web page for public viewing. Trustee Storm, Finance Committee Chair, said the Committee met recently for an in-depth review of the FY 2022 Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the FY 2022 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.04.08 – Bereavement Leave.

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language. The proposed revisions were provided to each Trustee.

Trustee Curtis moved and Trustee Cadwell seconded to adopt as presented Board Policy 05.04.08 – *Bereavement Leave*.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policies 07.06 – Residency and 07.06.01 – Residency for Special Groups of Students.

Dr. Bullock said that the requested revisions to the above-referenced Policies were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Storm moved and Trustee Walk seconded to approve as presented revisions to Board Policy 07.06 – *Residency* and 07.06.01 – *Residency for Special Groups of Students*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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

Dr. Bullock recommended proposed changes to Board Policy 10.22 – *Purchasing, Bidding, and Prevailing Wages for Fixed Works*. Trustees reviewed a memo from Ms. Jean Anne Highland, Chief of Staff, and learned the revisions will align the language in section 4 for bid process exemptions with current law per ILCS 805/3-27.1. The proposed revisions were provided to each Trustee. Dr. Bullock said a proposed revision to section 10.22 (4.J) increases the threshold amount from \$25,000 to \$50,000 for the bid process exemption involving contracts for repair, maintenance, remodeling, renovation, or construction, or a single project not involving a change or increase in the size, type, or extent of an existing facility. Dr. Bullock said the addition of 10.22 (4.N) allows a bid process exemption for contracts for the purchase of perishable foods and perishable beverages. He also said since proposed revisions merely align this Policy with existing law, he requested the Board waive first reading and approve proposed revisions during the October 2022 regular Board of Trustees meeting.

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

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 10.27 – Acceptance of Gifts and Grants.

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 10.31 – Tax Abatement and Educational Incentives as an Inducement to Industry.

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented proposed revisions to Board Policy 10.31 – *Tax Abatement and Educational Incentives as an Inducement to Industry*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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Approval of Proposed Revisions to Board Policy 10.32 – Pay Schedule.

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 10.32 – *Pay Schedule*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1022-005 - Intent to Continue Foundation Tax Levy.

Mr. Nuxoll presented to the Trustees requesting 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. He said the Resolution requests permission of the Board of Trustees to continue the tax levy for the foundation tax for another year and the Board has annually passed this resolution since the public act was approved by the legislature effective September 3, 1992. He also said the Illinois Community College Board has certified that Lake Land College is authorized to levy 10.33 cents per \$100 of equalized assessed valuation for the 2022 tax year.

Trustee Cadwell moved and Trustee Walk seconded to approve 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 Kelly voted yes.

Absent: None.

Motion carried.

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

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Mr. Nuxoll said our insurance consultant, Gallagher, recently met with the College's Health Insurance Committee to assist with a Request for Proposal (RFP) process seeking the best pricing for the College's health, dental and vision insurance plans for plan year 2023. Trustees learned 11 different insurance carriers submitted a proposal and our incumbent carrier, Aetna, and Blue Cross Blue shield (BCBS) were the two best potential insurance carriers for the College. Mr. Nuxoll said that after extensive review the College's Health Insurance Committee recommends that we proceed with the renewal with Aetna for plan year 2023 even though the BCBS proposal was less expensive than Aetna's proposal. He said it is important to note that the cost savings achieved in switching to BCBS would be mitigated by the significant time and energy from our Human Resources Team leading our College employees in going through the process of transitioning from BCBS to Aetna. He said the College has been pleased with Aetna's administration and coverage area and employee feedback from a benefits survey conducted earlier in 2022 reveals overall employee satisfaction with our current carrier, Aetna. Mr. Nuxoll did not recommend any plan design changes for the 2023 plan year for the College's health insurance. Trustees reviewed a memo from Mr. Nuxoll detailing this recommendation, and Mr. Nuxoll highlighted the premium rate changes for all three plans as follows:

- Health Insurance – A 5.4% change overall, meaning a 4.96% 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.

Trustee Storm, Finance Committee Chair, said the Finance Committee met recently for an in-depth review of this agenda item and the Committee's consensus was to recommend to the Board approval of the health, dental and vision insurance renewal plan with Aetna.

Trustee Storm moved and Trustee Reynolds seconded to approve as presented the renewal of the College's health, dental and vision insurance plans with Aetna for plan year 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of August 2022 Financial Statements.

Trustees reviewed the August 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

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

Trustee Storm moved and Trustee Curtis seconded to approve as presented the August 2022 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Certification of Fall Student Government Association Election Results.

Ms. Lynch informed the Board that the Student Government Association conducted its fall election on September 14 and 15, 2022. 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 Reynolds moved and Trustee Curtis seconded to certify the results as presented for the Student Government Association Election held September 14-15, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of ICCB Pipeline for Advancement of the Healthcare Workforce (PATH) Grant.

Mr. Ike Nwosu, Vice President for Academic Services, recommended the Board accept the FY 2023 Pipeline for the Advancement of the Healthcare Workforce (PATH) grant award, in the amount of \$459,615.00, from the Illinois Community College Board (ICCB). Trustees received the ICCB approved budget and agreement with ICCB for the grant award.

Mr. Nwosu said the College will use the ICCB PATH grant funds to address the unmet labor market needs for both paramedics and nurses in the district. He said the College plans to use the grant funding in the following ways:

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- Provide LPN to RN transitioning students and paramedical services (CRT.PS) students grant funding to help them offset the missed work time they will incur by attending classes and studying.
- Employ a part-time Allied Health Student Success Coach.
- Provide some LPN to RN and CRT.PS students with required medical, classroom and uniform supplies for each program.
- Provide tuition and fee waivers for a required one-credit hour seminar to 25 LPN to RN and 25 CRT.PS students for support mechanisms.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the FY 2023 Pipeline for the Advancement of the Healthcare Workforce (PATH) grant award, in the amount of \$459,615.00, from the Illinois Community College Board (ICCB).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of 4Imprint One by One Grant.

Ms. Lynch recommended the Board accept the 4Imprint One by One promotional product grant award in the amount of \$500. She said this grant will allow the College's TRIO Student Support Services (SSS) to receive imprinted t-shirts that will be given to TRIO SSS student ambassadors who work to educate other students and the campus community about the TRIO program.

Trustee Storm moved and Trustee Curtis seconded to accept the 4Imprint One by One promotional product grant award in the amount of \$500.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Physical Plant Parking Addition.

Trustees heard a recommendation from Dr. Bullock to approve the bid from Bartels Construction, of Mattoon, in the amount of \$43,000, for the Physical Plant Parking Addition project to add 17 new parking spots and sidewalks to the building entrances. Each trustee received the bid tabulation sheet detailing bids received from three vendors.

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Dr. Bullock said although an out-of-district vendor, A & R Mechanical Services, Inc. of Urbana submitted the lowest bid of \$42,550, in-district vendor Bartels Construction's bid was higher than A & R Mechanical Services by only \$450. He said the College has experience with the quality of the concrete work of Bartels Construction for numerous prior projects and we do not have experience working with A & R Mechanical Services for concrete projects. By Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works*, he said the low bid need not be the sole criterion for purchasing, with consideration given for in-district bidders, reliability of the supplier and the quality and availability of service.

Dr. Bullock said based on the negligible difference in the bids received from A&R Mechanical and Bartels Construction, and the College's prior experience with the quality and reliability of the work of Bartels Construction, he recommended that we award this bid and initiate a contract with Bartels Construction Inc.

He noted this project will be funded by both general contingency funds and funds from the Print Shop retained earnings balance. Specifically, we will utilize 58.8% (10/17) or \$25,029 from the general contingency funds and 41.2% (7/17) or \$17,521 from the Print Shop retained earnings balance.

Trustee Curtis, Buildings and Site Committee Chair, said the Committee met recently for an in-depth review of the recommendation to add parking spaces for the Physical Plant area. He said the Committee's consensus was for the Board to approve the addition of parking spaces for the Physical Plant area.

Trustee Curtis moved and Trustee Cadwell seconded to approve as presented the bid from Bartels Construction, of Mattoon, in the amount of \$43,000, for the Physical Plant Parking Addition Project No. 2022-019 to add 17 new parking spots and sidewalks to the building entrances.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Ag Tech Epoxy Flooring.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the bid from CCIMW of St. Charles, Missouri, in the amount of \$60,400 for the Ag Tech Epoxy Flooring Project. Trustees reviewed the bid tabulation sheet detailing bids received from four bidders, with CCIMW submitting the lowest total bid, including the base bid for classrooms and two alternates for the offices and restrooms.

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Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from CCIMW of St. Charles, Missouri, in the amount of \$60,400 for the Ag Tech Epoxy Flooring Project No. 2022-020.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of a Used Mini-Van.

Trustees heard a request from Mr. Nuxoll for the Board to approve the purchase of a newer, used mini-van with less than 60,000 miles at a price not to exceed \$40,000, excluding tax, title and fees. Mr. Nuxoll reported the College is currently using a 2001 white GMC Van with 99,000 miles and rust damage to deliver and pick up dual credit books at our local high schools. He said the van looks very dated and does not present the image the College would like at our local high schools. He recommended the College seek to purchase a newer used mini-van with stow away seating that can be used as a cargo van for the dual credit department to continue to deliver and pick up dual credit textbooks.

Mr. Nuxoll said once purchased, the College will work to properly brand and wrap the mini-van so the College can depict a preferred image with our local high schools. He said in addition to using the van for dual credit, the College could also use the van for a variety of occasions where students need to be transported as part of College activities.

Mr. Nuxoll said because the mini-van would be a used vehicle, a formal bid is not necessary and the College would only consider in-district car dealers to purchase the mini-van.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of a newer, used mini-van with less than 60,000 miles at a price not to exceed \$40,000, not including tax, title and fees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

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7:19 p.m. – Trustee Cadwell moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:36 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 and Mr. Tom Wright, Secretary and Ms. Maggie Kelly, Student Trustee.

Trustees Absent: None.

Approval of Recommendation Regarding the Grant, Extension or Denial of Tenure Status for a Non-Tenured Faculty Member as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Curtis seconded to approve the extension of the probationary period by one additional academic year for Ms. Nicki Amigoni, a Dental Hygiene Instructor, which period shall continue through the Fall 2023 semester. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of 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 personnel changes.

Trustee Walk motioned and Trustee Cadwell seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on the topic in closed

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session related only to a request for a general leave of absence without pay by two employees and the resignation of a full-time faculty member, each of which were detailed on the Human Resources Report.

**The following employee is recommended for FMLA leave.
Board policy 05.04.12**

Corda Hadjaoui, Jamie	9/7/22-11/29/22 continuous and intermittent
Hadjaoui, Ahmed	9/7/22-11/29/22 continuous and intermittent
Haskenherm, Tarah	01/12/23-4/20/23
Wahls, Dustha	8/30/22-8/30/23 intermittent

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

Pender, Diane	10/14/22-11/14/22 intermittent
Tkachuk, Jerry	10/8/22-11/6/22

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

Strength and Conditioning Coach/Head Coach of Men's Basketball	Level 13
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Breer, Morgan	Adjunct Faculty Allied Health Division Primary Position Simulation Lab Coordinator	10/17/22
Dal Pozzo, Thomas	Adjunct Faculty Allied Health Division Sub Primary Position Adj Faculty Allied Health	9/6/22
Deckard, Robin	Adjunct Faculty Allied Health Division Sub Primary Position Adj Faculty Allied Health	9/6/22
Egejuru, Brian	Basketball Scorers/Timers Primary Position Men's Basketball Assistant	9/22/22
Ferguson, Brooke	Engineering Technician Primary Position Adj Faculty Math/Science	9/19/22
Herschberger, Gary	Tutor - Student Learning Assistance Center Primary Position Tutor-Disability Services	9/12/22
Jordan, Danielle	Adjunct Faculty Allied Health Division Sub Primary Position Allied Health Den Cln	9/20/22
Lynch, Annette	Tutor - Bachelor's Disability Primary Position Perkins Student Worker	9/9/22
Mason, Ronald	International Student Ambassador Primary Position Tutor - Student Lrng Asst	8/29/22
Pierson, Kadie	Admissions and Records Data Entry Asst	9/14/22

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Plante, Sheila	Primary Position Agriculture Education Intern Allied Health Clinical Instructor (hourly)	9/19/22
Shook, Ciara	Primary Position Allied Health BNA Adj Fac Adjunct Faculty Humanities Division	8/22/22
Songo, Divine	Primary Position Dual Credit Instructor Library Assistant	9/12/22
	Primary Position Bookstore Rush Worker	

Part-time - Grant Funded

Shelton, Brian	Pathways Substitute Instructor	9/20/22
Wagner, Sophia	Primary Position Pathways Classroom Assist Perkins Student Worker-Agriculture	9/12/22
	Primary Position CWS College Advancement	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borges, Andressa	Covid Test Collct Assistant, Collct Site Lead	7/21/22
	Primary Position Bookstore Rush Worker	
Hammond, Diana	Covid Test Collection Assistant	10/27/21
	Primary Position Adult Ed Instructor	
Hollingsworth, Travis	Covid Site Collct Driv, Covid Test Collct Asst	6/23/22
	Primary Position Adm Assist Marshall Ext	
Sims, Tiffany	Covid Test Collection Assistant	6/9/22
	Primary Position Adm Asst Pana Ext Center	
Songo, Divine	Bookstore Rush Worker	5/13/22
	Primary Position Library Assistant	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Christian, Danny	Correctional Construction Occup Instr	9/20/22
Einhorn, Beth	Alternative Ed Instr-Effingham Pathways	10/12/22
Hinote, Peighton	Coordinator for Student Comm & Initiatives	10/11/22
Pickering, Ashley	Correctional Office Assistant	9/6/22
Roberts, Michael	Correctional Commercial Cooking Instr	9/19/22
Part-time		
Burns, Kennedy	Special Needs Note Taker	9/27/22
Foley, Carson	Dental Hygiene Clinic Student Assistant	9/26/22
Gracey, Jeremy	Allied Health EMS Adjunct Faculty	8/22/22
Herschberger, Gary	Tutor-Disability Services	9/12/22
Ingalsbe, Jessica	Special Needs Note Taker	8/22/22
Kircher, Michael	Allied Health EMS Adjunct Faculty	8/22/22

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Plante, Sheila	Allied Health BNA Adjunct Faculty	9/19/22
Reed, Jenna	Library Assistant	9/20/22
Shanyurai, Terrence	Laker Mascot Talent	10/3/22
Tomer, Gabriel	Digital Media Specialist	9/12/22

Part-time Grant Funded

Besch, Sierra	Early Childhood Lab Teacher	8/29/22
Bray, Cassandra	BNA Clinical Instructor Adult Education	1/4/23
Bushue, Rachel	Early Education Mentor/Coach	9/5/22
McCarty, Hollie	Focus Group Tran	9/27/22
Shelton, Brian	Pathways Classroom Assistant	9/20/22
Kirby, Marsha	Dual Credit Instructor	8/21/23

College Work Study

Dickenson, Christina	College Work Study - Business	9/15/22
Francis, Allyn	College Work Study - Student Life	9/15/22
Howlett, Kayla	College Work Study - Student Life	9/21/22
Hughes, Charles	College Work Study - Student Life	9/19/22
Pitts, Hayley	College Work Study - Financial Aid	9/6/22
Ryan, Ashley	College Work Study - Counseling	9/22/22
Sample, Stephanie	College Work Study Radio TV	9/7/22
Towles, Lily	College Work Study - Library	9/7/22
Trigg, Jason	College Work Study Radio TV	9/6/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Full-time		
Deters, Timothy	Groundskeeper	10/7/22
Holsapple, Kristen	Dental Hygiene Instructor	10/7/22
Moore, Gene	Associate Dean of Correctional Programs	9/30/22
Nau, Jessica	Correctional Commercial Custodial Instructor	7/28/22
Thompson, Brian	Correctional Automotive Technology Instr	9/16/22
Webb, Amber	Director TRIO Student Supt Serv	10/12/22
Part-time		
Babbs, Braydon	Covid Test Collection Assistant	7/21/22
Bartley, Ashley	Fitness Center Specialist	7/20/22
Deters, Laura	Allied Health BNA Adjunct Faculty	8/1/22
Earp, Claude	Covid Site Collection Driver	2/28/22
Fitt, Jacob	Covid Test Collection Assistant	6/27/22
Fitzsimmons, Jessica	Covid Test Collection Assistant	1/11/22
Heuerman, Richard	Covid Site Collection Driver	6/28/22
Hussein, Yassin	Mailroom Assistant	4/12/22

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Jarrell, Cameron	Covid Test Collection Assistant	7/12/22
McKee, Savannah	Covid Test Collection Assistant	3/21/22
Myers, Alyvia	Covid Test Collection Assistant	5/9/22
Ramage, Joshua	Covid Test Collection Assistant	6/14/22
Richey, Brandon	Covid Test Collection Assistant	7/11/22
Soltwedel, Julie	Collection Site Lead	6/14/22
Stewart, Allison	Covid Test Collection Assistant	12/14/21
Sudkamp, Sandra	Covid Test Assistant	6/28/22
Tarr, Amy	Adjunct Faculty Business Division	5/9/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Lash, Lara	Nursing Instructor	12/26/22
	Transferring from Allied Health Instructor	
Ohnesorge, Lori	Director of TRIO Student Support Services	10/17/22
	Transferring from Director TRIO Destination College	
Todd, Dalton	Groundskeeper	10/10/22
	Transferring from Custodian	
Part-time		
Caldeira, Lara	Lab Student Assistant	9/14/22
	Transferring from Covid Test Collection	
Garcia Orozco, Karen	Lab Student Assistant	9/4/22
	Transferring from International Stu Ambass	
Kilzer, Barbara	Adjunct Faculty Allied Health Division	9/14/22
	Transferring from Off Asst to Allied Health	
Marino Lopez, Juliana	Lab Student Assistant	9/14/22
	Transferring from Covid Test Collection	
Rubin, Talianna	International Student Ambassador	9/4/22
	Transferring from Tutor-Disability Serv	
Shook, Ciara	Adjunct Faculty Humanities Division	8/22/22
	Transferring from Dual Credit Instructor	
Songo, Divine	Library Assistant	9/14/22
	Transferring from Covid Test Collection	
Starrett, Kai	Tutor - Student Learning Assistance Center	9/4/22
	Transferring from Tutor-Disability Serv	
Part-time- Grant Funded		
Ennis, Emily	Tutor- Carl Perkins	9/4/22
	Transferring from Tutor-Disability Serv	
Strode, Celestia	Tutor- Carl Perkins	9/4/22
	Transferring from Tutor-Disability Serv	

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Cadwell seconded to adjourn the meeting at 7:39 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/



MEMO

TO: Dr. Josh Bullock, President

CC: Jean Anne Grunloh, Chief of Staff and Lisa Cole, Director of Data Analytics

FROM: Lisa Madlem, Director of Assessment and Program Review

DATE: October 25, 2022

RE: FY 2022 Annual Assessment Report

The Assessment Department at Lake Land College completes an Annual Assessment Report that includes information for six types of assessment as listed below, and outlines progress that the College has made.

- ICCB Program Review
- Program
- General Education
- Course
- DOC course
- Institutional

I respectfully request to present the 2022 Annual Assessment Report at the Board of Trustee Meeting on November 14th.

2022

ANNUAL ASSESSMENT REPORT



PREPARED BY:

Lisa Madlem

Director of Assessment & Program Review



IN THIS REPORT

Introduction	3
ICCB Program Review	4
Program Assessment	6
DOC Course	7
Course Assessment	8
Institutional Assessment	10
CDL	12
Next Level of Assessment	13



ASSESSMENT DUE DATES IN WEAVE

February (Second Wednesday)

Fall Course Assessment
Results & Analysis

May 15

Program Assessment
Results & Analysis

ICCB Program Review

September 15

Institutional Assessment
Results & Analysis

September

(Second Wednesday)
Spring Course Assessment
Results & Analysis

INTRODUCTION

Assessment is the systematic measurement of student performance for the purpose of improving the quality of the institution, and its educational programs and courses. It affords Lake Land College the opportunity to make informed decisions that ultimately improve teaching and learning. Essentially, assessment is looking at what students should know, value, or be able to do upon the completion of a unit of study, course, program, or interaction with a department. Assessment asks the questions, "Are students learning?" and "How do we know?"

The College provides a learning environment of the highest quality through the process of assessment in each of the six major components that are described in detail within this report.

The following six components of assessment are in place and completed each year:

- (1) Illinois Community College Board (ICCB) Program Review;
- (2) Program Assessment;
- (3) General Education Assessment;
- (4) Course Assessment;
- (5) Institutional Assessment; and,
- (6) Department of Corrections (DOC) Course Assessment.

The Department of Corrections course assessment is in its fifth year. This process was implemented to ensure that DOC courses are equivalent to the course assessment activities on the main campus. This past year a total of 87 DOC courses were assessed.

Keeping with the process to ensure that all courses are assessed at Lake Land College, this year the Commercial Truck Driving (CDL) Program joined course assessment. The courses were assessed and entered in the College's software. See page 12 for more information on the CDL Program.

In order to bring the data of all of these components together, and act as a central housing location, Lake Land College purchased WEAVEonline Assessment Software in 2010. Recently, Weave moved to a new 4.0 platform-based version.

Finally, a section devoted to Moving Assessment To The Next Level can be viewed on page 13 in this report. Faculty and staff have worked diligently for the past several years on the implementation of several new components of assessment and are now ready to take their work to the next level.

ICCB PROGRAM REVIEW

The Illinois Community College Board (ICCB) coordinates a state-wide system for the review of instructional programs to be reviewed once every five years.

The purpose of the statewide program review is to:

1. Support strategic campus-level planning and decision-making related to instructional programming and academic support services;
2. Support program improvement; and,
3. Support the delivery of locally responsive, cost-effective, high quality programs and services across Illinois' community college system. (www.ICCB.org).

Of the programs that were reviewed, 100% of Lake Land College programs were in compliance with the Illinois Community College Board Review that included the following:

- A.A.S. programs (13)
- Certificate Programs (14)
- NDP (7)
- Academic Discipline: Communications
- Cross-Disciplinary Instruction: English Language Acquisition
- Student & Academic Support Services: Admissions, Registration & Records

For the 2022 fiscal year, Figure 1.0 provides the specific Lake Land College programs that were reviewed.



ICCB PROGRAM REVIEW

Figure 1.0

PROGRAMS REVIEWED

Degree	Program
Associate in Applied Science	Physical Therapy Assistant
Associate in Applied Science	Medical Assistant
Associate in Applied Science	IT Graphic Design
Associate in Applied Science	Medical Coding & Health Information
Associate in Applied Science	IT Computer Applications
Associate in Applied Science	IT Network Administration
Associate in Applied Science	IT Programming
Associate in Applied Science	IT Web Design
Associate in Applied Science	Broadcast Communication
Associate in Applied Science	Law Enforcement
Associate in Applied Science	Computer Integrated Manufacturing Technology
Associate in Applied Science	Electronics Engineering Technology
Associate in Applied Science	Electronics Systems Specialist
Certificate	Medical Assistant
Certificate	Massage Therapy
Certificate	Desktop Publishing
Certificate	Medical Coding Specialist
Certificate	IT Computer Applications
Certificate	IT Network Administration
Certificate	IT Programming
Certificate	IT Web Design
Certificate	IT Digital Media Specialist
Certificate	Medical Transcriptionist
Certificate	Radio Broadcasting
Certificate	Broadcast Communication
Certificate	Computer Technician
Certificate	Electronic Control Technician
NDP	Computer Application Specialist
NDP	TV Field/Studio Production
NDP	Geospatial Technology
NDP	Criminal Justice Leadership
NDP	Law Enforcement Operations
NDP	Computer System
NDP	Programmable Logic Controller
Academic Discipline Review	Communications
Cross-Disciplinary Instruction	English Language Acquisition (including IELCE)
Student & Academic Support Services	Admissions, Registration & Records, Recruiting

PROGRAM ASSESSMENT

Program assessment ensures every degree, diploma, and certificate has learning outcomes. Each learning outcome is measured by the faculty in the program through a variety of assignments, tests, projects, licensing examinations, etc. Division chairs and program directors create assessment plans as the programs are developed and implemented. Since 1996, the College has annually assessed all active certificate and associate degree programs.

What follows below are the program assessment results for the past five years:

PROGRAM ASSESSMENT RESULTS

- 2022—100% completion by the due date
- 2021—100% completion by the due date
- 2020—100% completion by the due date
- 2019—100% completion by the due date
- 2018—100% completion by the due date



DEPARTMENT OF CORRECTIONS COURSE ASSESSMENT



The Lake Land College Assessment Committee initiated a process to ensure that the assessment activities at the Department of Corrections locations were equivalent to the assessment activities on the main campus. In an effort to support continuous improvement by leading college-wide participation and integration of assessment activities and results, the Assessment Committee put forth the following outcome statement:

Lake Land College will ensure that the Department of Corrections participates in the College's course assessment process.

Meaning, all courses at the Department of Corrections facilities should be assessed to improve student learning using the same methods as those taught on campus.

For the 2021-2022 reporting period, 100% of DOC courses were completed by the due date.

- Fall 34/34 courses were completed
- Spring 53/53 courses were completed

Total: 87/87 courses were completed by the due date

COURSE ASSESSMENT

In January of 2010, the College implemented course assessment. Faculty began this process by developing 3-5 outcomes for each course along with measuring tools and achievement targets. The data collection process for course assessment began during the fall 2010 semester and, today, is an ongoing process. By fall 2013, there was a significant increase in the overall completion. Much of this success was driven by a 2013 action plan implemented by the Director of Assessment & Program Review to meet the achievement target for completion of course assessment at the College. The plan entailed working closely with division chairs and requesting their assistance in working with faculty that were non-compliant in the course assessment process.

In addition, The Assessment Participation Task Force was developed during the fall 2013 semester. The charge of this task force was to define what "participate in assessment" meant for the new faculty contract. During the spring 2014 semester, an Assessment in Participation document was disseminated to division chairs and full-time faculty. This document provided clear guidelines in defining "participate in assessment." Consequently, the overall participation for the seven academic divisions in course assessment increased.

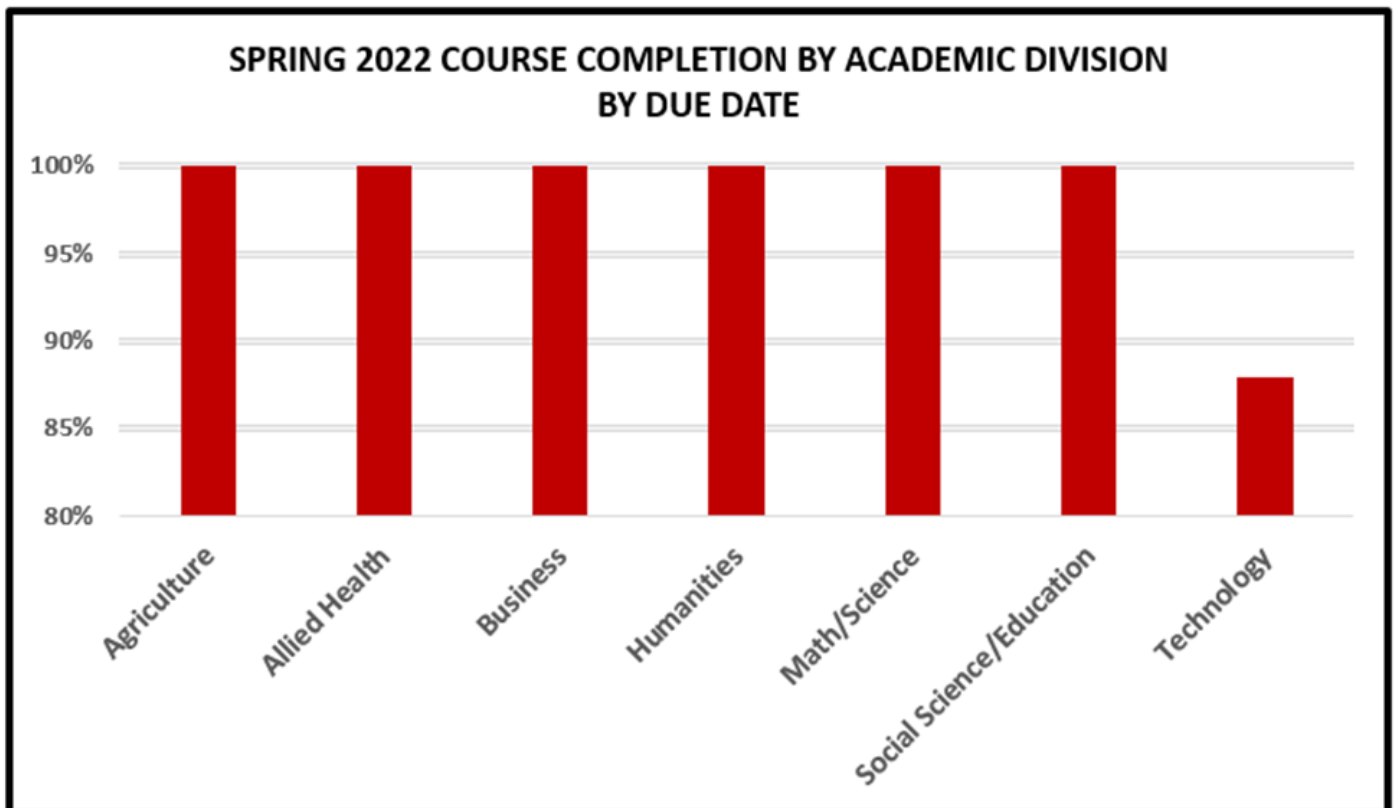
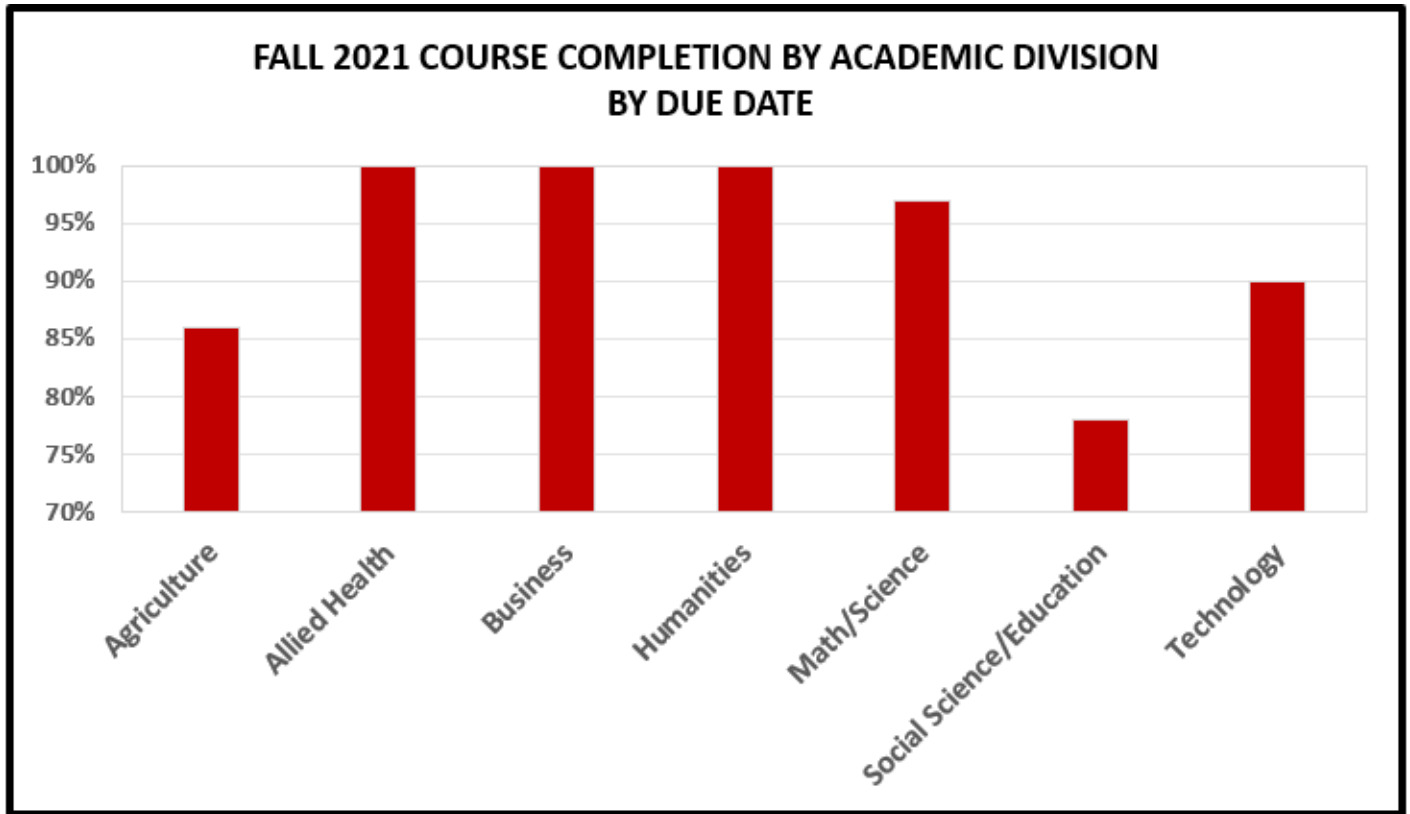
For fall 2021 results, 740/775 courses were completed by the due date for an average of 96% completion. The Director of Assessment and Program Review, along with the Director of Data Analytics met with the division chairs of the academic divisions that did not meet 100% completion of course assessment by the due date. Together they devised an action plan with a deadline of two weeks for these academic divisions to reach 100% completion. Divisions reached 100% completion by the new March 15th due date.

COURSE ASSESSMENT RESULTS

<u>Fall 2021:</u>		
• AG	86%	30/35 courses
• AH	100%	44/44 courses
• BUS	100%	84/84 courses
• HUM	100%	54/54 courses
• M/S	97%	35/36 courses
• SS/ED	78%	49/63 courses
• TECH	90%	45/50 courses
341/367 total courses		
Average for the 7 divisions: 93%		

<u>Spring 2022:</u>		
• AG	100%	40/40 courses
• AH	100%	43/43 courses
• BUS	100%	94/94 courses
• HUM	100%	44/44 courses
• M/S	100%	42/42 courses
• SS/ED	100%	72/72 courses
• TECH	88%	64/73 courses
399/408 total courses		
Average for the 7 divisions: 98%		

COURSE ASSESSMENT



INSTITUTIONAL ASSESSMENT

Institutional Assessment was implemented during the 2011-2012 fiscal year. The goal of Institutional Assessment is to address the following two questions: (1) How does my department contribute to the student learning experience at Lake Land College; and, (2) How do we know?

The Assessment Committee was charged with leading a plan for college-wide assessment and quality goals. As a result, the committee developed institutional goals for many areas of the College, which are assessed in order to gauge how each department contributes to the student learning experience. See below:

- Communication;
- Critical Thinking;
- Problem Solving;
- Diversity;
- Citizenship; and,
- Foundational Knowledge

Figure 2.0, on page 11, provides the results for each department that participates in institutional assessment. The overall average completion rate for 2022 institutional assessment was 93% with 31 of 34 departments completed by the due date of 9-19-22 @ 5 p.m. The remaining three departments completed their assessment on 9-20-22 and 9-21-22. It should be noted that this is the first year Student Services assessment has been divided into departments. In the past, Student Services was assessed as a whole.



INSTITUTIONAL ASSESSMENT

Figure 2.0	Department	Due Date: 9-19-22 @ 5 p.m.	Completion Date
ACADEMIC SERVICES 6 of 6 completed (100%)			
	Academic Operations	100%	
	Academic Scheduling	100%	
	Dual Credit	100%	
	Instructional Support & Technology	100%	
	Learning Resource Center	100%	
	Perkins	100%	
BUSINESS SERVICES 5 of 6 completed (83%)			
	Accounting	100%	
	Bookstore	100%	
	Human Resources	100%	
	Information Systems & Services	100%	
	Physical Plant	0%	100% 9-20-22
	Print Shop	100%	
PRESIDENT'S OFFICE 9 of 10 completed (90%)			
	Adult Education	100%	
	Alternative Education	100%	
	Assessment	100%	
	Center for Business & Industry	100%	
	College Advancement	100%	
	Grants	100%	
	Department of Corrections	100%	
	Institutional Research	100%	
	Kluthe Center	100%	
	Police Department	0%	100% 9-21-22
STUDENT SERVICE 11 of 12 completed (92%)			
	Admissions	100%	
	Athletics	0%	100% 9-20-22.
	Career Services	100%	
	Counseling Services	100%	
	Financial Aid	100%	
	Health Services	100%	
	Marketing & Public Relations	100%	
	Student Life	100%	
	TRIO Destination	100%	
	TRIO Student Support Services	100%	
	Tutoring & Placement Services (2 projects)	100%	
AVERAGE COMPLETION FOR 31 OF 34 TOTAL DEPTS.		93%	

ASSESSMENT SPOTLIGHT

COMMERCIAL TRUCK DRIVING (CDL)



The Commercial Truck Driving (CDL) curriculum has been entirely reworked to comply with the new Entry-Level Driver Training Rule (ELDT). The course length has been extended by two weeks and is now a six week class. In addition, CDL also offers different course options like developing a classroom only course, a behind-the-wheel only course and an online Hazardous Materials course, which has been wildly successful.

The curriculum is now required to upload documentation for each student into a federal database that tracks their competencies and, in some cases, how long it took the student to master the competency. The program has seen an increase in enrollment due to the law changes and are seeing a larger number of Class B students as well. In addition to the simulator, two Class A trucks, and a Class B truck purchase, the program is also awaiting an air brake trainer that will help support student learning.

Although the CDL program has been assessed through Institutional Assessment as part of the Center for Business and Industry, Spring 2022 was the first semester that CDL courses were assessed. All six course that were offered completed their assessment in Weave for a 100% compliance.

TAKING ASSESSMENT TO THE NEXT LEVEL

Faculty and staff have made great strides over for the past several years in assessment efforts. In 2010, the College acquired Weave assessment software, program assessment was moved from a Microsoft Access database to Weave, and course assessment was implemented. Institutional assessment was next to follow in 2011. The Department of Correction course assessment was piloted in 2014 and now assesses close to 100 courses. Once these areas were implemented, the hard work began to increase completion percentages for assessment by the designated due dates. Through the tenacity of faculty and staff, these areas began reaching 90-100% completion rates. New to 2022 was the assessment of Commercial Truck Driving (CDL) and the development of Co-Curricular assessment. The Assessment Committee has been instrumental in leading the charge for a number of these successes.

Since the College is successfully meeting deadlines and reaching exemplary completion percentages, now is the time to *Take Assessment to the Next Level*. So what does this mean? It means looking at the quality of assessment, aligning outcomes to the strategic plan and the Higher Learning Commission standards, analyzing results and using action plans to close the assessment loop to improve student learning and/or experience at Lake Land College. Using best practices as examples to assist faculty and staff in the quality of their assessment and incorporating the Program Improvement Enhancement (PIE) model for ICCB Program Review completion.

In order to *Take Assessment to the Next Level* several changes will occur. For example, the ICCB Program Review process will be improved. One area of improvement for ICCB Program Review is the introduction of a template worksheet for program coordinators to complete each year in order to prepare for their 5 year review. Additionally, a Faculty Peer Review will be implemented this year.

The General Education Assessment Committee is taking on an enormous adventure in completely revamping the process. This 4-5 year plan will include identifying new general education goals, assessing these goals as well as career technical education competencies. The new process will eliminate the "General Education Prompt Packets" which means instructors will no longer lose a class session to administrator the assessment.

Co-Curricular Assessment is being implemented for the 2022-2023 academic year. Co-Curricular activities are learning activities, programs and experiences that *reinforce* the institution's mission and values and complement the formal curriculum. Every interaction a student has on campus can potentially be a learning experience related to institutional, general education, or co-curricular outcomes. Often, co-curricular learning is hands-on, and offers opportunities to hone skills, put ideas into practice, and showcase achievements. In some cases, Institutional Assessment mirrors Co-curricular Assessment.

The next 3-5 years will be a busy time for the Assessment Department but the hard work will ultimately benefit the students. An E-Portfolio addition will allow students to provide a link on their resume that will take potential employers to their skills learned at Lake Land College in the form of an electronic portfolio.

Stay tuned for the next several years of exciting changes coming to assessment!

CONTACT:

Lisa Madlem

Director of Assessment & Program Review

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Office: WH 055

www.lakelandcollege.edu/assessment



MEMO

TO: Mr. Greg Nuxoll, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: October 20, 2022

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 2022, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2023, and applied to fiscal year 2024 revenues.

Attached is the Certificate of Tax Levy for the 2022 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.

Lake Land's rate of levy for the 2021 levy year property values was \$.6037 per \$100 EAV. We will not know the actual tax rate for the 2022 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 \$.5206 per \$100 EAV, a 13.8% 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 propose the sum of Fifteen Million One Hundred Forty Five Thousand Dollars (\$15,145,000) 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 2022 to be collected in the calendar year 2023. The levy for the year 2022 is to be allocated 100% for fiscal year 2024.

Per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. Thus, we will bring this back to the Board for approval during the December 12, 2022 regular meeting.

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 \$ 6,435,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1),
and

the sum of \$ 1,038,000 to be levied as a tax for operations and maintenance purposes (110
ILCS 805/3-1), and

the sum of \$ 4,290,000 to be levied as an additional tax for educational and operations and
maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 897,747 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 \$ 209,253 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 \$ 200,000 to be levied as a special tax for financial audit purposes (50 ILCS
310/9), and

the sum of \$ 2,075,000 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 2023 budget resolution
and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2023 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 -two-.

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 2024 is \$6,466,000.

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 2024 levy.

Date: _____

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



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: October 19, 2022

RE: Proposed Adoption of Board Policy 08.01.01 – *Emergency Notification System*.

Section 8 of the Board Policy Manual is devoted to public safety and the College's commitment to a safe educational and work environment for all students, employees and guests. The College's Emergency Operations Guide, utilized by the Emergency Operations Team, includes provisions for the Lake Land College Police and/or other approved staff to immediately initiate appropriate emergency notifications to protect the safety of students, employees and guests in the event of an emergency and/or disaster. The College's "Laker Alert" notification system utilizes multiple communication methods to provide warnings and/or emergency information to the College community such as text messages, emails, phone calls, and multiple social media platforms.

In consultation with Dr. Bullock, Jeff Branson, Police Chief, and Todd Short, Police Sergeant & Coordinator for Emergency Management Response & Training, I recommend the Board adopt Policy 08.01.01 – *Emergency Notification System* to acknowledge the College's compliance with the notification system components of the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act.

I submit this recommendation as first reading for your consideration, and will plan to bring this back to the Board for approval during the December 2022 regular meeting.

Thank you for your consideration of this request.

Attachment

08.01.01**Emergency Notification System**

Lake Land College is committed to a safe educational and work environment for all students, staff, and guests. Efficient communication in the event of an emergency and/or imminent threat to health, life or safety on campus is a priority to provide sufficient time to enable students and employees to take appropriate safety measures. The College places the safety of human life above all other concerns, and will utilize appropriate notification resources to mitigate threats to the health, life or safety of the College community.

In the event of an emergency and/or disaster, the Lake Land College Police or approved staff will immediately initiate appropriate emergency notifications to protect the safety of students, employees and guests. The College will utilize any/all communication resources available to mitigate the situation as efficiently and safely as possible, and the College will rely on multiple, duplicative emergency communication systems as deemed appropriate in order to disseminate communications during an emergency and/or disaster. To the extent possible, the College will automatically provision all students and employees of the College to receive emergency notifications. Individuals may opt out of receiving emergency notifications to their personal communication devices.

The Lake Land College Police Department has established an Emergency Procedures Guide to supplement its Emergency Operations Plan which specifically addresses methods used to provide warnings, and/or emergency information to the College community and the departments or employees responsible for activation of any/all of the emergency notifications used by the College. This Policy and the Emergency Procedures Guide were established in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act. A copy of the Emergency Procedures Guide is on file with the Lake Land College Police Department and available to all employees via the College's shared electronic folder (S drive).

Adopted



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: November 1, 2022

RE: Proposed Revisions to Board Policy 09.19 – *Animals on Campus*.

Currently, Board Policy 09.19 – *Animals on Campus* prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College facilities and on all College owned property unless permitted by law or approved by the appropriate College official when certain exceptions apply (e.g. service animals, police training). Please find attached proposed revisions to this Policy with a goal by College leadership to distinguish our rules for animals allowed inside College owned or leased buildings versus animals allowed on campus grounds.

We have several area residents that come to our main campus to walk outside given our beautiful 347-acre campus. They often bring their dogs with them and our Campus Police Department ensures the dogs remain leashed and under the control of their owners. As previously discussed with the Board, it is our goal that our ten-year master landscaping plan and campus beautification efforts will encourage more area residents to visit and enjoy the campus grounds. Updating this Policy to align with current practice for allowing domesticated pets under the control of an owner to be on campus grounds will support this initiative. The restrictions for animals allowed inside College-owned or leased buildings would remain mostly unchanged in this Policy, with minor updates proposed to the "Service Animals" section to align language with the provisions of the Americans with Disabilities Act.

I submit this recommendation as first reading for your consideration, and will plan to bring this back to the Board for approval during the December 2022 regular meeting.

Thank you for your consideration of this request.

Attachment

09.19

Animals on Campus

~~To promote a safe, clean, and healthy learning environment, Lake Land College prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College facilities and on all College owned property except as permitted by law or approved by the appropriate College official (e.g., persons with a disability who require the assistance of a trained service animal, as defined by law and pursuant to this Policy; specific animals maintained by the College for educational purposes as an integral part of scientific programs of study; and animals used and trained for a law enforcement function by the College's Police Department or outside law enforcement organization).~~

Lake Land College considers the safety and well-being of students, employees and visitors of utmost priority. However, the College recognizes that for a variety of purposes animals may inhabit College grounds and College buildings. This policy is designed to preserve the safety of people and animals on any College-owned property, promote a safe, clean and healthy campus environment, and to set forth clear rules and requirements for animals on College property.

It is the responsibility of all students, employees and visitors to comply with this Policy. Failure to comply with this Policy may result in appropriate action by the College, but not limited to, suspension or expulsion of students, and removal and/or campus exclusion for individuals or employees.

In any instance in which an animal authorized to be on College property is displaying aggressive or disruptive behavior, posing a direct threat to the health or safety of others, or is involved in an alleged bite or incident where skin is broken, the owner and/or handler must immediately report said incident to the Lake Land College Police Department, and any other individuals should contact the Police Department.

College Owned or Leased Grounds:

Dogs, cats, and other owned, domesticated pets are permitted on College grounds, which are open to the public, as permitted by law and only under the following conditions:

1. They are harnessed, leashed, tethered or in an appropriate carrier and under the direct control of an individual. The only exceptions to the harness, leash, tether or appropriate container requirement are:
 - A. Guide dogs guiding the blind, the visually handicapped, the hearing impaired, or the physically disabled. Refer to 2.C. of the Service Animal Section of this policy below.
 - B. The harness, leash, or tether device interferes with a service animal's work or the individual's disability prevents using these devices. Refer to 2.C. of the Service Animal Section of this policy below.
 - C. Domestic animals participating in College approved events such as shows and exhibitions during the time of their participation and under the direct control of the owner or their handler.
 - D. Police animals during training or while completing duties.
2. All dogs, cats and other owned, domesticated animals must display tags indicating that they are properly licensed within the community and that they are current on all vaccines in accordance with local or county regulations, with the burden of proof on the owner.
3. Dogs, cats and other owned, domesticated animals on campus grounds, which are unattended or not properly tagged, will be reported to Campus Police and to the appropriate local animal control.
4. Fecal matter deposited by any dog, cat, or other animal brought to campus must be removed immediately and disposed of properly by the owner. The burden is on the owner or handler to arrange for removal of fecal matter if unable to perform the task.

Board Policy No. 09.19

5. Should a domestic animal create a persistent nuisance (such as repetitive barking or aggressive behavior) the owner or their handler will be asked to remove the animal from campus.
6. No person shall confine any animal in a motor vehicle in such a manner that places it in a life or health-threatening situation by exposure to a prolonged period of extreme heat or cold, without proper ventilation or other protection from such heat or cold. In order to protect the health and safety of an animal, an animal control officer or law enforcement officer who has probable cause to believe that this Section is being violated shall have authority to enter such motor vehicle by any reasonable means; after making a reasonable effort to locate the owner or other person responsible.
7. Owners of animals are liable for any harm or injury caused by the animal to other students, staff, and/or visitors and will be responsible for any damage to College or personal property caused by that animal.

College Owned or Leased Buildings:

Lake Land College prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College ~~buildings~~ ~~facilities and on all College owned property~~ except as permitted by law or approved by the appropriate ~~member of the President's Cabinet~~ ~~College official~~ (such as: (1) ~~service and therapy animals e.g., persons with a disability who require the assistance of a trained service animal, as defined by law and pursuant to this Policy;~~ (2) specific animals maintained by the College for educational purposes as an integral part of scientific programs of study; (3) animals used and trained for a law enforcement function by the College's Police Department or outside law enforcement organization; and (4) animals used for entertainment productions or promotional events).

~~It is the responsibility of all faculty, staff, students, and visitors to comply with this Policy. Failure to comply with this Policy may result in appropriate action by the College.~~

~~In any instance in which an animal authorized to be on College property is involved in an alleged bite or incident where skin is broken, the owner and/or handler must immediately report said incident to the Lake Land College Police Department.~~

Service Animals

The College is committed to compliance with state and federal laws regarding individuals with disabilities. Pursuant to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to an individual's disability. Service animals are not pets. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. When the service animal is on College property, the service animal must be accompanied by a responsible person (i.e., owner and/or handler) who is solely responsible for the care and control of the service animal.

The following is a non-exhaustive list of work or tasks service animals may perform to assist an individual with a disability:

- Guiding individuals who are blind;
- Alerting individuals with hearing loss;
- Reminding individuals with mental illness to take prescribed medications;
- Alerting others or standing guard over individuals during a seizure episode; or
- Calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

1. Requests for Service Animals

A. Students

Students who have a service animal ~~for their disability~~ which they wish to accompany them on College property ~~should~~**must** contact the College's Office of Student Accommodations ~~and are encouraged to make this contact prior to the start of classes~~**and are encouraged to make this contact prior to the start of classes** ~~so that the College is on notice~~

Board Policy No. 09.19

~~that the student will have the service animal on College property on a regular basis.~~ While such students are not required to formally register their service animal with the College, students with a documented disability may seek additional support and accommodations from the College's Office of Student Accommodations. Students who have concerns related to use of a service animal on College property, should address such concerns with the Office of Student Accommodations.

B. Employees

Employees who have a service animal ~~for their disability~~ which they wish to accompany them on College property ~~should~~must contact Human Resources about their need, if any, to have the service animal accompany them on campus and in their work area of employment.

C. Visitors

Visitors who have a service animal ~~for their disability~~ are welcome in all areas of campus that are open to the public. Specific questions related to a visitor's use of a service animal on College property ~~may~~should be directed to the College's ~~Office of Student Accommodations~~ Campus Police Department.

2. Requirements for Service Animals

A. The requirements concerning animals set forth in earlier sections of this Policy also apply to service animals.

A.B. Service animals must be trained to do work or perform tasks provide assistance to for an individual with a disability.

B.C. The owner and/or handler must be in full control of the animal at all times. The service animal may not be disruptive and/or aggressive while on College property.

Board Policy No. 09.19

G.D. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In such cases, the owner and/or handler must maintain control of the animal through voice, signal, or other effective controls.

D.E. ~~Service animals on campus must be in compliance with all applicable state, county, and local regulations for animal ownership. Owners must follow all requirements for tags and vaccinations of their service animal. Service animals must be licensed in accordance with all applicable Illinois laws and county regulations and owners must follow all requirements for tags and vaccinations.~~

E.F. ~~The College encourages owners of S~~service animals ~~to have the service animal~~must wear a vest or collar for the safety of the service animal, the individual with a disability, and others.

F.G. Service animals must be kept clean and in good health. The owner and/or handler is expected to clean and dispose of all animal waste.

G.H. The College is not responsible for the care, assistance or supervision of a service animal, including providing food or water for the animal, walking the animal, responding to the animal's need to relieve itself, or otherwise providing a handler for the service animal. Owners and/or handlers are expected to care and supervise their service animals. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the College. The owner and/or handler must care for the needs of the service animal, such as walking the service animal in a previously designated area, cleaning up after the service animal (waste immediately disposed of in proper place), engaging in hand washing after elimination clean up and ensuring the service animal is given water and food when needed.

H.I. Owners and/or handlers of service animals are liable for any damage, harm or injury caused by the animal to other students, staff, visitors, and/or property.

3. Removal of a Service Animal from College Property

Reasonable behavior consistent with the above requirements is expected from service animals and their owners and/or handlers while on College property. The owners and/or handlers of disruptive and/or aggressive service animals may be asked to remove the service animal from College facilities and property. If the improper behavior happens repeatedly, the owner and/or handler may be prohibited from ~~told they are not permitted to bring~~ing the service animal into any College facility or on College property until they take ~~significant~~ appropriate steps to mitigate the complained of behavior.

A service animal may be removed from College property for the following non-inclusive reasons:

- Disruptive behavior in a College facility, program or on College property including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating area, other's belongings) and initiation of contact outside of working role as a service animal
- Animal illness;
- Animal is not housebroken;
- Hygiene - dirty, strong odor, not groomed, evidence of having fleas, ticks;
- The animal is out of control and the animal's owner and/or handler does not take effective action to control it; and/or
- Aggressive and disruptive behavior including, but not limited to, biting, scratching, chasing, kicking, continuous barking or howling and/or jumping.

4. Conflicting Disabilities

A student or employee may have severe allergic reactions or other medical conditions in response ~~who has an allergy to~~

Board Policy No. 09.19

another individual's service animal that are substantial enough to qualify as a disability~~may qualify for accommodations~~. To resolve ~~these potential~~ conflicts regarding the animals' presence on campus as efficiently and effectively as possible, individuals should contact the Office of Student Accommodations (for students) or the Office of Human Resources (for employees), as applicable so that appropriate reasonable accommodations ~~may~~ can be considered.

Adopted April 12, 2005
Revised May 9, 2005
Revised July 10, 2017
Revised

Calendar of Events

Monday, November 14, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, November 30, 2022	11 a.m. – Holiday Luncheon – Field House
Thursday, December 8, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, January 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting

10 a.m. – Board and Administration Center, 011

Monday, April 10, 2023
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, May 4, 2023
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting
 10 a.m. – Board and Administration Center, 011

Monday, May 8, 2023
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, June 8, 2023
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting
 10 a.m. – Board and Administration Center, 011

Monday, June 12, 2023
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, July 6, 2023
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting
 10 a.m. – Board and Administration Center, 011

Monday, July 10, 2023
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, August 10, 2023
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting
 10 a.m. – Board and Administration Center, 011

Monday, August 14, 2023
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, September 7, 2023
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting
 10 a.m. – Board and Administration Center, 011

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Valerie Lynch, Vice President for Student Services
DATE: November 1, 2022
RE: Math Club of Lake Land College

According to Board Policy 07.30 – Student Organizations and Clubs, the Lake Land College Board of Trustees recognizes that student club activities are an important part of college life and encourages the development of clubs that promote the objectives of the college and serve the best interests of the Lake Land College student body. A proposed constitution that has met the requirements of club status and has been approved by the Student Government Association and myself is attached to this memo. The newly proposed club will be called the Math Club of Lake Land College.

I respectfully submit this constitution to you for your approval and subsequent presentation to the Board of Trustees on November 14th, 2022 for their approval.

I'm happy to answer any questions you or the Board of Trustees may have. Thank you!

CONSTITUTION AND BYLAWS OF THE MATH CLUB OF LAKE LAND COLLEGE

Article I – Name

The official name of this organization shall be the Math Club of Lake Land College with its location set on the college property within the town of Mattoon, Illinois.

Article II – Objectives

The objectives of the Math Club are as follows:

- A. To compete in mathematics competitions against other two-year colleges.
- B. Promote an interest in mathematics.
- C. Promote Lake Land College.
- D. Promote good will between faculty and students.
- E. Encourage higher academic standards.
- F. Promote good citizenship
- G. Provide a means by which pre-professional students can express their opinions.

Article III – Membership

Membership is open to any Lake Land College student interested in taking positive steps toward achieving the goals and objectives of the Math Club as set forth in Article II.

Article IV – Officers

Section I. The club officers shall be: President, Vice-President, Secretary, Treasurer, Press Secretary, and Fundraising Coordinator.

- Section II.**
- A. The term of office shall be for the fall/spring semesters.
 - B. The officers shall be elected in the second to last meeting of the spring semester.
 - C. All officers must maintain a cumulative grade point average of at least a 3.0 based on the 4.0 scale, during their term of office.

Section III. Any vacancy shall be filled by an election at the first business meeting after such vacancy occurs. The successor shall assume the duties of office immediately upon election.

- Section IV.**
- A. The President shall preside at all meetings of the club, call meetings of executive council, enforce observance of the constitution and bylaws, see that the officers and chairpersons perform their duties and, in general, supervise all affairs of the club and appoint committees. The President shall search for competitions for the Math Club to compete in.
 - B. The Vice-President shall assume the duties of the President in absence of the latter, and assist the President with their duties.
 - C. The Secretary shall keep minutes of all meetings, issue all orders and notices required, conduct all correspondence of the club, keep a permanent record of attendance and new members, and keep the Canvas page up to date.
 - D. The Treasurer shall receive all money due to the club, keep accurate account of all finances of the club, collect all dues and assessments, and pay all orders as instructed. Handle registration for competitions and monitor deadlines and work with the faculty advisor to make sure all requirements are met.
 - E. The Press Secretary shall publicize the activities of the club and its members. Shall take the lead in recruiting new members to ensure the continuation of the club into the future.
 - F. The Fundraising Coordinator shall plan and organize all fundraising activities.

Section V. The Executive council shall consist of the officers and the faculty advisor. This council shall have jurisdiction of all matters not especially delegated to some other committee.

Section VI. The duties of the advisor shall be to advise on actions of the club in accordance with the club handbook.

Article V – Meetings

Section I. Meetings shall be arranged according to the students’ schedules. The Math Club shall meet no less than once a month. The math club should meet once a week when preparing for a future competition.

Section II. Special meetings may be called by the President, the advisors, or a majority of members.

Section III. The rules of “Robert’s Rule’s of Order Revised” shall be used to conduct the meetings.

Section IV. Binding decisions must be voted on by a majority of members.

Article VI – Amendments

All amendments to this constitution or bylaws shall be presented in writing at a regular meeting and two-thirds of all club members must be present. The amendment must then be passed via simple majority.

BYLAWS

Article I. Proxy votes must be done in writing by contacting the faculty advisor two hours before the meeting.

Article II. No write-in votes will be accepted.

Article VII – Nominations and Elections

- Section I.** Candidates will be nominated from open floor suggestions.
- Section II.** Voting shall be done by secret ballot. The person receiving the majority of the votes shall be entitled to assume the office to which they were elected immediately. There shall be a runoff between the top two candidates if nobody receives a majority of votes. In cases of a tie the faculty advisor will flip a coin.

Article VIII – Organization

- Section I.** All grievances brought before the club shall be taken to the Executive Council.
- Section II.** All committees shall be appointed by the President or Executive Council of the Math Club.

Article IX – Dues and Fundraising

- Section I.**
- A. Dues of \$5 per member shall be collected on a per semester basis during each scholastic year for each member.
 - B. Additional fees will be assessed and collected when needed for any club activity. No fees will be assessed without a majority of active members voting in agreement.
- Section II.** Fundraising activities may include but shall not be limited to the sale of baked goods, t-shirts, and ice cream.
- Section III.** There are no standing committees.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: October 19, 2022

RE: September 2022 Financial Statement Summary

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

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through September 2022, the third month of FY2023.

Overall Variances:

- *Revenue* – Total September 2022 revenue was \$4,700,511 resulting in a favorable variance of \$2,415,956 MTD and \$3,470,435 YTD. The monthly variance is favorable primarily due to positive variances in all revenue line items with a significant positive variance in local source revenue.
- *Expenditures* – Total September 2022 expenditures were \$2,319,155 resulting in an overall favorable variance of \$86,293 MTD and \$2,859,514 YTD.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$2,400,075 for MTD and \$2,535,223 YTD. The monthly variance is significantly positive due to a large real estate tax distribution from Effingham County. The yearly variance 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 the variance to normalize.
- *ICCB Credit Hour Grant* – We received \$316,935 in September 2022 resulting in a favorable monthly variance of \$55,010 and a yearly variance of \$126,930. 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 \$544,608 in September 2022 resulting in a \$0 monthly variance and \$0 year to date variance.
- *Tuition & Fees* –September 2022 had an unfavorable monthly variance for tuition of \$72,922 while fees were favorable monthly by \$1,620. Year to date, tuition and fees are favorable to budget year to date \$548,598 and \$120,209 respectively. In the FY 2023 budget, the College budgeted enrollment to be at the same level as FY 2022. Through September 2022, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable variance.
- *Other State Sources* – The Month to Date variance in this area is unfavorable by \$582 and unfavorable year to date \$21,378. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Other revenue is favorable by \$32,755 MTD and \$160,852 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wages had a \$72,793 unfavorable variance in September 2022 while maintaining a YTD favorable variance of \$663,691. A portion of the 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)* – An unfavorable variance in employee benefits exists in September 2022 in the amount of \$8,248 and YTD of \$60,964.
- *Instructional* – The Instructional expenditures had an unfavorable variance in September 2022 of \$39,402; however, a YTD favorable variance exists in the amount of \$528,932. 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 an unfavorable variance of \$25,983 in September 2022; however, the YTD variance remains favorable at \$19,558.
- *Student Services* – The Student Services expenditures had a favorable variance in September 2022 of \$20,052 and YTD of \$164,632.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable of \$12,399 MTD and YTD of \$36,080.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had an unfavorable variance in September 2022 of \$45,694; however, the YTD variance remains favorable at \$142,067.
- *Institutional Support* – The Institutional Support expenditures had a favorable variance in September 2022 of \$170,173 and YTD of \$2,169,051. There are positive variances in

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

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for September 2022 of \$5,251 and YTD of \$200,806. The YTD variance is more a timing issue as to when scholarships are provided and we expect the variance to normalize throughout the year.

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

Board Meeting – September 2022
Fund 03, 04, 05, 06, 11 and 12 Analysis – As of 9/30/2022

Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are under budget by \$750,698 and expenditures were over budget by \$15,609,659 for a net deficit of \$16,360,357.
 - The payment of the \$16,025,000 bond is driving the significant expenditure variance and overall negative variance.

Fund 04 – Bond and Interest Fund

- Year to date, the revenues were over budget by \$1,809,101 and expenditures were over budget by \$251,417 for a net variance of a positive \$1,557,685.
 - The favorable variance in local taxes is the most significant factor influencing the variances.

Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were over budget by \$370,593 and expenditures were under budget by \$453,296 for a net excess of a positive \$823,888.
 - The largest revenue sources that were above budget were the Bookstore and the Print Shop.
 - The two largest expenditure line items below budget were Bookstore and Print Shop.

Fund 06 – Restricted Funds

- Year to date, overall revenue is \$4,702,891 under budget.
- Year to date, overall expenditures are \$3,732,414 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 \$44,911 and expenditures were under by \$12,324 for a net excess of a positive \$57,236.

Fund 12 – Tort Fund

- Year to date, the revenues are over budget by \$640,302 and expenditures were under budget by \$48,663 for a net excess of a positive \$688,965.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY22 Audited Numbers	FY23 Annual Budget
Revenues:										
3,773,081	1,373,007	2,400,075	Local Sources	7,903,012	5,367,789	2,535,223	47.23%	6,316,481		11,372,321
316,935	261,925	55,010	ICCB Credit Hour Grant	1,436,557	1,309,627	126,930	9.69%	1,040,691		5,238,509
544,608	544,608	(0)	ICCB Equalization Grant	1,633,825	1,633,825	(0)	0.00%	1,515,752		6,535,300
39,210	39,792	(582)	Other State Sources	400,939	422,317	(21,378)	-5.06%	56,282		1,201,680
(71,430)	1,491	(72,922)	Tuition	4,362,581	3,813,983	548,598	14.38%	4,478,592		6,000,121
6,239	4,618	1,620	Fees	1,637,731	1,517,522	120,209	7.92%	1,501,791		5,551,040
91,867	59,112	32,755	Other Revenue	437,464	276,612	160,852	58.15%	377,960		1,034,153
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
4,700,511	2,284,554	2,415,956	Total Revenues	17,812,111	14,341,676	3,470,435	1	15,287,549	-	36,933,124
Expenditures:										
Instructional										
826,730	816,208	(10,522)	Salary and Wages	2,322,058	2,643,067	(321,010)	12.15%	2,340,914		13,028,296
174,225	157,802	(16,424)	Employee Benefits	436,771	411,064	(25,707)	-6.25%	424,663		2,188,558
10,556	9,190	(1,366)	Contractual Services	16,315	29,490	(13,176)	44.68%	15,521		426,050
38,229	22,265	(15,964)	General Materials and Supplies	118,476	301,806	(183,330)	60.74%	88,831		578,994
2,754	7,503	(4,749)	Travel and Meeting Expenses	9,105	41,427	(32,322)	78.02%	7,778		142,462
-	-	-	Fixed Charges	-	-	-	0.00%	-		56,375
76	200	(124)	Capital Outlay	76	4,878	(4,802)	98.44%	958		28,828
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
1,052,570	1,013,168	(39,402)	Total Instructional	2,902,800	3,431,732	(528,932)	15.41%	2,878,663	-	16,449,563
Academic Support										
49,055	24,590	(24,465)	Salary and Wages	119,626	83,481	(36,145)	-43.30%	102,353		216,254
11,862	13,454	1,593	Employee Benefits	26,386	34,883	(8,498)	24.36%	24,365		63,897
-	-	-	Contractual Services	-	-	-	0.00%	-		-
19,091	12,508	(6,583)	General Materials and Supplies	57,439	91,275	(33,836)	37.07%	34,927		209,650
539	4,010	(3,471)	Travel and Meeting Expenses	607	13,976	(13,369)	95.66%	10,132		11,100
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
80,546	54,563	(25,983)	Total Academic Support	204,057	223,615	(19,558)	8.75%	171,776	-	500,901
Student Services										
142,686	153,929	11,243	Salary and Wages	406,185	442,197	(36,012)	8.14%	401,385		1,892,481
37,507	46,744	9,238	Employee Benefits	103,397	139,644	(36,247)	25.96%	89,238		574,909
832	-	(832)	Contractual Services	10,372	9,540	(832)	-8.72%	10,372		12,040
8,585	9,854	1,270	General Materials and Supplies	19,349	88,478	(69,128)	78.13%	11,936		129,821
4,142	3,275	(867)	Travel and Meeting Expenses	4,389	28,465	(24,076)	84.58%	1,876		83,565
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Other Expenditures	-	-	-	0.00%	-		15,000
193,751	213,803	20,052	Total Student Services	543,692	708,324	(164,632)	23.24%	514,807	-	2,707,816
Public Service/Cont Ed										
33,180	42,738	9,558	Salary and Wages	93,529	117,529	(24,000)	20.42%	65,476		493,346
5,399	4,222	(1,177)	Employee Benefits	14,897	12,667	(2,230)	-17.61%	10,156		62,870
5,051	8,125	3,074	Contractual Services	40,712	15,825	(24,887)	-157.27%	3,916		59,400
6,744	8,379	1,635	General Materials and Supplies	4,636	35,663	(31,027)	87.00%	17,253		125,645
1,217	848	(368)	Travel and Meeting Expenses	(1,140)	5,070	6,210	122.49%	854		15,953
8,870	8,548	(323)	Fixed Charges	26,002	27,963	(1,961)	7.01%	25,564		106,271
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	G/K	-	-	-	0.00%	-		-
60,461	72,860	12,399	Total Public Service/ Cont Ed	178,636	214,716	(36,080)	16.80%	123,217	-	863,485
Operations & Maintenance										
85,182	31,390	(53,792)	Salary and Wages	228,232	228,123	(109)	-0.05%	203,630		1,041,986
29,563	31,547	1,983	Employee Benefits	76,119	81,531	(5,412)	6.64%	64,847		376,366
7,350	60	(7,290)	Contractual Services	39,806	67,543	(27,736)	41.06%	15,238		269,170
24,229	-	(24,229)	General Materials and Supplies	69,764	69,250	(514)	-0.74%	58,798		250,500
-	-	-	Travel and Meeting Expenses	321	650	(329)	50.68%	-		1,150
1,100	750	(350)	Fixed Charges	11,074	7,250	(3,824)	-52.74%	2,250		104,000
97,299	125,283	27,985	Utilities	287,814	375,850	(88,036)	23.42%	275,064		1,503,400
-	10,000	10,000	Capital Outlay	-	25,000	25,000	100.00%	-		25,000
-	-	-	Contingency Funds	-	-	-	0.00%	-		-
-	-	-	Gift In Kind	-	-	-	0.00%	-		-
244,724	199,030	(45,694)	Total Operation and Maint	713,129	855,196	(142,067)	2	619,826	-	3,571,572
Institutional Support										
276,930	272,115	(4,815)	Salary and Wages	446,330	765,252	(318,923)	41.68%	385,936		3,533,791
79,492	76,030	(3,462)	Employee Benefits	286,788	203,604	(83,184)	-40.86%	221,116		824,367
246,664	380,211	133,547	Contractual Services	442,345	1,334,912	(892,567)	66.86%	96,944		2,094,460
49,524	43,790	(5,734)	General Materials and Supplies	508,572	793,953	(285,381)	35.94%	597,339		1,863,491
3,971	12,875	8,904	Travel and Meeting Expenses	18,224	41,970	(23,746)	56.58%	2,438		382,917
478	750	272	Fixed Charges	183,872	205,000	(21,128)	10.31%	10,119		220,000
-	-	-	Capital Outlay	-	9,450	9,450	100.00%	22,139		18,900
24,064	66,253	42,189	Contingency Funds	43,153	392,082	(348,929)	88.99%	130,545		1,126,330
-	-	-	Other	-	226,627	226,627	100.00%	-		119,075
728	-	(728)	Strategic Initiatives	-	200,000	200,000	100.00%	222,500		-
-	-	-	One Time Budget Requests	74,516	-	(74,516)	0.00%	-		-
681,852	852,025	170,173	Total Institutional Support	2,003,799	4,172,850	(2,169,051)	6	1,689,076	-	10,183,331
5,251	-	(5,251)	Scholarships, grants, waivers	286,372	85,566	(200,806)	-234.68%	323,370		1,228,566
2,319,155	2,405,449	86,293	Total Expenditures	6,832,486	9,692,000	(2,859,514)	29.50%	6,320,736	-	35,505,234
2,381,356	(120,894)	2,502,250	Revenue Less Expenditures	10,979,625	4,649,675	6,329,949	1	8,966,813	-	1,427,890
-	-	-	Transfers Out:	-	-	-	0.00%	-		1,427,890
2,381,356	(120,894)	2,502,250	Excess of Revenues over Expenditures & Transfers	10,979,625	4,649,675	6,329,949	1	8,966,813	-	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,413,763.87	1,340,971.08	(72,792.79)	Salary and Wages	3,615,958.54	4,279,649.62	663,691.08
338,047.27	329,798.90	(8,248.37)	Employee Benefits	944,357.44	883,393.49	(60,963.95)
270,453.30	397,586.32	127,133.02	Contractual Services	549,549.75	1,457,309.63	907,759.88
146,402.66	96,797.44	(49,605.22)	General Materials and Supplies	778,236.05	1,380,424.66	602,188.61
12,622.22	28,511.00	15,888.78	Travel and Meeting Expenses	31,505.42	131,557.45	100,052.03
10,448.59	10,047.50	(401.09)	Fixed Charges	220,947.65	240,212.50	19,264.85
97,298.52	125,283.33	27,984.81	Utilities	287,813.95	375,850.00	88,036.05
75.88	10,200.00	10,124.12	Capital Outlay	75.88	39,327.99	39,252.11
24,064.13	66,253.00	42,188.87	Contingency Funds	43,152.62	392,082.08	348,929.46
-	-	-	Other Expenditures	-	226,626.86	226,626.86
2,313,176.44	2,405,448.57	92,272.13	Total	6,471,597.30	9,406,434.28	2,934,836.98

Lake Land College

FY2023 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$2,322,058	\$2,643,067	\$321,010	\$13,028,296	\$2,322,058	\$13,028,296	\$10,706,238
Salary and Wages - Acad. Support	\$119,626	\$83,481	(\$36,145)	\$216,254	\$119,626	\$216,254	\$96,628
Salary and Wages - Stud. Svcs	\$406,185	\$442,197	\$36,012	\$1,892,481	\$406,185	\$1,892,481	\$1,486,296
Salary and Wages - Public Svc.	\$93,529	\$117,529	\$24,000	\$493,346	\$93,529	\$493,346	\$399,817
Salary and Wages - Maintenance	\$228,232	\$228,123	(\$109)	\$1,041,986	\$228,232	\$1,041,986	\$813,754
Salary and Wages - Inst. Support	\$446,330	\$765,252	\$318,923	\$3,533,791	\$446,330	\$3,533,791	\$3,087,461
Total Salary and Wages	\$3,615,959	\$4,279,650	\$663,691	\$20,206,154	\$3,615,959	\$20,206,154	\$16,590,195

Employee Benefits	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$436,771	\$411,064	(\$25,707)	\$2,188,558	\$2,051,378	\$2,188,558	\$137,180
Employee Benefits - Acad. Support	\$26,386	\$34,883	\$8,498	\$63,897	\$74,099	\$63,897	(\$10,202)
Employee Benefits - Stud. Svcs	\$103,397	\$139,644	\$36,247	\$574,909	\$438,935	\$574,909	\$135,974
Employee Benefits - Public Svc.	\$14,897	\$12,667	(\$2,230)	\$62,870	\$61,706	\$62,870	\$1,164
Employee Benefits - Maintenance	\$76,119	\$81,531	\$5,412	\$376,366	\$334,730	\$376,366	\$41,636
Employee Benefits - Inst. Support	\$286,788	\$203,604	(\$83,184)	\$824,367	\$1,317,320	\$824,367	(\$492,953)
Total Employee Benefits	\$944,357	\$883,393	(\$60,964)	\$4,090,967	\$4,278,168	\$4,090,967	(\$187,201)

Sep-22	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,315,974	857,004	458,970	1,246,561	1,720,000
Bond Proceeds	15,159,895	16,000,000	(840,105)		16,000,000
Loan Proceeds	-		-		
Investment Income	(369,563)		(369,563)	20,864	
Total Revenues	16,106,306	16,857,004	(750,698)	1,267,425	17,720,000
Expenditures:					
Student Center Renovations : Buildi			-	53,178	
Construction Proj : Site Improvemen	287,625	795,110	507,485	152,854	8,330,110
PHS Projects : Site Improvements					
New Site: Sire Improvements			-	18,857	1,000,000
Other	16,117,144		(16,117,144)		
Total Expenditures	16,404,769	795,110	(15,609,659)	224,890	9,330,110
Excess of Revenues over					
Expenditures & Transfers	(298,463)	16,061,894	(16,360,357)	1,042,536	8,389,890

Sep-22	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	5,097,044	3,287,942	1,809,101	3,763,597	6,598,875
General : Investment Income			-		
General : Transfer from Other Funds			-		162,250
Total Revenues	5,097,044	3,287,942	1,809,101	3,763,597	6,761,125
Expenditures:					
Work Cash Bonds : Debt Principal Pa		-	-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg			-		
Funding Bonds : Debt Principal Paym			-		6,370,000
Funding Bonds : Interest on Debt	251,417		(251,417)		388,125
Funding Bonds : Other Fixed Charges			-	600	3,000
Funding Bonds : Bond Is			-		
Administration : Intere			-		
Total Expenditures	251,417	-	251,417	600	6,761,125
Excess of Revenues over					
Expenditures & Transfers	4,845,627	3,287,942	1,557,685	3,762,997	-

Sep-22	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	31,143
Auto Shop	-	7,750	(7,750)	-	15,500
Athletics	-	-	-	-	890,791
Fitness Center	19,946	27,500	(7,554)	18,963	55,000
Bookstore	379,724	174,021	205,703	436,573	696,084
Print Shop	329,873	249,000	80,873	292,705	683,000
Food Service	2,575	1,900	675	963	7,600
College Farm	35	-	35	-	140,000
Comm Choir	-	-	-	-	5,100
Student Life	-	-	-	93,503	144,500
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	98,611	-	98,611	-	515,000
Total Revenues	830,764	460,171	370,593	842,707	3,191,318
Expenditures:					
Ag Judging	628	7,845	7,217	7,175	37,643
Auto Shop	-	7,750	7,750	-	15,500
Athletics	212,887	467,480	254,594	157,061	876,291
Fitness Center	17,442	43,750	26,308	16,263	69,500
Bookstore	279,585	306,386	26,801	323,690	694,100
Print Shop	185,325	201,528	16,204	197,448	662,245
Food Service	1,726	1,761	35	2,103	8,097
College Farm	51,309	41,867	(9,442)	9,437	86,254
Comm Choir	-	-	-	-	5,100
Student Life	50,313	112,787	62,474	42,782	352,710
WLKL Radio	-	550	550	-	1,100
Tuition Waivers	233,054	293,859	60,805	288,129	625,000
Total Expenditures	1,032,268	1,485,563	453,296	1,044,088	3,433,541
Excess of Revenues over Expenditures & Transfers	(201,504)	(1,025,392)	823,888	(201,381)	(242,223)

Sep-22	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	2,481	103,121	(100,640)	-	520,295
Pathways	227,246	58,428	168,818	40,159	233,766
Perkins	19,602	106,367	(86,765)	51,763	435,667
WIOA	594,791	883,205	(288,414)	236,338	3,377,120
College Work Study	-	35,000	(35,000)	-	70,000
GAST	-	50,000	(50,000)	12,682	50,000
IL Cooperative Work Study	4,158	50,000	(45,842)	-	50,000
IPRF Grant	26,679	44,000	(17,321)	21,289	88,000
Veterans Services	28,856	530,000	(501,144)	44,513	1,060,000
ISAC MAP	-	760,000	(760,000)	-	1,520,000
Department Of Education	2,233,395	5,433,859	(3,200,464)	1,862,755	10,867,718
Direct loans	452,420	1,034,000	(581,580)	78,171	2,068,000
Corrections	1,819,407	3,406,686	(1,587,279)	444,028	13,373,244
CARES Funds-Students	1,497,497	-	1,497,497	1,416,946	-
CARES Funds-Institutional	815,778	-	815,778	715,685	-
Privately Funded Grant	131,570	45,700	85,870	92,515	97,100
TRIO SSS	61,005	69,361	(8,356)	40,138	286,323
TRIO DC	71,749	79,800	(8,051)	65,608	320,160
Total Revenues	7,986,637	12,689,527	(4,702,891)	5,122,590	34,417,393
Expenditures:					
Adult Ed	96,578	103,121	6,543	79,379	520,295
Pathways	67,514	58,428	(9,086)	60,547	233,766
Perkins	62,485	106,367	43,882	51,763	435,667
WIOA	891,893	883,205	(8,688)	447,670	3,377,120
College Work Study	1,295	35,000	33,705	1,031	70,000
GAST	-	50,000	50,000	9,523	50,000
IL Cooperative Work Study	4,158	50,000	45,842	-	50,000
IPRF Grant	530	44,000	43,470	5,680	88,000
Veterans Services	57,879	530,000	472,121	70,165	1,060,000
ISAC MAP	755,841	760,000	4,159	470,708	1,520,000
Department of Education	2,233,395	5,433,859	3,200,464	1,888,399	10,867,718
Direct loans	353,269	1,034,000	680,731	409,004	2,068,000
Corrections	1,745,704	3,406,686	1,660,983	1,752,550	13,373,244
CARES Funds-Students	1,497,497	-	(1,497,497)	1,398,717	-
CARES Funds-Institutional	849,329	-	(849,329)	734,233	-
Privately Funded Grant	168,969	45,700	(123,269)	4,216	97,100
TRIO SSS	76,704	69,361	(7,342)	50,721	286,323
TRIO DC	94,074	79,800	(14,274)	87,523	320,160
Total Expenditures	8,957,113	12,689,527	3,732,414	7,521,829	34,417,393
Excess of Revenues over Expenditures & Transfers	(970,476)	-	(970,476)	(2,399,239)	-

Sep-22	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	132,106	87,195	44,911	49,249	175,000
Total Revenues	132,106	87,195	44,911	49,249	175,000
Expenditures:					
Admin Staff Ful	5,490	5,391.98	(98)	5,322	25,489.38
Support Staff F	3,385	3,328.71	(56)	3,282	15,735.72
Medical Benefit	1,954	1,983.00	29	1,872	9,518.40
Life Insurance	6	5.75	0	6	27.60
Audit Services	35,850	47,800.00	11,950	37,520	47,800.00
Printing	-	500.00	500	-	500.00
Total Expenditures	46,685	59,009	12,324	48,001	99,071
Excess of Revenues over Expenditures & Transfers	85,421	28,186	57,236	1,248	75,929

Sep-22	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,802,738	1,162,436	640,302	1,456,577	2,333,000
Misc Income			-		
Total Revenues	1,802,738	1,162,436	640,302	1,456,577	2,333,000
Expenditures:					
Student Services	18,318	26,344	(8,026)	18,450	105,160
Operations and Maintenance	40,898	48,919	(8,021)	42,192	216,485
Police Dept	135,288	141,837	(6,548)	106,759	534,945
Institutional Support	67,163	72,668	(5,505)	31,550	330,631
Fixed Charges-ins	184,830	205,393	(20,563)	222,557	841,655
Total Expenditures	446,498	495,161	48,663	421,509	2,028,876
Excess of Revenues over Expenditures & Transfers	1,356,240	667,275	688,965	1,035,068	304,124

LAKE LAND COLLEGE

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 19, 2022

RE: FY 2023 Part-Time Rates and Stipends

Please find attached the proposed FY 2023 Part-Time Rates and Stipends for your consideration. We conducted a thorough and comprehensive evaluation this past spring. Due to the minimum wage increase that will go into effect January 1, 2023, our proposed part-time rates will be in effect January 1, 2023 through June 30, 2023, and thus covering the second half of the fiscal year.

Additionally, we are requesting a new stipend for a Navigate Implementation Lead stipend. This stipend would be for the Application Administrator duties for the EAB Navigate platform for the next 2 years.

It is respectfully requested the Board approve the proposed stipends for FY 2023 and part-time rates for the period January 1, 2023 through June 30, 2023.

Lake Land College
FY23 Part-time Positions

Student Positions			
Position ID	Position Title	Department	\$ 13.00
APR1700-PT-STD	Lab Student Assistant	Math & Science	\$ 13.00
Various	College – Work Study	Various	\$ 13.00
SPR4200-PT-COU	Counseling Clerical Worker	Counseling	\$ 13.00
APR1412-PT-DHS	Dental Hygiene Clinic Student Assistant	Dental	\$ 13.00
APR1500-PT-ISW	IDOT QC/QA Student Assistant	IDOT	\$ 13.00
SPR4120-PT-ISA	International Studies Ambassador	International Studies	\$ 13.00
SPR4120-PT-ISP	International Studies Program Assistant	International Studies	\$ 13.00
Various	Interns	Various	\$ 13.00
SPR4009-PT-LMT	Laker Mallard Mascot	MPR	\$ 13.00
SPR4840-PT-NPE	Newspaper Editor	Student Life	\$ 13.00
Various	Perkins Student Workers	Various	\$ 13.00
SPR4210-PT-NOT	Special Needs Note Taker	Counseling	\$ 13.00
SPG4230-PT-TSS	TRIO Destination College Student Specialist	TRIO Destination College	\$ 13.00

Temporary Positions			
Position ID	Position Title	Department	FY 23
SPR4100-PT-ASA	Admissions & Records Commencement Asst	Admissions	\$ 13.00
SPR4700-PT-ATR	Athletic Trainer Substitute	Athletics	\$ 25.00
BPR8700-PT-RWK	Bookstore Rush Worker	Bookstore	\$ 13.00
APR1300-PT-CPR	Curriculum Consultant	Academic Services	\$ 15.00
APR1200-PT-CRC	Court Reporter Consultant	Business	\$ 15.00
SPR4000-PT-SAP	Special Assistant to the President	President's Office	\$ 35.00

Classified Positions - (Non Students)

Position ID	Position Title	Department	FY 23
BPR8100-PT-CLK	Accounting Assistant	Accounting	\$ 15.00
SPR4100-PT-CLK	Admissions & Records Data Entry As	Admissions	\$ 15.00
APR3001-PT-AAM	Administrative Assistant Marshall Ext Ctr	Workforce	\$ 15.00
APR3001-PT-AAP	Administrative Assistant Pana Ext Center	Workforce	\$ 15.00
SPG3500-PT-CSS	Career Services Specialist	Career Services	\$ 15.00
DPR6010-PT-CAS	College Advancement Representative	Foundation	\$ 15.00
APR1210-PT-REC	Cosmetology Receptionist	Cosmetology	\$ 15.00
SPR4400-PT-FAR	Financial Aid Representative	Financial Aid	\$ 15.00
SPR4795-PT-FCS	Fitness Center Specialist	Fitness Center	\$ 15.00
BPR8300-PT-CLK	Human Resources Assistant	Human Resources	\$ 15.00
APR1510-PT-LAS	IDOT QMTP Lab Assistant	Technology	\$ 15.00
BPR7120-PT-CUS	Part-Time Custodian	Physical Plant	\$ 14.95
APR2200-PT-CLK	Library Assistant	Library	\$ 15.00
APR2200-PT-LAS	Library Assistant – Technical Services	Library	\$ 15.00
BPR7200-PT-MRA	Mailroom Assistant	Mailroom	\$ 15.00
APR1500-PT-SEC	Office Assistant - Vo Tech	Technology	\$ 15.00
APR1409-PT-PTA	Office Assistant to Allied Health Programs	Allied Health	\$ 15.00
BPR7130-PT-GRN	Part-Time Groundskeeper	Physical Plant	\$ 15.00
APG3620-PT-AST	Pathways Classroom Assistant	Alternative Education	\$ 15.00
BPR7110-PT-PPA	Physical Plant Assistant	Physical Plant	\$ 15.00
BPR8720-PT-PSA	Print Shop Technician Assistant	Print Shop	\$ 15.00
SPR4200-PT-SAS	Student Assistant Specialist/Career Services/Counseling	Career Services/Counseling	\$ 15.00
SPR4140-PT-TPR	Test Proctor (campus)	Learning Center	\$ 15.00
APR2102-PT-KTP	Test Proctor (Kluthe)	Learning Center	\$ 15.00
SPG4220-PT-SEQ	TRIO SSS Enrollment Assistant	TRIO SSS	\$ 15.00
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.00
SPG3500-PT-TSC	Tutor-Carl Perkins	Learning Center	\$ 15.00
SPR4210-PT-TDS	Tutor-Disability Services	Learning Center	\$ 15.00

SPR4140-PT-TSL	Tutor - Student Learning Asst Center	Learning Center	\$ 15.00
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.00

Athletic Department Positions

SPR4730-PT-ABS	Baseball - Ast Coach	Athletics	\$ 15.00
SPR4700-PT-SCR	Basketball Scorekeeper/Timer	Athletics	\$ 15.00
SPR4850-PT-DIR	Director of Intramurals	Athletics	\$ 15.00
SPR4780-PT-CDT	Head Cheer Coach	Athletics	\$ 15.00
SPR4850-PT-IOF	Intramural Official	Athletics	\$ 15.00
N/A	Officials/Umpires - paid by AP	Athletics	NJCAA
SPR4710-PT-MBA	Men's Basketball - Ast Coach	Athletics	\$ 15.00
SPR4740-PT-ASC	Softball - Ast Coach	Athletics	\$ 15.00
SPR4770-PT-VBA	Volleyball - Ast Coach	Athletics	\$ 15.00
SPR4720-PT-WBC	Women's Basketball - Ast Coach	Athletics	\$ 15.00

Technical Positions

Position ID	Position Title	Department	FY 23
BPR8200-PT-IAV	Digital Media Specialist	ISS	\$ 15.00
APR1606-PT-BEN	Broadcast Engineer	Humanities	\$ 15.00
BPR7110-PT-ETE	Engineering Technician	Physical Plant	\$ 15.00
BPR8720-PT-GDP	Graphic Designer – Pre-Flighter	Print Shop	\$ 15.00
BPR8200-PT-MSS	Technical Support Assistant	ISS	\$ 15.00
BPR8200-PT-MST	ISS Technical Support Assistant	ISS	\$ 15.00
APR1500-PT-GET	Technology General Equipment Tech.	Technology	\$ 15.00

Professional (non-teaching)

Position ID	Position Title	Department	FY 23
SPR4100-PT-ASP	Admissions Services Specialist	Admissions	\$ 19.50
APG3601-PT-AET	Adult Education Transition Specialist	Adult Education	\$ 19.50
SPR4009-PT-MCS	Communication Specialist	Marketing	\$ 19.50

SPR4200-PT-CSS	Counseling Services Specialist	Counseling	\$ 19.50
BPR8720-PT-CDT	Creative Design Training Coordinator	Print Shop	\$ 15.00
APR2101-PT-DCA	Dual Credit Program Assistant	Academics	\$ 19.50
APR1302-PT-EDS	Education Specialist	Soc Science & Educ.	\$ 19.50
BPR7110-PT-EDT	Engineering & Drafting Specialist	Physical Plant	\$ 19.50
SPR4400-PT-FAO	Financial Aid Outreach Coordinator	Financial Aid	\$ 19.50
APR1300-PT-HSS	Human Services Clinical Supervisor	Soc Science & Educ.	\$ 19.50
APR1700-PT-TLS	Laboratory Supervisor	Math & Science	\$ 19.50
PPR7700-PT-POF	Part-time Police Officer	Police	\$ 19.50
SPG4230-PT-OUT	Student Success Coach Trio DC	Trio Destination College	\$ 19.50
SPG4230-PT-TSB	TRIO Tutor (Bachelor)	Trio Destination College	\$ 19.50
SPR4210-PT-TBC	Tutor - Bachelor's Disability Services	Learning Center	\$ 19.50
SPR4140-PT-STB	Tutor- Bachelor Degree	Learning Center	\$ 19.50
SPG3500-PT-TT2	Tutor-Bachelor Carl Perkins	Learning Center	\$ 19.50

Instructional Positions (Higher Level of Education or Specialization)			
Position ID	Position Title	Department	FY 23
APG3600-PT-GED	Adult Education Instructor	Adult Education	\$ 26.00
APG3600-PT-WIN	Adult Education Welding Instructor	Adult Education	\$ 26.00
APR1414-AF-CLN	Allied Health ADN Clinical Instructor	Allied Health	\$ 35.00
APR1404-AF-CLN	Allied Health BNA Clinical Instructor	Allied Health	\$ 35.00
APR1412-AF-CLN	Allied Health Den Clinical Instructor	Allied Health	\$ 26.00
APR1403-AF-CLN	Allied Health LPN Clinical Instructor	Allied Health	\$ 35.00
APR1409-AF-CLN	Allied Health PTA Clinical Instructor	Allied Health	\$ 26.00
APG3604-AF-CLN	BNA Clinical Instructor Adult Education	Adult Education	\$ 26.00
APR1412-AF-CDE	Clinical Dentist	Dental	\$ 75.00
APR1210-PT-CLN	Cosmetology Clinical Instructor	Cosmetology	\$ 26.00
APG3500-PT-DEC	Dental Hygiene Enhancement Coach	Dental	\$ 26.00
APR1412-PT-ELI	Enhanced Lab Instructor – Dental Hygiene	Dental	\$ 26.00
APR1511-PT-IQS	IDOT Quality Mgmt Training Prog Sp.	IDOT	\$ 70.00

APR1600-PT-IEL	IEL Instructor	Humanities	\$ 26.00
PPR4005-PT-QWC	Grants Writer & Coordinator	Institutional Research	\$ 26.00
APG3620-PT-PSI	Pathways Substitute Instructor	Alternative Education	\$ 26.00
SPR4210-PT-ITP	Sign Language Interpreter	Counseling	Varies per Deaf Blind Inst

Center for Business & Industry Positions			
Position ID	Position Title	Department	FY 23
APR3300-PT-CLI	CBI Leadership Instructor	Center for Business and Industry	Market
APR3300-PT-CON	CBI Trainer	Center for Business and Industry	Market
APR3300-PT-CBI	Center for Business and Industry Instructor	Center for Business and Industry	Market
APR3360-PT-CDT	Commercial Driver Training Instructor	Center for Business and Industry	\$ 18.00
APR1411-PT-DCP	IDOC CPR Instructor	Center for Business and Industry	\$ 46.25
APR3300-PT-TTS	Technical Training Specialist	Center for Business and Industry	Market
APR3300-PT-TWS	Technical Writer for CBI	Center for Business and Industry	Market
APR3300-PT-DUI	Traffic Safety Instructor – DUI	Center for Business and Industry	\$ 33.66
APR3300-PT-TFS	Traffic Safety Instructor	Center for Business and Industry	\$ 28.45
APR3300-PT-RED	Traffic Safety Instructor –Remedial	Center for Business and Industry	\$ 29.51

AY 23 Adjunct Wage Scale:

Period of Time	Amount	Hourly Sub-rate
0-7 Semesters	\$700	\$43.75
8-15 Semesters	\$715	\$44.69
16+ Semesters	\$730	\$45.63
Pro-rated sections:	(# students/minimum seat count) * ECH of course at adjunct rate	

Full-Time Faculty Sub-rate: $\$800/16 \text{ weeks} = \50 per hour

Faculty Stipends (start of the beginning of the Academic Year or as noted):

Position	Amount
Chair of Counseling/Director of Library Resource Center	\$6,500 base; annual increase consistent with % increase for full-time appointment
Director of Physical Therapy Program (current employee grandfathered)	\$23,049
Division Chairs: a) Contract Salary & Instructional Load Limit = 15 ECH b) DC Stipend equivalent to 26 ECH paid at overload over 12 months c) Additional compensation on adjuncts of 0-5 = \$0, 6-9 = \$1,000, 10-19 = \$1,500, 20-29 = \$2,000, 30-39+ = \$2,500 d) Summer Term = 1/36 for 8 ECH	
Faculty Accreditation Coordinator	\$7,500
Farm Equipment Mechanic	\$2,000
Farm Manager	4 ECH for 60 acres, .07 ECH for each additional acre
Facilitators: Education Program, Health & Human Services, and Internship	1.50 ECH Fall
	1.50 ECH Spring
Honors Advisor – <i>paid as a stipend</i>	2 ECH Fall
	2 ECH Spring
	2 ECH Summer
Human Anatomy/Physiology Preparation (per cadaver)	\$3,589
Program Directors (11 months): Associate Degree Nursing (ADN) Basic Nursing Assistant (BNA) Broadcast Operations Cosmetology Court Reporting & Captioning Dental Hygiene Licensed Practical Nursing (LPN) Medical Assistant Physical Therapy Assistant & Massage Therapy ** IDOT QMTP (per IDOT Contract) 18ECH (Fall 14, Summer 4)	6 ECH fall 6 ECH spring 3 ECH summer
Navigate Implementation Lead	\$11,457
Science Department Greenhouse	\$2,000
Transitional Math Liaison	2 ECH Fall
	2 ECH Spring
	1 ECH Summer
Transitional English Liaison	2 ECH Fall
	2 ECH Spring
	1 ECH Summer

FY 23 Staff Stipends (start of the beginning of the Fiscal Year or as noted):

Position	Amount
Department of Corrections/Juvenile Justice HR Administrator	\$400/site
Department of Juvenile Justice Contract Administrator	\$8,500
Dual Credit High School Coordinators	\$100/first 5 dual credit sections/semester. \$10 each subsequent dual credit section offered per semester.
Fresh Start – generally offered twice per year	\$100 - \$200 if eligible
Foundation Treasurer	\$4,000
ISS Applications Team Lead	\$7,500
ISS Infrastructure Team Lead	\$7,500

Athletic Stipend Formulas:

Position
<p>Coaching Stipend Formula: (If paid in addition to full-time position)</p> <p>Head Coach Stipend:</p> <ul style="list-style-type: none"> a) \$6000.00 Base pay rate for all coaches for any sport and ag judging b) + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College. c) +\$100 per year for experience outside Lake Land College as college head or assistant coach or high school d) Annual pay increase based on % increase for full-time employees
<p>Cheer Coach / Assistant Coach Stipend (Part-time):</p> <ul style="list-style-type: none"> a) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College. b) Annual pay increase based on hourly rate increase for part-time employees
<p>Additional Head Coach Stipend:</p> <ul style="list-style-type: none"> a) \$800 Team Wins National Tournament b) \$500 Team to National Tournament (VB, MBB, WBB, SB, BB) c) \$500 60% wins (VB, MBB, WBB, SB, BB) d) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag) e) \$100 per All American (as selected by NJCAA or NJCLJCA) f) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year)

f) \$100 per sophomore Academic All American (3.60 or higher cumulative GPA)

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: October 17, 2022

RE: Surplus Equipment

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

Rogers Machine Company - RMC-10V - CBN Milling Machine w/ electric hoist attachment

Sunnen - VGS-20 - Valve Guide and Seat Machine, LLC tag #28221

Sunnen - BP-10 - Piston pin press with electric hydraulic pump BP99, State of IL tag #29368

Sunnen - CRH-50 - Rod Heater

Kwik-Way FW-II - Cylinder Boring Machine - State of IL tag #39200, LLC tag #18167

Delta Custom Tools - 6000 S/L - Universal Pressure Tester

Megatech --- Mark III, and Electric Dynamometer/Generator (DG-1) - Transparent alternative fuel engine – LLC Tag #16496

Widger Chemical Corporation (WCC) 120 watt ultraviolet lamp (black light), LLC tag #22072

KD Tools -- Automatic Temperature Control (ATC) analyzer, LLC tag #12803

OTC Communicator System 2000

Bore Scope, LLC tag #03647

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. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: November 1, 2022

RE: Technology Surplus Equipment

Please find a listing of outdated special needs items that have become surplus. The items are obsolete and have little value to the college:

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.

Attachment

Item	Brand	Serial no.	Quantity
Talking Calculator	Audiocalc	940702AF	
Talking Calculator	Audiocalc	940698AF	
Spell Checking Calculator	N/A	SN1	
Spell Checking Calculator	Seiko Instruments	SN3	2
Spell Checking Calculator	Seiko Instruments	SN7	
Spell Checking Calculator	Franklin Computer	SN8	
Spell Checking Calculator	Franklin Computer	SN9	
Spell Checking Calculator	Seiko Instruments	SN10	
Spell Checking Calculator	Seiko Instruments	SN12	
Spell Checking Calculator	Seiko Instruments	SN13	
Spell Checking Calculator	Seiko Instruments	SN14	
Spelling Ace Calculator	Franklin Computer	SN18	
Cassette Recorder	Magnavox	1918107648	
Cassette Recorder	Magnavox	1926179584	
Cassette Recorder	Magnavox	1910046354	
Cassette Recorder	Magnavox	1919122863	
Cassette Recorder	Magnavox	1926179598	
Portable Luminaire	N/A	8938 760270	2
Laptop 04-02	Dell	CN-0H2049-48643-448-2098	
Left-Handed Keyboard	Maltron	3253	
Laptop 03-01	Dell	5738	
Laptop 03-02	Dell	5737	
Hearing Aids	Williams Sound	SN51	
Hearing Aids	Williams Sound	SN52	
Personal Language Lab	LS&S Group	25177	
Personal Language Lab	LS&S Group	5E10188	
Braille 'n Speak	Blazie Engineering	C936499	
Marks Writing Guide	Sewell M.P. Corp	SN49	
Hearing Aid w/ Charger & Earpiece	AVR Communications	9X0839	
3 Language Talking Calculator Alarm Clock	N/A	SN22	2
Universal AC Power Adapter	PowerLine	N/A (in original packaging)	2
Cassette Recorder -764AV	Sharp	931208465	
Talking Calculator	Ultmost	SN16	
Battery Recharger	La Crosse Technology	6N7V10U	
Hearing Aid Kit	Comtek	N/A	
Wireless Receiver	Comtek	SN54	
Wireless Receiver	Comtek	SN55	
Wired Handheld Tiny Microphone	General Electric	SN45	
Headset w/ volume control	Communicator	44901	9
Telesensory Device	Olympia	ISPMV0618070165	
Telesensory Battery Pack	Olympia	MV26005	
BigKeys LX	Greystone Digital	1707	
Glarecare MS Series VDT Filter	ACCO	SN45	
Conference Microphone Adapter	Conference-Mate	1466	
Dry Erase System	Expo	N/A	

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
Board of Trustees

FROM: Dr. Mike Rudibaugh, Math and Science Division Chair

CC: Mr. Ikemefuna Nwosu, Vice President for Academic Services

DATE: October 31, 2022

RE: Tuition Waivers for Math Pilot Students (TUT-010)

The Math and Science Division will be continuing implementation of a College Algebra (MAT-130) co-requisite pilot section in Spring 2023. They have seen success in their students that are currently enrolled in the Fall 2022 pilot and would like to continue. This initiative is part of a developmental education grant received earlier this year to assist with developmental math reform.

The single MAT-130 section will be structured similar to our current model for MAT-115 and MAT-124. Students will attend the college-level section (MAT-130) followed by a mandatory "lab" session (TUT-010) meeting 100 minutes weekly for just-in-time help. 10 selected students who assessed into Intermediate Algebra (MAT-006) will be offered a seat in these closed sections.

I am respectfully requesting from the Board of Trustees 10 tuition waivers of 2 credit hours each to cover the cost of tuition and course fees for the pilot mandatory "lab" session (TUT-010) for the students.

50% of our students currently assess into developmental math. Only 44% of students that place into MAT-006 Intermediate Algebra will pass MAT-130 College Algebra within a year. Our co-requisite model for Statistics and General Education Math have been extremely successful. A significant population of students now can complete successfully a college-level math class in their first semester. Research also shows that students that begin in a credit-bearing course are more successful.

Our math instructors, Ms. Bambi Jones and Ms. Sarah Harley, have worked hard this spring and summer to design this co-requisite model for the STEM/algebra pathway.

Your consideration of this request is greatly appreciated.



MEMO

TO: Dr. Jonathan Bullock, President
Board of Trustees

FROM: Dr. Mike Rudibaugh, Math and Science Division Chair

CC: Mr. Ikemefuna Nwosu, Vice President for Academic Services

DATE: November 7, 2022

RE: Tuition Waivers for Embedded Math Tutors

In the Spring 2023 semester, the Math and Science Division will be continuing to implement a research-based student support initiative of deploying embedded math tutors into a section each of MAT-115 and MAT-124. These are our co-requisite Statistics and General Education Math courses. This has been a successful pilot to date which began with the Fall 2022 semester.

Both student tutors are to be selected based upon performance in math courses as well as their potential to effectively engage and tutor their peer students. We hope to use the Internship experience INS-200 as the vehicle to pilot this initiative. Each student will commit to a 3 credit hour internship contract to assist the instructor in student support during the regularly scheduled two course sections.

I am respectfully requesting from the Board of Trustees two tuition waivers of 3 credit hours each to cover the cost of tuition and course fees of the pilot INS-200 Internship Experience for MAT-115 & MAT-124 embedded math tutors for the Spring 2023 semester.

The benefit and success of peer tutoring is an established norm that has tremendous benefit to students. Students in MAT-115 and MAT-124 who assess into developmental math will have the unique experience of working with a knowledgeable student in class to get support they need. For the embedded tutors, this opportunity offers them a chance at service as well as exposure to classroom instruction. It is our hope this will spur more students to pursue a career in math education. The pipeline of math educators is severely lacking across District 517.

Both Ms. Bambi Jones and Ms. Sarah Harley will be working with each embedded tutor during the Spring 2023 semester.

Your consideration of this request is greatly appreciated.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: November 4, 2022

RE: Approval of Amended Consulting Contract with Gallagher Benefit Services, Inc.

The College contracted with Gallagher Benefit Services, Inc. (Gallagher) of Rolling Meadows, Illinois as of January 1, 2020 for consulting services related to our employee benefit insurance programs including medical, dental, life and vision insurance. The agreement automatically renewed on January 1, 2021 and January 1, 2022. In the original contract, the annual fee for the services was guaranteed to be a flat \$71,000 from January 1, 2020 to December 31, 2022.

Gallagher has significant expertise in working with a large amount of Colleges and Universities in Illinois. The relationship has been very beneficial to the College as Gallagher has been instrumental in helping the College through the annual renewals, program design considerations and the addition of voluntary benefits that helped increase our benefits offering to our employees.

The College would like to continue its working relationship with Gallagher in renewing the consulting agreement as the current pricing of the consulting contract expires on December 31, 2022.

In working with Gallagher, the new amended agreement would commence on January 1, 2023. The amended contract increases the annual fee from \$71,000 to \$80,000 for three years, paid quarterly for all specified benefit-consulting services. The fee increase of \$9,000 or 12.68% represents the first increase in the annual fee in 3 years by Gallagher and the College has locked in the new rate for three-years. Gallagher also receives a commission on the four new voluntary policies added to the overall benefit plan as of January 1, 2022. Both parties maintain the right to terminate the relationship at the end of each year.

I respectfully request the Board approve the amended Consulting Contract with Gallagher Benefit Services, Inc.

CONSULTING AGREEMENT

This Consulting Agreement (this “Agreement”) is made by and between Gallagher Benefit Services, Inc., (“Gallagher”) and Lake Land College (the “Client”).

The Client wishes to enter into a consulting relationship with Gallagher on the terms and conditions set forth in this Agreement, and Gallagher is willing to accept such a consulting relationship. In consideration of and in reliance upon the terms and conditions contained in this Agreement, the Client and Gallagher agree as follows:

1. Engagement of Services

The Client engages Gallagher as a professional consultant to provide the consulting and/or brokerage services as more fully described in Exhibit A attached to this Agreement and incorporated herein. During the time that Gallagher is performing services for the Client under this Agreement, and for all purposes outlined in this document, Gallagher’s status will be that of an independent contractor of the Client.

2. Term and Termination

The Effective Date of this Agreement is January 1, 2020. The term of Gallagher’s engagement under this Agreement (the “Consulting Period”) will begin as of the Effective Date and will remain in effect for one (1) year from the Effective Date. **The Consulting Period will be automatically extended for an additional year on each anniversary of the Effective Date.** Either party may terminate this Agreement by giving the other party at least thirty (30) days written notice of its intent to terminate. In the event such termination is effective during the Consulting Period (including any renewed Consulting Period), Client shall be responsible for compensating Gallagher for any services performed prior to the date of termination and Gallagher shall be responsible to Client to continue to provide services until the date of termination of this Agreement.

3. Compensation

As compensation for its services under this Agreement, Gallagher will receive carrier commissions and/or direct fee owed by the Client, as set forth in the Compensation Disclosure Statement attached hereto as Exhibit B. Additional information regarding Gallagher compensation can also be found in Exhibit B. Gallagher shall disclose the amount of commissions payable to it by each insurance company at the time it presents rates to Client. The Client is responsible for payment of Gallagher’s fees (if applicable) within thirty (30) days of invoice receipt. If any amount is not paid in full when due without a good faith basis to withhold, that nonpayment will constitute a material breach of this Agreement that will allow Gallagher to immediately terminate this Agreement.

4. Performance and Scope

(a) Representations and Warranties. Each party represents, warrants and covenants to the other that: (i) it has full power and authority to make, execute, deliver and perform its obligations under this Agreement; (ii) the performance of its obligations pursuant to this Agreement shall be in accordance with all applicable laws; (iii) this Agreement has been duly executed and delivered by an authorized representative of such party and constitutes the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms; and (iv) there are no other agreements presently in force which would encumber or prevent either party’s compliance with any terms of this Agreement.

(b) Standard of Care. Gallagher will perform its duties, responsibilities and obligations with the care, skill, prudence and diligence that a prudent employee benefits consultant or insurance broker acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims under the circumstances then prevailing. As appropriate, Gallagher will coordinate fiduciary review services and other related duties with the plan's claims administrator and/or insurance carrier(s). However, Gallagher generally does not accept any fiduciary duties or obligations with respect to a plan given that these are typically performed by the plan's claims administrator or insurance carriers.

(c) Reliance. In the performance of its duties, Gallagher may rely upon, and will have no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to Gallagher by the Client or its designated representatives and reasonably believed by Gallagher to be genuine and authorized by the Client.

(d) No Practice of Law. Gallagher will not be obligated to perform, and the Client will not request performance of, any services which may constitute the unauthorized practice of law. The Client will be solely responsible for obtaining any legal advice, review or opinion as may be necessary to ensure that its own conduct and operations, including the engagement of Gallagher under the scope and terms herein, conform in all respects with applicable State and Federal laws and regulations (including ERISA, the Internal Revenue Code, State and securities laws and implementing regulations) and, to the extent that the Client has foreign operations, any applicable foreign laws and regulations.

(e) Subcontractors. Gallagher may cause another person or entity, as a subcontractor of Gallagher, to provide some of the services required to be performed by Gallagher hereunder; provided that Gallagher shall remain responsible for all acts and omissions of any such subcontractors (each of which shall be bound by Gallagher's obligations under this Agreement). Gallagher shall seek prior written approval from Client for any subcontractors providing substantive consulting, professional or managerial services. Prior written approval shall not be required for clerical, office, secretarial, IT back-up, administrative or similar support services.

(f) Conflict of Interest. Gallagher's engagement under this Agreement will not prevent it from taking similar engagements with other clients who may be competitors of the Client. Gallagher will, nevertheless, exercise care and diligence to prevent any actions or conditions which could result in a conflict with Client's best interest.

(g) Acknowledgements. In connection with Gallagher's services under this Agreement, Client agrees that:

(i) Although Gallagher will apply its professional judgment to access those insurance companies it believes are best suited to insure the Client's risks, there can be no assurance that the insurance companies Gallagher has accessed are the only or are the best suited ones to insure the Client's risks. The final decision to choose any insurance company has been made by the Client in its sole and absolute discretion. The Client understands and agrees that Gallagher does not take risk, and that Gallagher does not guarantee the financial solvency or security of any insurance company.

(ii) Any compensation of the types described above and disclosed to it does not constitute a conflict of interest and the Client expressly waives any claims alleging any such conflict of interest.

(iii) The compensation payable to Gallagher is solely for the services set forth under this Agreement, as detailed in Exhibit A. Any additional administrative, claims representative or other services (collectively, "Additional Services") will be governed by the terms of a separate agreement covering the Additional Services.

5. **Confidentiality**

(a) **Client Information.** Gallagher recognizes that certain confidential information may be furnished by the Client to Gallagher in connection with its services pursuant to this Agreement (“Confidential Information”). Gallagher agrees that it will disclose Confidential Information only to those who, in Gallagher’s reasonable determination, have a need to know such information. Confidential Information will not include information that (i) is in the possession of Gallagher prior to its receipt of such information from the Client, (ii) is or becomes publicly available other than as a result of a breach of this Agreement by Gallagher, or (iii) is or can be independently acquired or developed by Gallagher without violating any of its obligations under this Agreement. However, disclosure by Gallagher of any Confidential Information pursuant to the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction, judicial or administrative agency or by a legislative body or committee will not constitute a violation of this Agreement. Unless prohibited by law, Gallagher shall provide Client with any such subpoena or order and an opportunity to object prior to disclosure. Furthermore, Gallagher will limit disclosure to that information required to be disclosed under the terms of the subpoena or order and will reasonably cooperate with Client (at Client’s expense) to limit such disclosure.

(b) **HIPAA Privacy.** Gallagher and the Client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. When required, the Client, as a representative of the health plans and Gallagher will enter into a separate Business Associate Agreement.

(c) **Use of Names; Public Announcements.** No party will use, in any commercial manner, the names, logos, trademarks or other intellectual property of the other party without its prior written consent. Except as may be required by law, no party will issue any press releases or make any public announcements of any kind regarding the relationship between the parties without the other party’s prior consent.

(d) **Aggregated Data.** Gallagher shall own any non-identifying, aggregated and statistical data that might be derived from providing services to Client (the “Aggregated Data”). Nothing herein shall be construed as prohibiting Gallagher from utilizing the Aggregated Data for purposes of operating Gallagher’s business. Gallagher shall not: (i) disclose to any third party any Aggregated Data that reveals Client’s identity or its Confidential Information; or (ii) reveal the identity, whether directly or indirectly, of any individual whose specific data might be used by Gallagher on behalf of Client.

6. **Indemnification Rights and Limitation of Liability**

(a) **Indemnification.** Each party (“Indemnifying Party”) will promptly defend, indemnify and hold the other party (“Indemnified Party”) harmless from and against any and all claims, suits, actions, liabilities, losses, expenses or damages which the Indemnified Party may incur as a result of any violation by the Indemnifying Party of any law, or any loss or expense to the Indemnified Party caused by the misrepresentation, negligent act or omission, or any breach of any of the Indemnifying Party’s obligations under this Agreement.

(b) **Limitation of Liability.** Notwithstanding any other term or provision of this Agreement, each party shall only be liable for actual damages incurred by the other party, and shall not be liable for any indirect, consequential or punitive damages. Furthermore, unless otherwise noted in Exhibit A, the aggregate liability under this Agreement, if any, of either party to the other for claimed losses or damages shall not exceed \$1,000,000. This provision applies to the fullest extent permitted by applicable law.

7. *Notices*

Any notices, requests or other communications pursuant to this Agreement will be addressed to the party at its address listed below. Such notices will be deemed to have been duly given, (i) if delivered in person or by courier, upon delivery; (ii) if sent by an overnight service with tracking capabilities, upon receipt; (iii) if sent by registered or certified mail, postage prepaid, within five (5) days of deposit in the mail; or (iv) if sent by fax or electronic mail, at such time as the party which sent the notice receives confirmation of receipt by the applicable method of transmittal.

If to the Client: Lake Land College
Attention: Dustha Wahls
5001 Lake Land Blvd.
Mattoon, IL 61938

If to Gallagher: Gallagher Benefit Services, Inc.
Attention: Mary Beth Seger
2850 Golf Road, Floor 9
Rolling Meadows, IL 60008

Either party may, by written notice to the other, change the address to which notices to such party are to be delivered or mailed.

8. *Miscellaneous*

(a) Severability. The various provisions and subprovisions of this Agreement are severable and if any provision or subprovision or part thereof is held to be unenforceable by any court of competent jurisdiction, then such enforceability will not affect the validity or enforceability of the remaining provisions or subprovisions or parts thereof in this Agreement.

(b) Entire Agreement; Amendment. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties regarding the subject matter hereof. Except for changes in carriers and/or lines of coverage noted in Exhibit B, which may occur upon unilateral approval of the Client, this Agreement may be modified or amended only by a written instrument executed by both parties. This Agreement may be executed by the parties in several counterparts, each of which shall be deemed to be an original copy.

(c) Waiver. No covenant, term or condition or the breach thereof will be deemed waived, except by written consent of the party against whom the waiver is claimed. Any waiver by either party hereto of any provision of this Agreement shall not be construed as a waiver of any other provision of this Agreement, nor shall such waiver be construed as a waiver of such provision with respect to any other event or circumstance, whether past, present or future.

(d) Governing Law; Rule of Construction. This Agreement will be construed, interpreted and enforced in accordance with the laws of the State of Illinois without giving effect to the choice of law principles thereof or any canon, custom or rule of law requiring construction against the drafter.


(e) Successors. This Agreement shall be binding upon and shall inure to the benefit of all assigns, transferees and successors in the interest of the parties hereto.

(f) Survival of Provisions. Sections 5 and 6 will survive the termination of this Agreement.

**[The remainder of this page intentionally left blank.
The parties' signatures appear on the following page.]**

IN WITNESS WHEREOF, the parties hereto have caused this Consulting Agreement to be duly executed on the date first written above.

Lake Land College


By: 

Name: Jonathan Bullock

Title: President

Date: _____

GALLAGHER BENEFIT SERVICES, INC.

By: 

Name: Mary Beth Seger

Title: Area President

Date: 2-4-2020

EXHIBITA SCOPE OF SERVICES

Subject to any changes and additions as may be mutually agreed by the parties in writing, availability and delivery of data from the insurance carrier and other third party vendors, Gallagher will provide the following Services to Client on an “as needed” basis:

RENEWAL ANALYSIS:

- Review and evaluate carrier projections
- Prepare “shadow” renewal projection
- Create financial modeling reports using proprietary Apex software
- Coordinate carrier negotiations
- Create employee contribution modeling reports
- Review identified benchmarks of projected plan costs
- Develop “working” rates for Client analysis and approval
- Assist with budget projections
- Provide renewal alternatives with cost impact of benefit plan changes

PERIODIC PLAN FINANCIAL REPORTS: (FREQUENCY TO BE MUTUALLY AGREED UPON)

- Summary of plan costs
- Analysis of actual vs. budget
- Employee contributions
- Large claims tracking
- Identification of costs for specific line of coverage
- Comparison of plan costs to aggregate stop-loss projections, if applicable
- Utilization review
- Comparison to prior claim period
- Plan trends

ANNUAL FINANCIAL REPORTS (END OF YEAR ACCOUNTING):

- Executive summary of program expenses
- Comparison of current costs to renewal costs
- Incurred But Not Reported (IBNR) claims analysis
- Overview of specific Stop-loss projections
- Future plan costs projections
- Dollars saved by contract negotiation
- Percent of benefit dollars paid by employee
- Claims by size
- Physician visit details
- Benefits paid by type of service
- Plan funding/budget comparison
- Fixed expense comparison

CARRIER MARKETING AND NEGOTIATIONS, AS DIRECTED BY CLIENT:

- Work with Client to develop a strategy to identify goals, analyze program costs and review both current and alternative funding arrangements
- Manage the renewal process with the current carrier to control costs
- Implement carrier renewal strategies with Client
- Develop timeline covering every aspect from RFP preparation to the delivery of employee communications
- Provide analysis of employee disruption report and preparation of geo-access report
- Provide analysis of discounts offered by various carriers by using CPT codes and carrier pricing data

- Manage RFP development that tailors the RFP to the desires, needs and financial directions provided by Client
- Explore alternative funding solutions
- Evaluate vendor responses to track variations in coverage and costs as they are identified
- Conduct finalist interviews to investigate and document intangibles such as personalities, service orientation and responsiveness
- Draft renewal analysis report, based on renewal negotiation, covers program and claims cost projections as well as complete information on benefit designs
- Facilitate decision process by coordinating close collaboration and discussions among the Gallagher team and Client

LEGISLATIVE AND CORPORATE COMPLIANCE SUPPORT:

- Provide legislative updates, including Technical Bulletins and Directions newsletters
- Evaluate plan design to assist with compliance with state and federal regulations
- Review benefit plan documents, including summary plan descriptions, contracts, employee summaries, and policies/procedures
- Conduct periodic seminars on regulatory issues
- Assist with the review and evaluation of COBRA and HIPAA compliance procedures
- Provide general information and guidance to assist with compliance with ERISA, FMLA, USERRA, Medicare Part D and other Federal legislation that directly affects the administration of plan benefits
- Provide template or sample compliance notices, certificates of creditable coverage and enrollment forms as reasonably requested by Client

DAY TO DAY ADMINISTRATIVE ASSISTANCE

EMPLOYEE EDUCATION PROGRAMS:

- Facilitate focus groups
- Monthly benefit communication directed to employees
- Educational meetings on coverage and trends

COMMUNICATION MATERIALS:

- Assist with the drafting and distribution of participant Satisfaction Surveys
- Assist with the drafting and distribution of Open Enrollment-New Member Orientation summary information and any other communications pertaining to the health and welfare program
- Provide annual open enrollment guidance and employee meeting materials
- Assist with marketing and oversight of Customized Enrollment Materials (if elected)
- Assist with participant wellness initiatives, as directed by Client

BENEFIT ADMINISTRATION ASSESSMENT:

- Periodic evaluation of internal plan enrollment and benefit termination processes
- Review, coordinate and implement Client agreed upon plan “best practices” to help limit plan liability and increase participant satisfaction
- Help identify opportunities for streamlining and improving administration procedures

MARKET BENCHMARKING STUDIES:

- Local Area Surveys
- Industry Surveys

BENEFIT PLAN DESIGN (OR REDESIGN):

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package – e.g., types & levels of coverage

- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives

EXHIBIT B
COMPENSATION DISCLOSURE STATEMENT

Line of Coverage/Service	Insurance Company	Commission ¹ / Supplemental Compensation ²	Third Party Compensation	Direct Client Fees ³	Effective Date
Medical, Rx, Dental, Vision	Aetna	N/A / \$0 - \$9.00 PMPY	N/A	\$71,000	1/1/2020
Life and AD&D	The Hartford	Standard / 1.5 – 2.25%	N/A	0	12/10/2019
Flexible Spending Account	Benefit Planning Consultants	Current / None	N/A	0	12/10/2019
Health Savings Account	Payflex	Current / None	N/A	0	12/10/2019
COBRA	Aetna/Payflex	Current / None	N/A	0	12/10/2019
Legal & Identity Theft	LegalShield	Standard / None	N/A	0	12/10/2019

Per our proposal, our fees are guaranteed from 1/1/2020 – 12/31/2022.

It should also be noted that:

- Gallagher is not an affiliate of the insurer or vendor whose contract is recommended. This means the insurer or vendor whose contract is recommended does not directly or indirectly have the power to exercise a controlling influence over the management or policies of Gallagher.
- Gallagher’s ability to recommend other insurance contracts or vendors is not limited by an agreement with any insurance carrier or vendor and Gallagher is effecting the transaction for applicable plan(s) in the ordinary course of Gallagher business. Thus, pertinent transaction(s) are at least as favorable to the applicable plan(s) as an arm’s length transaction with an unrelated party.
- Gallagher is not a trustee of the plan(s) and is neither the Plan Administrator of the plan(s), a Named Fiduciary of the plan(s), nor an employer which has employees in the plan(s).

For Employers and Plan Sponsors Subject to ERISA: This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher’s and Gallagher affiliates’ income before purchasing an insurance product and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24⁴, which protects both Client and Gallagher⁵. Disclosure must be made to an independent plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher’s compensation arrangements, please visit www.ajg.com/compensation. In the event a client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to Compensation_Complaints@ajg.com.

¹ Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of “finders’ fees” or other fees to Gallagher for a transaction or service involving the plan.

² Gallagher companies may receive supplemental compensation referred to in a variety of terms and definitions, such as contingent commissions, additional commissions and supplemental commissions.

³ Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.

⁴ Which allows an exemption from a prohibited transaction under Section 408(a) of the **Employee Retirement Income Security Act of 1974 (ERISA)**.

⁵ In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.

**AMENDMENT TO
Gallagher Benefit Services, Inc.
Consulting Agreement**

The Consulting Agreement (“Agreement”) by and between Gallagher Benefit Services, Inc. (“Gallagher”) and Lake Land College (“Client”), effective January 1, 2020, is hereby amended as set forth below.

Effective January 1, 2023:

- 1. **Exhibit B - Compensation Disclosure Statement** is hereby modified and restated as set forth in the attached.

All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the date first written above.

Accepted by: Lake Land College

Gallagher Benefit Services, Inc.

By: _____
Name _____
Title _____
Date: _____

By: _____
Name Brian Lomas
Title Area President
Date: _____

EXHIBIT B
COMPENSATION DISCLOSURE STATEMENT

Line of Coverage / Service	Company	Commission ^{1&2}	Third Party Compensation	Direct Client Fees ³	Effective Date
Consulting Services	n/a	n/a	n/a	\$80,000 per year	1/1/2023 through 12/31/2025
Medical, Rx, Stop Loss	Aetna	N/A	N/A	N/A	1/1/2023
Dental	Aetna	N/A	N/A	N/A	1/1/2023
Vision	Aetna	N/A	N/A	N/A	1/1/2023
Basic and Supp. Life/AD&D	Hartford	10%	N/A	N/A	1/1/2023
Voluntary Accident	Hartford	25%	N/A	N/A	1/1/2023
Voluntary Critical Illness	Hartford	25%	N/A	N/A	1/1/2023
Voluntary Hospital Indemnity	Hartford	19.5%	N/A	N/A	1/1/2023
Voluntary Short-Term Disability	Hartford	10%	N/A	N/A	1/1/2023
HSA, FSA, COBRA	Payflex	N/A	N/A	N/A	1/1/2023
Legal & ID Theft	LegalShield	N/A	N/A	N/A	1/1/2023

It should also be noted that:

- Gallagher is not an affiliate of the insurer or vendor whose contract is recommended. This means the insurer or vendor whose contract is recommended does not directly or indirectly have the power to exercise a controlling influence over the management or policies of Gallagher.
- Gallagher's ability to recommend other insurance contracts or vendors is not limited by an agreement with any insurance carrier or vendor and Gallagher is effecting the transaction for applicable plan(s) in the ordinary course of Gallagher business. Thus, pertinent transaction(s) are at least as favorable to the applicable plan(s) as an arm's length transaction with an unrelated party.
- Gallagher is not a trustee of the plan(s) and is neither the Plan Administrator of the plan(s), a Named Fiduciary of the plan(s), nor an employer which has employees in the plan(s).

¹ Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of "finders' fees" or other fees to Gallagher for a transaction or service involving the plan.

² Gallagher may receive supplemental compensation from insurance carriers and vendors, normally calculated at the end of each calendar year, that are contingent on a number of factors including the overall number of employer plans represented, plan retention rates, and overall premium growth. Historically, supplemental compensation has ranged, on average, between 0-3% based on specific carrier programs. These plans have no effect on premiums. Further, Gallagher may receive non-cash compensation from plan vendors or service providers that are not in connection with any particular client. If you have any questions regarding direct or indirect compensation received by Gallagher, please contact your dedicated Gallagher advisor or refer to the [Gallagher Global Standards of Business Conduct](#).

³ Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.

For Employers and Plan Sponsors Subject to ERISA: This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher's and Gallagher affiliates' income before purchasing the insurance product and/or vendor services and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24⁴, which protects both Client and Gallagher⁵, and the disclosure requirements under ERISA §408(b)(2), as amended by Div. BB, Title II, §202 of the Consolidated Appropriations Act, 2021. Disclosure must be made to responsible plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher's compensation arrangements, please visit www.ajg.com/compensation. In the event a client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to Compensation_Complaints@ajg.com.

⁴ Which allows an exemption from a prohibited transaction under Section 408(a) of the **Employee Retirement Income Security Act of 1974 (ERISA)**.

⁵ In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: November 9, 2022

Re: Approval to Purchase New Furniture for Multiple Campus Locations

A vast amount of College furniture is now 15 to 20 years old and showing its age. The Physical Plant team has worked with various Campus personnel to address some pertinent needs in replacing some old, dated and broken furniture.

The new furniture would address various furniture issues in approximately 10 areas or departments across campus. The most significant need being addressed is furniture issues in the Northwest Building Offices as that amounts for approximately 53% of the total order based on total value.

The cost of the new furniture from Office Essentials, a division of Hon, is \$88,782.16, which includes \$12,500 for delivery and installation. The College will use general fund budgeted funds to fund the purchase.

The furniture upgrades will demonstrate our commitment to give our faculty, staff and students a first class education experience on our campus.

The College is using Omni contract pricing with state bid, which alleviates the need to seek bids on the above-related equipment.

It is my recommendation that we move forward with the purchase and installation of new furniture from Office Essentials, a division of Hon.

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

Building	Amount		
West	\$ 479.14		
West	\$ 307.04	\$ 786.18	0.89%
Financial Aid	\$ 1,931.94	\$ 1,931.94	2.18%
Fieldhouse	\$ 965.97	\$ 965.97	1.09%
Webb	\$ 321.99		
Webb	\$ 321.99		
Webb	\$ 321.99		
Webb	\$ 321.99		
Webb	\$ 321.99		
Webb	\$ 321.99		
Webb	\$ 2,773.08		
Webb	\$ 3,673.60	\$ 8,378.62	9.44%
LSC	\$ 321.99		
LSC	\$ 888.80		
LSC	\$ 916.26		
LSC	\$ 230.28		
LSC	\$ 343.00		
LSC	\$ 1,881.02	\$ 4,581.35	5.16%
NE	\$ 1,344.11		
NE	\$ 531.66	\$ 1,875.77	2.11%
NW	\$ 46,852.06	\$ 46,852.06	52.77%
LRC	\$ 1,068.31		
LRC	\$ 1,153.82	\$ 2,222.13	2.50%
MPR	\$ 2,557.04	\$ 2,557.04	2.88%
LRC	\$ 2,912.04	\$ 2,912.04	3.28%
BAC	\$ 643.98	\$ 643.98	0.73%
Workforce	\$ 2,575.08	\$ 2,575.08	2.90%
Delivery/Install	\$ 12,500.00	\$ 12,500.00	14.08%
	\$ 88,782.16	\$ 88,782.16	100.00%



Rethink the essentials.

P 866.251.9802 F 866.740.4958 www.offess.com

Pricing Proposal for : Lake Land College-Fall Order

11/9/2022

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
West 018-Woody					
HON	H386566N	Stack-on Full Clearance 13 1/2Dx66Wx34 3/4x25H	1	\$479.14	\$479.14
	\$(P1) .P	P1 Paint Opt Black			

Subtotal for West 018-Woody \$479.14

West 018-Woody

HON	H386615	38000 2 with 33w x 15h flipper doors w/ lock	1	\$307.04	\$307.04
	.L \$(P1) .P	Standard Random Key Lock P1 Paint Opt Black			

Subtotal for West 018-Woody \$307.04

Financial Aid

HON	HIWMM	Ignition 2 Task Mid-back, ilira back	6	\$321.99	\$1,931.94
	.Y1 .A .H .IM \$(1) .OP 19 .BL .SB .T	Syncho-Tilt W Seat Slider Arm: Height and Width Adj. Arm Hard Caster 4-Way Black Gr 1 UPH Optic Color: Slate Black Adjustable Lumbar Base: Standard Base Frame: Black			

Subtotal for Financial Aid \$1,931.94

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
LSC-216					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.OP	Optic			
	19	Color: Slate			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for LSC-216 \$321.99

LSC-Student Life

HON	HMT2460E	Huddle 24x60 Table Top w/T-mold	1	\$208.06	\$208.06
	.N	No Grommets			
	\$(L1STD)	Grd L1 Standard Laminates			
	.B9	Silver Mesh			
	.K	T-Mold: Platinum			
HON	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	1	\$343.00	\$343.00
	.C	Casters			
	\$(P2)	P2 Paint Opts			
	.T1	Platinum Metallic			
HON	HFTPTL18	Flock 18 Personal Table Laminate	1	\$337.74	\$337.74
	.G	2MM Edge			
	K	Platinum			
	\$(L1STD)	Grd L1 Standard Laminates			
	.B9	Silver Mesh			
	\$(P2)	P2 Paint Opts			
	.PR8	Silver Texture			

Subtotal for LSC-Student Life \$888.80

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
FH Offices					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	3	\$321.99	\$965.97
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.OP	Optic			
	11	Starry Night			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for FH Offices \$965.97

Webb 001

HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for Webb 001 \$321.99

Webb 051

HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for Webb 051 \$321.99

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
Webb 031					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for Webb 031 \$321.99

Webb 054					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for Webb 054 \$321.99

Webb 053					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for Webb 053 \$321.99

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
Webb 012					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$321.99	\$321.99
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for Webb 012 \$321.99

Webb					
HON	HIWMM	Ignition 2 Task Mid-back, ilira back	2	\$321.99	\$643.98
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

HON	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	10	\$212.91	\$2,129.10
	.N	Arm: Armless			
	.E	Glide			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.T	Black			

Subtotal for Webb \$2,773.08

Webb Conference Room					
HON	HMT1860E	Huddle 18x60 Table Top w/T-mold	7	\$189.88	\$1,329.16
	.G	Grommets			
	\$(L1STD)	Grd L1 Standard Laminates			
	.A9	Steel Mesh			
	.P	T-Mold: Black			

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
HON	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	7	\$334.92	\$2,344.44
	.C	Casters			
	\$(P1)	P1 Paint Opts			
	.P	Black			

Subtotal for Webb Conference Room \$3,673.60

LSC-Bookstore

HON	HSLVTMM	Solve Task Mid Back Mesh Back	3	\$305.42	\$916.26
	.Y1	Ctrl: SynchroTilt w/ SeatSlide			
	.A	Arm: Height/Width Adjustable			
	.S	Soft Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.DAPR	Dapper			
	15	COLOR: Slate			
	.BL	Black Adjustable Lumbar			
	.SB	Standard Base			
	.T	FRAME: Black			

Subtotal for LSC-Bookstore \$916.26

NE016

HON	HCTRECT3072	Arrange Table 30" x 72" Rectangle Top	1	\$238.76	\$238.76
	.N	No Grommet			
	\$(L1STD)	Grd L1 Standard Laminates			
	.LAHS	Handspun Slate			
	.K	EDGE: Platinum			
HON	HCT29MT	Arrnge Seated Hght T-legs for 30D Srfc - 2 bases	1	\$374.10	\$374.10
	\$(P1)	P1 Paint Opts			
	.PLAT	Platinum Textured			
HON	HMG1	Motivate 4-Leg Stack Chair-Set/2	1	\$275.53	\$275.53
	.N	Arm: No Arm			
	.E	Standard Nylon Glide			
	.RE	Regatta			
	.PLAT	FRAME: Platinum Metallic			
HON	H80192	Occasional Laminate Occasional Corner Table 24L 24W 20H	2	\$227.86	\$455.72
	\$(L1STD)	Grd L1 Standard Laminates			
	.LAHS	Handspun Slate			
	S	Charcoal			

Subtotal for NE016 \$1,344.11

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
NE057					
HON	HCTRND42	Arrange Table 42" Round Top	1	\$228.26	\$228.26
	.N	No Grommet			
	\$(L1STD)	Grd L1 Standard Laminates			
	.N	Mahogany			
	.N	EDGE: Mahogany			
HON	HCT29LX	Arrnge Seated Hght X-base for 42-48" Srfc	1	\$303.40	\$303.40
	\$(P1)	P1 Paint Opts			
	.P7A	Textured Charcoal			
Subtotal for NE057					\$531.66
LSC-Lobby					
HON	HMT2472E	Huddle 24x72 Table Top w/T-mold	1	\$230.28	\$230.28
	.N	No Grommets			
	\$(L1STD)	Grd L1 Standard Laminates			
	.B9	Silver Mesh			
	.K	T-Mold: Platinum			
Subtotal for LSC-Lobby					\$230.28
LSC-Lobby					
HON	HMBFLIP24L	Huddle Flip Top Base for 24x60 and 24x72 Tops	1	\$343.00	\$343.00
	.C	Casters			
	\$(P2)	P2 Paint Opts			
	.T1	Platinum Metallic			
Subtotal for LSC-Lobby					\$343.00
NW 103,107,109					
HON	HMT3072E	Huddle 30x72 Table Top w/T-mold	38	\$257.35	\$9,779.30
	.G	Grommets			
	\$(L1STD)	Grd L1 Standard Laminates			
	.LAHS	Handspun Slate			
	.S	T-Mold: Charcoal			
HON	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	76	\$228.26	\$17,347.76
	.G	Glide			
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
HON	HSLVTMR	Solve Task Mid Back ReActiv Back	75	\$263.00	\$19,725.00
	.Y0	Ctrl: Basic SynchroTilt			
	.N	Arm: Armless			
	.H	Hard Caster			
	.OS	Back Color: Charcoal			
	\$(1)	Gr 1 UPH			
	.DAPR	Dapper			
	19	COLOR: Poppy			
	.NL	No Lumbar			
	.SB	Standard Base			
	.TI	FRAME: Titanium			

Subtotal for NW 103,107,109 \$46,852.06

LSC Nurse

HON	HML2ST	Grove Two Seat w/Table	1	\$1,881.02	\$1,881.02
	.A	Arm: Straight			
	\$(5)	Grade 5 Upholstery			
	.SCFSRID	Riddle			
	25	CHALKBOARD			
	.TS	Tapered Square Leg			
	.PR8	Silver Texture			
	\$(L1STD)	Grd L1 Standard Laminates			
	.S	Charcoal			
	.N	No Grommets			
	.0	No Ports			

Subtotal for LSC Nurse \$1,881.02

LRC Jana Kelly

EUROTEC H	IOO-HDR-BLK	IOO All Mesh and farbric mesh combo with headrest, Black Frame, Black Seat, Black Headrest	1	\$1,068.31	\$1,068.31
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Subtotal for LRC Jana Kelly \$1,068.31

LRC Circulation Desk

HON	HIWMM	Ignition 2 Task Mid-back, ilira back	2	\$321.99	\$643.98
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
HON	HSLVTMM	Solve Task Mid Back Mesh Back	2	\$254.92	\$509.84
	.Y1	Ctrl: SynchroTilt w/ SeatSlide			
	.N	Arm: Armless			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Standard Base			
	.T	FRAME: Black			

Subtotal for LRC Circulation Desk \$1,153.82

MPR Front Room-Audrey

HON	HBCSR1536P	Systems Raised Straight Countertops 36Wx15D Edgeband	2	\$108.50	\$217.00
	\$(L1STD)	Grd L1 Standard Laminates			
	.B9	Silver Mesh			
	.S	EDGE: Charcoal			
HON	HEC42PLN	42.5H "L" Connector Post	3	\$45.26	\$135.78
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			
HON	HECB42	Counter Top Bracket for 42.5H Panels	4	\$21.51	\$86.04
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			
HON	HECSL	"L" Connector Strap	3	\$6.42	\$19.26
HON	HEFEC42P	Panel Finished End Covers 42.5H	2	\$21.83	\$43.66
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			
HON	HETC24	Panel Top Cap 24"W	1	\$15.41	\$15.41
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			
HON	HETC36	Panel Top Cap 36"W	4	\$23.75	\$95.00
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			
HON	HETC42	Panel Top Cap 42"W	1	\$24.72	\$24.72
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
HON	HETP4224FP	Tackable Panel w/o TC 42.5H x 24W	1	\$121.02	\$121.02
	\$(A) .TP 45 \$(P1) .S	Gr A Fabric FABRIC: Tempest COLOR: Slate P1 Paint Opts Charcoal			
HON	HETP4236FP	Tackable Panel w/o TC 42.5H x 36W	4	\$134.50	\$538.00
	\$(A) .TP 45 \$(P1) .S	Gr A Fabric FABRIC: Tempest COLOR: Slate P1 Paint Opts Charcoal			
HON	HETP4242FP	Tackable Panel w/o TC 42.5H x 42W	1	\$146.38	\$146.38
	\$(A) .TP 45 \$(P1) .S	Gr A Fabric FABRIC: Tempest COLOR: Slate P1 Paint Opts Charcoal			
HON	HCKTTPS	Straight Connector Kit	2	\$8.35	\$16.70
	.X	No Option			
HON	H105896L	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop	1	\$649.23	\$649.23
	\$(L1STD) .B9 S	Grd L1 Standard Laminates Silver Mesh Charcoal			
HON	H105907R	10500 Series 42Wx24Dx29-1/2H Return Rt File/File Ped	1	\$448.84	\$448.84
	\$(L1STD) .B9 S	Grd L1 Standard Laminates Silver Mesh Charcoal			

Subtotal for MPR Front Room-Audrey \$2,557.04

LRC

HON	HMT1860E	Huddle 18x60 Table Top w/T-mold	4	\$193.92	\$775.68
	.G1 \$(L1STD) .LAHS .K	Cutout for Pop-up Port Grd L1 Standard Laminates Handspun Slate T-Mold: Platinum			
HON	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	4	\$343.00	\$1,372.00
	.C \$(P2) .T1	Casters P2 Paint Opts Platinum Metallic			

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
HON	HTG1PWR-3P -1B .SVR	MhoB G1 Popup Port-3 AC Pwr-1 Blank-10' Cord Silver	4	\$191.09	\$764.36

Subtotal for LRC \$2,912.04

BAC

HON	HIWMM	Ignition 2 Task Mid-back, ilira back	2	\$321.99	\$643.98
	.Y1	Syncho-Tilt W Seat Slider			
	.A	Arm: Height and Width Adj. Arm			
	.H	Hard Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.COMP	Compass			
	62	Ruby			
	.BL	Black Adjustable Lumbar			
	.SB	Base: Standard Base			
	.T	Frame: Black			

Subtotal for BAC \$643.98

Work Force 103

HON	HMT2460E	Huddle 24x60 Table Top w/T-mold	2	\$220.18	\$440.36
	.G	Grommets			
	\$(L1STD)	Grd L1 Standard Laminates			
	.N	Mahogany			
	.N	T-Mold: Mahogany			
HON	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	4	\$228.26	\$913.04
	.C	Casters			
	\$(P1)	P1 Paint Opts			
	.S	Charcoal			
HON	HSLVTMM	Solve Task Mid Back Mesh Back	4	\$305.42	\$1,221.68
	.Y1	Ctrl: SynchroTilt w/ SeatSlide			
	.A	Arm: Height/Width Adjustable			
	.S	Soft Caster			
	.IM	4-Way Black			
	\$(1)	Gr 1 UPH			
	.DAPR	Dapper			
	15	COLOR: Slate			
	.BL	Black Adjustable Lumbar			
	.SB	Standard Base			
	.T	FRAME: Black			

Subtotal for Work Force 103 \$2,575.08

Mfg	Part Number	Part Description	Qty	Sell Price	Extended
		Delivery/Install	1	\$12,500.00	\$12,500.00

Subtotal for \$12,500.00

Grand Total: \$88,782.16

TERMS AND CONDITIONS:

Quote does not include tax. All furniture is non-returnable. Quote is valid for 30 days.

Customer agrees to the following payment schedule:

- 50% down payment to place the order (for orders over \$10,000).
- 100% balance due immediately upon completion of the installation as defined in the proposal.
- If applicable, customer may withhold a 10% retainer if OE must complete a mutually agreed upon punch list of remaining tasks.
- The retainer will be due upon completion of the punch list.
- Note: A surcharge of 3.5% will apply if payment is made via credit card.

Delivery and installation, if specified in the proposal, will be completed by non-union labor during normal business hours (8am - 5pm, Monday - Friday). Electrical hookup/hardwire to the building is not performed by OE employees. Union labor and/or special installation requirements, such as evening or weekend hours, can be arranged at an additional charge. To place order, please sign and send back to via email at or fax 314.432.4691. Please initial next to finishes to confirm selection.

Office Essentials thanks you for your business!

This agreement is entered into this _____ day of _____, 20_____

Accepted: _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
November 14, 2022**

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

Parr, Angela	9/26/22-11/28/22
Roberts, Wrobria	10/25/22-1/7/23
Zuhone, Richelle	9/7/22-12/31/22 Intermittent

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

Pender, Diane	11/14/22-12/14/22 continuous and intermittent
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The following positions have been recommended by the Lake Land College President's Cabinet

Alternative Education Transition Coordinator	Level 13
Transportation Training Specialist (additional position)	Level 11

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Claybaugh, Jennifer	Adjunct Faculty Allied Health Division	10/7/22
	Primary Position Allied Health CIn Instructor	
Ferguson, Brooke	Engineering & Drafting Technician	10/17/22
	Primary Position Adj Faculty Math/Science	
Part-time - Grant Funded		
Fatheree, Dustyn	Adult Education Instructor	10/28/22
	Primary Position Student Life Specialist	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bunch-Epperson, Genine	Alternative Education Instructor	5/19/22
	Primary Position Traffic Safety Instructor	
Von Behren, Linda	Adjunct Faculty Technology Division	9/28/22
	Primary Position Admissions Services Specialist	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Brashear, Madison	Correctional Office Assistant	10/18/22
Collins, Amanda	Correctional Office Assistant	10/18/22
Cox-Lercher, Jolie	Correctional Office Assistant	10/24/22
Evans, Annetta	Correctional Office Assistant	11/1/22
Evans, David	Correctional Automotive Technology Instr	10/24/22

Helton, Robert	Associate Dean of Correctional Programs	10/31/22
Nadolski, Randall	Correctional Commercial Cooking Instructor	10/18/22
Robertson, Zachary	Custodian	11/16/22
Stell, Ashley	Custodian	11/15/22
West, Leslie	Correctional Career Technology Instructor	11/1/22

Part-time

Harlin, Alisha	Newspaper Editor - Student Newspaper	10/11/22
Thomason, Deborah	Special Asst to the Vice-Pres Academic Serv	10/20/22

Part-time Grant Funded

Ault, Alexis	Student Intern	8/18/22
Stremming, Sara	Perkins Student Worker - Allied Health	10/13/22

College Work Study

Harper, Ashley	College Work Study - Social Science Education	10/31/22
Jenkins, Elyse	College Work Study - Student Life	10/12/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Martin, Zachary	Technical Support Specialist	10/28/22
Stortzum, Natasha	Coordinator of Laker Nest & Bookstore	11/11/22
Part-time		
Bushue, Rachel	Early Education Mentor/Coach	10/7/22
De Oliveira Barbeta, Camila	Kluthe Test Proctor	3/28/22
Dosch, Kelsie	Special Needs Note Taker	5/2/22
Francis, Allyn	College Work Study - Student Life	9/23/22
Gillespie, Alex	Adjunct Faculty Social Science Division	5/10/21
Houser, Kedrick	Police Officer	7/16/22
Malooley, Edward	Commercial Driver Training Instructor	10/3/22
McBride, Jonica	Adjunct Faculty Math and Science Division	8/2/21
McCarty, Hollie	Focus Group Tran	9/28/22
Nave, Russella	Adult Education Instructor	3/3/21
Pruitt, David	IEL Instructor	8/1/22
Smith, Shelby	Adult Education Instructor	2/12/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
McHenry, Cassidy	Correctional Office Assistant at Southwestern	10/31/22
	Transferring from Corr Office Assistant at Graham	
Ohnesorge, Lori	Director TRIO Student Support Services	10/17/22
	Transferring from Director TRIO Destination College	