

# Lake Land College

District No. 517

## Board of Trustees

Agenda and Board Book

November 13, 2023

Regular Meeting No. 683



### MISSION • VISION • VALUES

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

**LAKE LAND**  
COLLEGE

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

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



Regular Meeting No. 683  
Monday, November 13, 2023, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Item.**

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

1. Approval of Minutes of October 9, 2023, Regular Meeting.
2. Approval of Minutes of October 9, 2023, Closed Session.
3. Approval of Agenda of November 13, 2023, 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/>
5. Destruction of Tape Recording of the May 9, 2022 Closed Session.

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

### III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Mike Sullivan
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Jackie Schertz
G. President's Report	Dr. Josh Bullock

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Student Success – Updates from the Technology Division.	
2. Strategic Plan Bi-Annual Update and Monthly Data Point Discussion – Key Performance Indicators.	
3. PACE College Climate Survey Results.	
4. Proposed Aggregate Tax Levy.	22-25
5. Proposed Revisions to Board Policies:	26-57
• 05.06 - <i>Part-time Non-Instructional Employee Incentives.</i>	
• 05.04.06 – <i>Personal Leave.</i>	
• 05.04.07 – <i>Sick Days.</i>	
• 05.04.08 – <i>Bereavement Leave.</i>	
• 06.08 – <i>Occupational Program Guarantee.</i>	
• 07.05 – <i>Course Placement by Assessment.</i>	
• 07.13 – <i>Student Classifications.</i>	
• 07.16 – <i>Student/Instructor Withdrawals.</i>	
• 11.03 – <i>Whistle-blowing and Fraud Reporting Protection Policy.</i>	
• 11.23 – <i>Ethics Act.</i>	
6. Calendar of Events.	58-60

## B. Action Items.

	Board Book Page Number(s)
1. Re-Approval of Resolution No.1023-007 – Intent to Continue Foundation Tax Levy.	61-64
2. Acceptance of September 2023 Financial Statements.	65-76
3. Approval of Part-Time Rates and Stipends.	77-87
4. Approval of Workers Compensation Insurance Renewal.	88
5. Approval of Purchase of Used Forklift for Automotive Department.	89-90
6. Declaration of Surplus Item(s) or Equipment.	91-92
7. Approval of Bid for Mechatronic Lab Equipment.	93-94
8. Approval of Purchase from Dynamic Controls, Inc. of East Peoria, IL, for Proximity Card Reader Repair and Installation.	
9. Approval of Three New Student Clubs – Diesel Tech Club, Alternative Education Club and the Absolute CMI.	95-104
10. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College and to discuss security procedures and the use of personnel and equipment to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property.	
[Return to Open Session - Roll Call]	
11. Approval of Cyber Security Insurance Renewal as Discussed in Closed Session.	
12. Approval of Human Resources Report as Discussed in Closed Session.	105-107

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

## VI. Adjournment.

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



Regular Board Meeting No. 682  
Board and Administration Center, Room 011  
Mattoon, IL  
October 9, 2023

**Minutes**

**Call to Order.**

Chair Cadwell called the October 9, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk; and Student Trustee Jacqueline Schertz.

**Trustees Absent:** Mr. Thomas Wright, Vice-Chair.

**Others Participating via Telephonic or Electronic Means:** None.

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

**Approval of Consent Items.**

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

1. Approval of Minutes of September 11, 2023, Regular Meeting.
2. Approval of Minutes of September 11, 2023, Closed Session.
3. Approval of Agenda of October 9, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	401,522.77
Building Fund	\$	319,472.67
Site & Construction Fund	\$	9,238.25
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	114,358.11
Restricted Purposes Fund	\$	175,186.24
Working Cash Fund	\$	-
Audit Fund	\$	24,000.00
Liability Insurance Fund	\$	16,616.47
Student Accts Receivables	\$	2,234,447.86
Total	\$	3,295,342.37

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

5. Destruction of Tape Recording of the April 18, 2022 Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Douglas Peterson, a student at the College, addressed the Board to express his concerns that feminine hygiene products are available in all College restrooms. He also expressed concerns for individuals' access to gender labeled restrooms.

There were no additional public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Walk said she had no report at this time.

**Resource & Development.**

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Trustee Reynolds, Committee Chair, said the Committee did not meet but items will be discussed later in the agenda.

### **Finance.**

Trustee Storm, Committee Chair, said the Committee met on October 5, 2023, regarding items which will be discussed later in the agenda.

### **Buildings & Site.**

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Foundation.**

Ms. Jean Anne Highland, in the absence of Trustee Wright, Foundation Liaison, 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! 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 Allen for her leadership and coordination to make this event possible!
- We couldn't be more excited to celebrate our 2023 Alumni and Foundation awardees on October 19. Congratulations to all of our award recipients!
- The Foundation is hosting a pizza party for our 2023-2024 scholarship recipients November 15.

### **Student Report**

Ms. Jacqueline Schertz, Student Trustee, said during the past month the Student Government Association (SGA) has been extremely busy hosting events for the student body here at Lake Land. She said the first event to take place was the voting for SGA freshman delegates; the voting took place on September 13 on the Hub. She explained that SGA strategized ways to get more students to vote by hosting Big Al's Shakeups and cotton candy. During SGA voting, Student Activity Board promoted the annual Constitution Day event by handing out a short quiz on the US Constitution and information booklets. (Constitution Day is a nationally recognized event the Student Life helps promote as part of our overall mission). She said the Special Olympics Family Fun Fest on September 16 had a great turn out with the parade as well as volunteers assisting for the day. Ms. Schertz said September 20 was our first meeting with the newly elected freshmen delegates and they went over our constitution as well as our expectations for the year. They had lunch with Ms. Lisa Shumard Shelton to better get to know them on Friday September 22. On September 20 the Student Activity Board hosted an airbrushing event for all students to get an item airbrushed for free. She said during our September 27 meeting we had a guest speaker, Mr. Joshua Fulk, who talked about our new Trap Shooting team. She said they also discussed our Dental Hygiene Program here on

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campus looking for additional teeth cleaning patients to fill their quota so please reach out and help our programs here on campus. The Student Activity Board hosted the Clearly You Crystals in Laker point where each student could get a free crystal. On October 3, Lake Land hosted Career Day and members from SGA assisted Ms. Shumard-Shelton with her sessions about Student Life, Student Government, as well as, Student Activity Board here at Lake Land. The following day the student activity board event was Tim Duffy speaking about how to be a more productive leader followed by a public question and answer session. She said the group is excited to announce that Dr. Temple Grandin will be speaking in the theater on October 12 at 6 p.m.

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

- Lake Land received payments of \$699,439 from the Illinois Department of Corrections (IDOC) in September toward the FY 2023 outstanding balance. IDOC is paid in full for FY 2023.
- The College received no payments from the Illinois Department of Juvenile Justice (IDJJ) or the Illinois Department of Corrections (IDOC) in September toward the FY 2024 outstanding balance. A total of \$78,816 remains outstanding for IDJJ and \$744,978 for IDOC for FY 2024.
- In September, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$358,877 and an equalization payment of \$573,052. A total of \$4.5 million remains outstanding for credit hour reimbursement and \$5.2 million for equalization.
- Lake Land College was notified by ICCB last week that the system revised FY 2024 allocations. Lake Land College will receive an additional \$39,901 in credit hour reimbursement and \$177,710 in equalization.
- The College received \$2.2 million in property tax payments in September.

### **Business Items.**

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

### **Updates from Community and Professional Programs Coordinator.**

Ms. Bonnie Moore, Director of the Center for Business and Industry, and Ms. Shelly Martin, Community and Professional Programs Coordinator, highlighted the revitalization of the Community and Professional Programs and the numerous activities underway within this department.

### **Faculty Focus on Student Success – John Deere Tech Program.**

Mr. Russell Neu, John Deere Tech Technology Instructor, provided an update on the John Deere Tech Program and the College's important partnership with John Deere.

### **College Farm Update.**

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Mr. Christian Kessler, Agronomy Instructor/Farm Manager, provided an update on the College's farm.

### **Announcement of 2023-2024 Student Ambassadors.**

Dr. Valerie Lynch, Vice President for Student Services, announced the selection of the 2023-2024 Student Ambassadors. She said 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.

### **Curriculum Committee Highlights.**

Dr. 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 2023 to September 2023.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock also highlighted the College's online calendar to utilize for updates on any activities happening at the College. Additionally, he highlighted two upcoming Foundation events, the 2nd Annual Foundation and Alumni Awards Celebration to be held October 19 and the Holiday Luncheon to be held on December 6.

### **Action Items.**

#### **Presentation of Audit and Board Acceptance.**

Trustees heard a presentation from Mr. Garrett Kerr and Mr. Jeff Livesay, CPA's from the accounting firm of Martin Hood, LLC, of Champaign, on the FY 2023 Audit Report which was provided to each Trustee. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Chair Cadwell 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 2023 Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve the FY 2023 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, and Walk.

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No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

**Approval of Resolution No.1023-007 – Intent to Continue Foundation Tax Levy.**

Dr. Bullock 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 2023 tax year.

Trustee Curtis moved and Trustee Walk seconded to approve as presented Resolution No. 1023-007 - 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, and Walk.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Dr. Bullock said our insurance consultant, Gallagher, recently met with the College's Health Insurance Committee to renew the employee health, dental and vision insurance plans with Aetna for 2024. He reported that the Aetna proposal represents a 0% change in the annual administration fee compared to the prior year and overall would represent an 11.2% cost increase to the College for Medical Insurance. He said that due to this high increase the College has chosen to offset 1.2% of the costs with the funds that are designated for health insurance costs and the actual increase to employees will be 10.0%.

Trustees reviewed a memorandum from Ms. Madge Shoot, Comptroller, that provided additional details of the impact to employees for these proposed premium rates based on their various plan options (e.g., single, single+1, and family). Ms. Shoot's memo also highlighted two new extra programs that will be offered to employees in 2024 including voluntary long-term disability and voluntary pet insurance.

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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 Walk moved and Trustee Curtis seconded to approve as presented the renewal of the College's health, dental and vision insurance plans with Aetna for plan year 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

#### **Acceptance of August 2023 Financial Statements.**

Trustees reviewed the August 2023 Financial Statements and heard from Ms. Shoot who highlighted the Financial Statements and significant variances.

Trustee Storm, Finance Committee Chair, noted the Finance Committee met recently to review the Financial Statements and the Committee's consensus was to recommend to the Board approval of the Financial Statements as presented.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the August 2023 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Dr. Lynch informed the Board that the Student Government Association conducted its fall election on September 13 and 14, 2023. 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, and thus she requested that the Board of Trustees approve certification of the results as presented.

Trustee Walk moved and Trustee Curtis seconded to certify the results as presented for the Student Government Association Election held September 13-14, 2023.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Recommendation to Maintain Same Tuition and Fees Rates for Spring 2024.**

Dr. Bullock recommended on behalf of the Cabinet, that the Board maintain the same tuition and rates fees for the Spring 2024 semester that have been in place for the Summer 2023 and Fall 2023 semesters. He said in-district tuition would remain at \$110.50 per credit hour. Dr. Bullock said Lake Land College remains committed to delivering a high-quality education to our students, while remaining one of the most affordable educational choices in the State of Illinois.

Trustee Storm noted the Finance Committee met recently to review this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed tuition and fee rates as presented. He also noted that Lake Land College still remains as having one of the lowest tuition rates in the state.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the administration's recommendation to maintain the same tuition and fees rates for the Spring 2024 semester that have been in place for the Summer 2023 and Fall 2023 semesters.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Renewal of Guidelines for Talented Student Awards.**

Trustees reviewed a request from Dr. Lynch that the Board approve the guidelines for administration of the Talented Student Awards for the Presidential Scholarship, Livestock Judging Scholarship, and Athletic Scholarship for the next three two-year cycles 2024-2026, 2025-2027, and 2026-2028. Trustees reviewed details of the guidelines and learned they will remain the same as in the current three two-year cycle.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the guidelines for administration of the Talented Student Awards for the Presidential Scholarship, Livestock

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Judging Scholarship, and Athletic Scholarship for the next three two-year cycles 2024-2026, 2025-2027, and 2026-2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

**Approval of Strategic Use of Working Cash Fund and Revisions to Board Policy 10.17 – Working Cash Fund.**

Ms. Jean Anne Highland, Chief of Staff, recommended the Board approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions. Ms. Highland said that changes are necessitated by the passage of Public Act 103-0278, which enables monies in the working cash fund to be used for any and all college expenses and further allows colleges to abate their working cash fund and transfer the balance to operating funds. However, Ms. Highland reported it is the administration's recommendation that we continue using the working cash fund as we have done so in the past, with the parameters that transfers from our working cash fund will only go to the education fund, operation and maintenance fund, and the operation and maintenance restricted fund per approval of the Board. She said we also have no intention of recommending we abate the working cash fund.

She noted this recommendation follows consultation with Ms. Madge Shoot, Comptroller, and our bonding advisors with Chapman and Cutler LLP and PMA Securities LLC who have stressed the importance that for any future bonding initiatives the bond rating agencies will want to review our stated parameters for how we intend to use the working cash fund. She said since Public Act 103-0278 became effective July 28, 2023, we respectfully request the Board waive first reading and approve proposed revisions during the October 9, 2023 Board of Trustees meeting.

Ms. Highland noted the Finance Committee met recently to review this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed revisions as presented. Trustee Storm, Finance Committee Chair, concurred.

Trustee Sullivan moved and Trustee Walk seconded to waive first reading and approve as presented revisions to Board Policy 10.17 – *Working Cash Fund*, which will clarify the College's strategic use of the working cash fund.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

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Absent: Trustee Wright.

**Motion carried.**

**Approval of Proposed Revisions to Board Policy 10.33 – Payroll Withholdings.**

Ms. Highland recommended the Board approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed changes. Ms. Highland said from an action item approved earlier in the meeting by the Board for the insurance plan renewal with Aetna for the College's overall health, dental and vision plan, employees will be able to voluntarily participate in a long-term disability plan effective January 1, 2024. She said proposed changes incorporate this additional payroll withholding option.

Trustee Curtis moved and Trustee Reynolds seconded to waive first reading and approve as presented proposed revisions to Board Policy 10.33 – *Payroll Withholdings*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

**Declaration of Surplus Item(s) or Equipment.**

Dr. Bullock requested the Board declare as surplus six items from the Automotive and Physical Plant department as well as the bookstore including:

- 1 - F'real Milkshake Machine with all accessories
- 1 - Ford Rotundra vehicle lift with jacks
- 1 - Hunter R611 system
- 1 - Hunter P411 system
- 1 - Hunter DPS600 system (tower)
- 1 - 1981 Snowplow

He said that if these items are approved by the Board as surplus, then they will be disposed of in a manner most beneficial to the College.

Trustee Walk moved and Trustee Sullivan seconded to declare as surplus the following items:

- One F'real Milkshake Machine with all accessories,
- A Ford Rotundra vehicle lift with jacks,
- A Hunter R611 system,
- A Hunter P411 system,
- A Hunter DPS600 system (tower), and
- A 1981 Snowplow.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Contract for Digital Marketing Services.**

Dr. Lynch presented to the Board a recommendation for the Board to approve a one-year agreement with Clarus Corporation of Nebraska for digital marketing services, in the amount of \$125,000, with the option to renew for one additional year. She said the proposed agreement was provided to each of the Trustees. Trustees also reviewed a memorandum from Ms. Kelly Allee, Director of Marketing and Public Relations (MPR), that detailed a prior RFP for this work and the basis of MPR's recommendation to select Clarus Corporation for the digital marketing services.

Trustee Reynolds moved and Trustee Sullivan seconded to approve a one-year agreement with Clarus Corporation of Nebraska for digital marketing services, in the amount of \$125,000, with the option to renew for one additional year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Acceptance of MAID Grant.**

Dr. Bullock recommended the Board accept a one-time grant for \$80,000 from the Mattoon Area Industrial Development (M.A.I.D.). He said that M.A.I.D. actively promotes and encourages business and industrial growth within the corporate limits of Mattoon, IL. He said the grant funds will be used to purchase equipment to expand and update the mechanical training area of the College's Center for Business and Industry and provide more up-to-date programming for our business partners. Trustees reviewed a memorandum from Dr. Beth Craig, Grants Writer and Coordinator, highlighting the various equipment that will be purchased.

Trustee Reynolds moved and Trustee Curtis seconded to approve a one-time grant for \$80,000 from the Mattoon Area Industrial Development (M.A.I.D.) and utilize the grant funds to purchase equipment to expand and update the mechanical training area of the College's Center for Business and Industry.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Closed Session**

7:14 p.m. – Trustee Walk moved and Trustee Curtis 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, and Walk.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Return to Open Session - Roll Call**

7:35 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk and Student Trustee Jacqueline Schertz.

**Trustees Absent:** Trustee Wright, Vice-Chair.

### **Approval of Recommendation Regarding the Grant, Extension or Denial of Tenure Status for Two Non-Tenured Faculty Members, as Discussed in Closed Session.**

Trustee Curtis moved and Trustee Sullivan seconded to approve the Administration's recommendation that Ms. Nicki Amigoni, Dental Hygiene Instructor, and Mr. Brent Curry, John Deere Technology Instructor, be granted tenured status effective with the beginning of the Spring 2024 semester. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

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**Recommendation to Approve Dismissal of a Tenured Faculty Member as Discussed in Closed Session.**

Trustee Walk moved and Trustee Curtis seconded to approve resolution number 1023-008 authorizing issuance of notice of charges and hearing rights and bill of particulars for dismissal to Mr. Michael “Shane” Rogers, a tenured faculty member at the College. [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, and Walk.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

**Recommendation to Approve Issuance of Notice of Remedial Warning to a Tenured Faculty Member as Discussed in Closed Session.**

Trustee Walk moved and Trustee Curtis seconded to approve resolution number 1023-009 authorizing issuance of notice of remedial warning to Dr. Iffat Ali, a tenured faculty member at the College. [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, and Walk.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

**Approval of Human Resources Report.**

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 Reynolds motioned and Trustee Walk seconded to approve as presented the following standard Human Resources Report.

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

Ewell, Ryan  
 Kakara, Suzanne  
 McGregor, Shannon

10/16/23-1/5/24  
 9/3-intermittent  
 09/18/23-12/18/26

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### Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bowen, Mercury	IEL Instructor	9/6/23
	Primary Position Coordinator of DEIB	
Hunter, Kimberly	IEL Instructor	9/14/23
	Primary Position Director Student Success	
Marino Lopez, Juliana	IEL Instructor	9/7/23
	Primary Position Lab Student Asst	
Mason, Ronald	Tutoring Services Specialist	9/20/23
	Primary Position Tutor - Student Lrng Asst	
Spanhook, Kimberly	Community Learning Instructor	9/22/23
	Primary Position Adult Education Instructor	
White, Lee	Tutor - Disability Services	9/5/23
	Primary Position Tutor - Student Lrng Asst	
Wiles, Tessa	IEL Instructor	9/6/23
	Primary Position Director of Dual Credit	
Part-time - Grant Funded		
Nohren, Maria	Remediation Specialist	9/25/23
	Primary Position Nursing Instructor	

### End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Wagner, Sophia	College Work Study - Student Life	9/7/23
	Primary Position College Advancement Intern	
Stamps, Ian	IEL Instructor	9/5/23
	Primary Position Adj Reading Instructor	
Westendorf, Nathan	Applications Team Lead	9/17/23
	Primary Position Program Manager	

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Allen, Abigail	Dual Credit Specialist	10/10/23
Briney, Jennifer	Associate Dean of Correctional Programs	9/25/23
Cole, Dylan	Assistant Comptroller & Purchasing Coord	10/10/23
Rubin, Valerie	Student Wellness Specialist	10/10/23
Tolppanen, Lori	Administrative Assistant for Business	10/10/23

Part-time

## Lake Land College Board of Trustees

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Cukle, Feda	Print Shop Technician Assistant	9/27/23
Deornellas, Laura	Admissions Services Specialist	10/2/23
Hacker, Chelsie	Community Learning Instructor	9/13/23
Hincapie Alzate, Samuel	Print Shop Technician Assistant	9/14/23
Mutamira, Tanatswa	Newspaper Editor - Student Newspaper	9/18/23
Reardon, Robin	Special Needs Note Taker	9/19/23
Rincon Rojas, Jean	Laker Mascot Talent	9/21/23
Taylor, Mackenzie	Admissions and Records Data Entry Assistant	9/25/23
Waggoner, Alexander	Tutor - Student Learning Assistance Center	9/28/23

## Part-time Grant Funded

Bok, Grace	Perkins Student Worker	9/14/23
Dennis, Danielle	Perkins Student Worker	9/18/23
Skidmore, Maria	Adult Education Instructor	9/25/23
Taylor, Tiffany	Perkins Student Worker	9/25/23

## Unpaid

Robison, Sean	Dual Credit Instructor	9/22/23
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## Work-study

Davis II, Aaron	College Work Study - Social Science Education	9/14/23
Hill, Kirk	College Work Study - Student Life	9/26/23
Howell, Cecil	College Work Study - TRIO SSS	9/18/23
Hunter, Madison	College Work Study - Humanities	9/19/23

## Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Davis, Breanna	Administrative Assistant to Business	8/3/23
Legus, Aryon	Correctional Auto Body Instructor/Vienna	10/9/23
Miner, Caitlin	Correctional Remedial Bridge Instructor	9/14/23
Pivetta, Christopher	Correctional Career Technology Instructor	9/29/23
Tucker, Laura	Custodian	9/29/23

## Part-time

Cardenas, Gordon	Assistant Baseball Coach	8/15/23
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## Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Kroeger, Devon	WIOA Business Services Specialist Transferring from Student Svcs Spc III	10/16/23

There was no further discussion.

Lake Land College Board of Trustees  
Minutes – October 9, 2023  
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Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Trustee Curtis congratulated Mr. Davis Johnson, a Lake Land College Alumni, for coaching the Mattoon High School Boys Golf Team to a sixth-place finish recently at the state tournament.

There was no other discussion.

**Adjournment.**

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting at 7:44 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/](https://www.lakelandcollege.edu/col/board_minutes/)

# LAKE LAND COLLEGE

# MEMO

TO: Josh Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: November 6, 2023

RE: Proposed Tax Levy

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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 2023, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2024, and applied to fiscal year 2025 revenues.

Attached is the Certificate of Tax Levy for the 2023 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

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

Lake Land's rate of levy for the 2022 levy year property values was \$.5464 per \$100 EAV. We will not know the actual tax rate for the 2023 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 \$.5378 per \$100 EAV, a 1.6% decline in the amount levied overall.

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

I recommend the sum of Fourteen Million Eight Hundred Fifty Two Thousand Dollars (\$14,852,000) 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 2023 to be collected in the calendar year 2024. The levy for the year 2023 is to be allocated 100% for fiscal year 2025.

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 \$ 6,150,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

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

the sum of \$ 4,120,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,167,801 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 \$ 272,199 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 \$ 147,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,995,000 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.

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**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 2025 is \$6,597,500.

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

# LAKE LAND COLLEGE

# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: November 2, 2023

RE: Board Policy Revisions

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Effective January 1, 2024, the College is required to implement the new legislation, Paid Leave for All Workers Act, Public Act 102-1143. As a result, we propose updates to several policies to be in alignment with the new law. These policies are:

- 05.06 Part-time Non-Instructional Employee Incentives
- 05.04.06 Personal Leave
- 05.04.07 Sick Leave

Public Act 102-1143 mandates all private employers and most public employers provide employees up to a minimum of 40 hours of paid leave during a 12-month period. The use of the leave benefit shall be for any reason and the College cannot dictate how employees can utilize the leave.

To comply with the new Act for our full-time administrative, supervisory and support employees, the administration recommends we modify our current personal leave policy by increasing personal leave from three days per fiscal year to five days per fiscal year while simultaneously reducing total earned sick days per year from 14 to 12. Since the law takes effect January 1, 2024, full-time administrative, supervisory and support employees will be granted two additional days of personal leave during the first full pay period in January 2024. Beginning July 2024, full-time administrative, supervisory and support employees will be granted five personal days for fiscal year 2025. Please note that any unused personal leave hours will transfer to the employee's sick leave hour balance at the end of each fiscal year.

To comply with the new Act for our part-time hourly employees, the administration recommends we modify Policy 05.06 so that effective January 1, 2024, hourly part-time employees will accrue .025 hours of part-time paid leave for every hour worked each pay period.

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

In addition, the Governor signed into law the Child Extended Bereavement Act, which includes modifications for various bereavement leave time for any full-time employee who has lost a child to suicide or homicide. The affected Policy is:

- 5.04.08 Bereavement Leave

I respectfully request that the Lake Land College Board of Trustees amend these policies after they have been placed on file.

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

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

1. Include part-time non-instructional employees in staff development and in-service activities.
2. Include part-time non-instructional employees in any employee recognition program.
3. Include part-time non-instructional employees in the College phone listing by title and office location.
4. Waive tuition for part-time non-instructional employees enrolled in the Fitness Center during the period they are working at the College.
5. Provide part-time non-instructional employees with a College ID.
6. Include part-time non-instructional employees in the Employee Recognition Program for years of service as a part-time employee.
7. As a part-time non-instructional employee for a full semester, provide a one-credit-hour tuition voucher. The voucher would be nontransferable and have a one-calendar-year expiration from the date of issuance.
8. Hourly part-time employees will accrue .025 hours of part-time paid leave for every hour worked each pay period. Part-time employees may not use more than a total of 40 hours in paid leave in a given fiscal year. Accrued but unused hours will be carried over into the next fiscal year. With the implementation of Public Act 102-1143, Paid Leave for All Worker's Act, the first day part-time employees may take paid time off that has accrued after January 1, 2024 will be

March 31, 2024. Employees in their probationary period are not allowed to utilize personal leave. A minimum of one hour of personal leave time must be used per request. Except in an emergency, employees desiring to use paid leave shall notify their supervisor at least one full College business day in advance.

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

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Adopted November 9, 1998

Revised December 11, 2017

Revised December 10, 2018

Revised December 11, 2023 with an effective date of January 1, 2024

**05.04.06****Personal Days**

Personal days for administrative, supervisory and support personnel, with pay of up to 4024 hours for full-time 12-month employees and prorated hours for full-time employees of less than 12 months, may be used for any ~~the purpose of caring for personal, legal, household, or family matters~~ which requires absence from professional responsibilities. ~~Personal leave will not be used for the purpose of extending vacation.~~ Except in an emergency, employees desiring to use personal leave shall notify their supervisor at least one full College business day in advance. ~~When advance notification is not possible because of an emergency, the employee must substantiate the leave in writing within three days after return to work. Failure to do so will result in loss of pay for the leave hours taken.~~ A minimum of one hour of personal leave time ~~may~~must be used per request. Personal hours will be recorded by timesheet and deducted as used. Employees in their probationary period are not allowed to utilize personal leave. Personal leave does not carry over or accumulate as personal leave. Any unused personal leave hours will transfer to the employee's sick leave hour balance at the end of each fiscal year and are not reimbursable at the time of separation from employment.

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

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Adopted November 9, 1998

Revised August 10, 2009

Revised December 11, 2017

Revised December 11, 2023 with an effective date of January 1, 2024

05.04.07

## Sick Days

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

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

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

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

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

Adopted November 9, 1998

Revised September 15, 2003

Revised August 14, 2006

Revised June 13, 2011

Revised November 14, 2016

Revised December 11, 2017

Revised December 9, 2019

Revised September 11, 2023

[Revised December 11, 2023 with an effective date of January 1, 2024](#)

05.04.08

## Bereavement Leave

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

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

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

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

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

Per the Family Bereavement Leave Act, FMLA eligible employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child, stepchild, spouse, domestic partner, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent or in the event of a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of the covered family member or the date on which an otherwise qualifying event occurs. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of unpaid bereavement leave during that period.

[Per the Child Extended Bereavement Leave Act, full-time employee who has been employed for at least two weeks and who has lost a child to suicide or homicide, may take up to twelve weeks of unpaid bereavement leave. Employees](#)

who take leave under this Act may not also take leave under the Family Bereavement Leave Act for the death of the same child.

**Board Policy No. 05.04.08**

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Per the Victims' Economic Security and Safety Act, employees may be eligible for unpaid leave up to two weeks in the event a family or household member is killed in a crime of violence.

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

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Adopted November 9, 1998  
Revised November 11, 2002  
Revised June 13, 2011  
Revised June 9, 2014  
Revised February 13, 2017  
Revised February 12, 2018  
Revised December 10, 2018  
Revised October 10, 2022  
Revised September 11, 2023  
Revised December 11, 2023 with an effective date of January 1, 2024.

# MEMO

TO: Board of Trustees  
Dr. Jonathan Bullock, President

FROM: Dr. Ike Nwosu, Vice President of Academic Services

CC: Emily Ramage, Dean of Academic Operations

DATE: November 2, 2023

RE: Update to Board Policy 06.08 – *Occupational Program Guarantee*

---

I respectfully request the Lake Land College Board of Trustees to grant approval for the proposed modification to Board Policy 06.08 - *Occupational Program Guarantee*. This appeal is prompted by the recent endorsement of the Illinois Public Act 103-0533, which amends the Nurse Practice Act.

The legislative amendment specifies that in the event of a nursing graduate failing the National Council Licensure Examination (NCLEX) licensure exam for the second time, the graduate is entitled to return to their alma mater. The institution is mandated to provide remedial educational resources at no cost.

The proposed revision to the board policy introduces the option of a vendor-supplied NCLEX remediation program. This program is available at no additional cost to any nursing graduates who have failed the NCLEX twice if they meet the specified requirements as outlined in the College's Nursing handbook.

I kindly request that the proposed policy changes be presented for the first reading during the regular meeting scheduled for November 2023.

**06.08****Occupational Program Guarantee**Guarantee

It is the policy of Lake Land College that students graduating with an Associate in Applied Science degree or certificate in a career/occupational program be guaranteed competency in the technical skills that the program is designed to teach in the degree or certificate. Graduates of degree programs who jointly with their employers determine they are lacking in the technical skills contained in the program and graduates who have been unsuccessful in passing required licensure exams after two attempts shall be permitted to enroll in up to 15 credit hours of retraining for a degree or 9 credit hours of retraining for a certificate, tuition free. **Impacted nursing graduates who fulfil specific vendor remediation requirements as listed in the nursing handbook are eligible to participate in the vendor supplied National Council Licensure Examination (NCLEX) remediation program for no additional cost.**

Notification and Conditions

This policy shall become effective with new degree- or certificate-seeking students of the 1994 fall term.

All course work for the degree or certificate must have been completed at Lake Land College with a grade of "C" or better within three years of initial enrollment at the College, and the graduate must have been employed full-time in a job directly related to his/her training within one year after graduation from the program. Upon written verification from the employer within six months of the graduate's initial employment that the graduate lacks competency in specific technical skills as represented by the degree or certificate information printed in the College Catalog or other printed matter, a retraining plan will be developed through the Office of the Vice President for Academic Services. The retraining will be limited to courses regularly offered by the College on the main campus and must be completed within one calendar year.

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Adopted November 9, 1998

Revised April 14, 2014

Revised December 12, 2016. Effective January 1, 2017.

**Revised December 11, 2023. Effective January 1, 2024.** Page 1 of 1

# MEMO

TO: Board of Trustees  
Dr. Jonathan Bullock, President

FROM: Jean Anne Highland, Chief of Staff

CC:

DATE: November 8, 2023

RE: Update to Board Policies 07.05 – *Course Placement by Assessment*, 07.13 – *Student Classifications*, and 07.16 – *Student/Instructor Withdrawals*.

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On behalf of the Academic Standards Committee, I respectfully request the Lake Land College Board of Trustees consider revisions to the following Board Policies:

- 07.05 – *Course Placement by Assessment*,
- 07.13 – *Student Classifications*, and
- 07.16 – *Student/Instructor Withdrawals*.

Only minor clarifications are needed for policies 07.13 and 07.16. For policy 07.05, we recommend removing reference to Mathematics in the section related to developmental courses since we have implemented co-requisite Math courses and students no longer test into developmental Math.

I kindly request that these proposed policy changes be presented for first reading during the regular meeting scheduled for November 2023.

**07.05****Course Placement by Assessment**

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics prior to registration.

All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses, may be required for specific courses in reading and, English ~~and, mathematics~~.

**1) ACT or SAT college entrance exams**

Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

**2) GED test scores**

Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.

**3) High school grade point average (GPA) and completion of four years of English and/or mathematics**

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

**4) Completion of high school transitional English and/or mathematics with a grade of C or better**

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

**5) Previous college credit**

Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirement. In order to be considered for placement based on transfer credit students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

**6) Completion of placement testing in reading, English and mathematics**

The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. Students may test and retest once in each subject area. If four or more years have passed since a student's last retest, the student may complete one additional retest in each subject area. A minimal fee is charged for each retest.

Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

**07.05**

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Adopted November 9, 1998  
Revised May 12, 2003  
Revised November 10, 2003  
Revised January 10, 2011  
Revised June 12, 2017  
Revised March 8, 2021

Revised

07.13

## Student Classifications

The Admissions and Records Office evaluates all student Intent to Enroll forms and classifies students as follows:

1. Degree-Seeking Students  
Students who are seeking a Lake Land College degree or certificate of 24 or more credit hours.
2. Non-Degree-Seeking Students  
Students enrolled in courses at Lake Land College who are not pursuing a degree or certificate of 24 or more credit hours.
3. Re-Admit Students  
Students who have interrupted their continued enrollment for at least one full year at Lake Land College.
4. Continuing Students  
Students who have a continuous enrollment status including enrollment interruptions lasting for less than one full year.
5. Non-Credit Students  
Students enrolled only in special interest, non-credit courses which do not apply toward a degree or certificate program.
6. New Student  
A first-time enrollee at Lake Land College who has not enrolled in a degree or certificate program at any other institution of higher education.

7. Transfer Student  
A student who has taken course work at any other institution of higher education.
8. Freshman  
A student who has earned 28 college credits or less.
9. Sophomore  
A student who has earned 29 college credits or more.
10. Full-time Student  
A student who is enrolled in 12 or more credit hours during the fall or spring term or six or more credit hours during the summer term.
11. Part-time Student  
A student who is enrolled in fewer than 12 credit hours during the fall or spring term or fewer than six credit hours during the summer term.

**07.16****Student/Instructor Withdrawals**

In order for a student to withdraw from a course and receive a “W” on their academic transcript, they must withdraw by an official date as established by the Academic Standards Committee and published in the official academic calendar, College Catalog and other official publications.

An instructor may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw a student from a course by the official date established by the ~~Academic Standards Committee~~ College and published in the official academic calendar and other official publications.

Students with mitigating circumstances may make an appeal through the Student Complaint process with the Refund Review Board to be withdrawn after the official date to withdraw for the term. Refer to Board Policy 07.16.01 for the student financial or physical hardship withdrawal process. For students enrolled in correctional programs, the appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

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Adopted November 9, 1998  
Revised October 13, 2003  
Revised September 13, 2004  
Revised June 11, 2012  
Revised December 12, 2016. Effective January 1, 2017.  
Revised December 11, 2017  
Revised August 8, 2022

# LAKE LAND COLLEGE

# MEMO

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

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

**CC:**

**DATE:** October 20, 2023

**RE:** Board Policy Revisions

---

In reviewing our current policies and relative procedures, we have identified changes needed in the College's Ethics Policy (11.23) and Whistleblowing Policy (11.03). While most of these revisions are minor, the College's attorneys have advised a few changes. First, they recommend removing the "Ethics Commission" section of the Ethics policy, as this is more appropriate to be in a procedures document and provides the Board with more discretion in handling complaints. Secondly, it was suggested to keep the title of "Ethics Advisor" and "Ethics Officer" in order to delineate clearly between the two policies. In addition, the College is free to provide an external third party for whistleblower reporting purposes, however the relevant statutes do not require the College to do so.

I submit this request as first reading and will bring this back to the Board for approval during the December 2023 regular meeting.

Please let me know if there are any questions regarding these proposed changes.

## Whistle-blower and Fraud Reporting Protection Policy

### Statement of Intent

In conducting its operations in compliance with Federal and State laws and regulations, including the Illinois Whistleblower Act (740 ILCS 174) and the Illinois State Officials and Employees Ethics Act (5 ILCS 430/15), Lake Land College is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing. The use of an external, independent party will be provided for reporting purposes, and any reports may be made by telephone or the Internet online in order to protect-ensure confidential, ~~anonymous reporting of perceived wrongdoing.ity and anonymity.~~

### Definition of Wrongdoing

Wrongdoing may include, but shall not be limited to, the following activities:

1. Crimes or violations of the law or governmental regulations.
2. Fraud or financial irregularity.
3. Improper use of College funds, property or assets.
4. Corruption, bribery or blackmail.
5. Endangering the health or safety of an individual.
6. Harming College property.

### Protection of Whistle-blowers

The College will not tolerate harassment ~~or victimization of~~, retaliation against, or threats of retaliation against those who report incidents of wrongdoing. whistleblowers for their engagement in acts of reporting and disclosure, including, but not limited to: disclosing information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding; disclosing information to a government law enforcement agency; and refusing to participate in the activity that is complained of and would result in violation of a State or federal law, rule, or regulation.

~~Appropriate action will be taken to protect whistle-blowers, including their anonymity.~~

~~Upon completion of an investigation, their name may be disclosed if the alleged wrongdoer is found guilty. Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation. In addition, the wrongdoer who is found guilty may face appropriate legal or personnel action.~~

### Ethics Officer

An Ethics ~~Officer~~ Officer will be assigned by the President, with the consent of the Board of Trustees, and the individual will have overall responsibility for the maintenance and operation of the program, as well as investigations into reported violations of this Policy. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as Ethics Officer.

**11.03**

The Ethics Officer shall provide guidance to the officers and employees concerning the interpretation of and compliance with the provisions of this Policy, the Ethics Policy, the Ethics Act, the Whistleblower Act, and other State ethics laws. The Ethics Officer shall perform such other duties as may be delegated by the Board of Trustees.-

When a complaint involves the Ethics Officer or the immediate staff, an external provider will submit a report to the\_

Page 1 of 2

**Board Policy****11.03**

President. The Ethics Officer or the external provider will maintain a record of reported incidents and related outcomes.

If a complaint of wrongdoing involves the President of the College, the Ethics Officer will immediately notify the Chair of the Board of Trustees. ~~Upon the receipt of a complaint involving~~ if a complaint of wrongdoing involves a Board of Trustees member, the President immediately will bring the complaint to the attention of the entire Board of Trustees membership.

#### Violations of this Policy

Any wrongdoer who is found to have violated this Policy by the Ethics Commission, Hearing Officer, or external provider may face appropriate ~~personnel~~disciplinary action. Additionally, any such wrongdoer may also face appropriate legal action. In the event the investigating party determines that the conduct does not rise to a level which violates this Policy, but nonetheless constitutes misconduct, ~~a written warning may be issued~~appropriate discipline may be issued.

#### Confidential Reporting Procedures

Procedures for confidential reporting will be listed on the College intranet and updated and maintained by the Ethics Officer.

**Board Policy**

**11.03**

\_\_\_\_\_  
Adopted March 13, 2006

Page 2 of 2

## Ethics ActPolicy

### Adoption and Compliance with the State Officials and Employees Ethics Act

The Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003, codified at 5 ILCS 430/1-1 and following) (~~herein the "Act" or "Ethics Act"~~), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees. Under the Act, all units of local government and school districts are required to adopt ordinances or resolutions regulating (1) the political activities of, and (2) the solicitation and acceptance of gifts, by, ~~the~~ officers and employees ~~of such units~~ "in a manner no less restrictive" than the provisions of the Act. This Board Ethics Policy (the "Policy") has been adopted in ~~order to~~ accordance with this requirement, ~~and shall be construed in a manner so as to comply with the requirements of the Act.~~

This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

### Definitions and General Provisions

For purposes of this Policy, the following terms shall be given these definitions or, if ~~different from time to time in conflict with the Ethics Act~~, then as defined ~~by the State Officials and Employees Ethics Act therein: (codified at 5 ILCS 430/1-1 and following):~~

1. "Board" or "Board of Trustees" means the Board of Trustees of Lake Land College District No. 517;<sup>17</sup> Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby;<sup>12</sup> and State of Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

4. "Collective bargaining" has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).
5. "College" means Lake Land College.
- ~~6.~~—"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of their employment, but for purposes of this ~~Resolution~~Policy, does
  - ~~7.~~6. not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the employer and any other time when the officer or employee is executing their official duties, regardless of location.
  - ~~8.~~7. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of their employment.
  - ~~9.~~8. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
  - ~~10.~~9. "Employee" means any person employed by the Board of Trustees, whether on a full-time or part-time basis or pursuant to a contract, whose employment duties are subject to the direction and control of ~~an employer~~the Board with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.
  - ~~11.~~10. "Employer" means the Board of Trustees.
  - ~~12.~~11. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
  - ~~13.~~12. "Leave of absence" means any period during which an employee does not receive
    - (a) compensation for employment, (b) service credit towards pension benefits, and
    - (c) health insurance benefits paid for by the ~~E~~employer.
  - ~~14.~~—"Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in their official capacity.
  - ~~15.~~13. The term "officer" includes all members of the Board of Trustees, whether voting or non-voting, and the Chair, Vice Chair, ~~and~~ Secretary of the Board, ~~the~~ President, and ~~the~~ Treasurer of the Board.

~~16.~~14. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the ~~person's~~employee's official duties.

~~17.~~15. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), ~~as the case may be,~~ but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

~~18.~~16. "President" means the President of Lake Land College. Under Section 3-26 of the Public Community College Act (110 ILCS 805/3-26), the President is the chief administrative officer of the College and the executive officer of the Board.

~~19.~~17. "Prohibited political activity" means:

- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum

question.

- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- j. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for or against any referendum question.
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election.

20.18. "Prohibited source" means any person or entity who:

- a. Is seeking official action (1) by an officer or (2) by an employee, or by the officer or another employee directing that employee;
- b. Does business or seeks to do business (1) with the officer or (2) with an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated (1) by the officer or (2) by an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

#### Prohibited Political Activities

- 1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
- 2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (a) as part of that officer or employee's duties, (b) as a condition of employment, or (c) during any compensated time off (such as holidays, vacation, or personal time off).

3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any-employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise permissible for an officer or employee to engage in as part of their official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.
5. No person either (a) in a position that is subject to recognized merit principles of public employment or (b) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

#### Gift Ban

1. Except as permitted by this Policy, no officer or employee, ~~and no spouse~~ of any officer or employee, and no-of-or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or any source which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.
2. Exceptions to gift bans are applicable to the following:
  - a. Opportunities, benefits, and services that are available on the same conditions as for the general public.
  - b. Anything for which the officer or employee, or their spouse or immediate family member, pays the fair market value.
  - c. Any (1) contribution that is lawfully made under the Election Code (10 ILCS 5/1-1 and following) or (2) activities associated with a fundraising event in support of a political organization or candidate.
  - d. Educational materials and missions.
  - e. Travel expenses for a meeting to discuss College business.

- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancée.
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (1) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (2) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (3) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- h. Food or refreshments provided as a "contribution" ~~under the definition of the term offered above as defined herein~~, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume ~~which are and~~ delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- j. Intra-governmental and inter-governmental gifts. For the purpose of this ~~Act~~Policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than

\$100.

- m. Any item or items provided by the College in support of the employee's, ~~officer's or member's~~ officer's discharge of official duties or to which there is a right by law for payment or reimbursement.

Each of the exceptions listed in this Section is mutually exclusive and independent of ~~every one~~ another.

3. An officer or employee, their spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a prohibited gift ~~from a prohibited source~~ to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)-(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### Ethics Advisor

1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College on an annual basis. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as the Ethics Advisor.
2. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Policy, the Whistleblower Policy, the Ethics Act, and other State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the ~~College~~ Board of Trustees.

#### Ethics Commission

~~An Ethics Commission or Hearing Officer may be appointed by the Board of Trustees to consider ethics complaints, and to undertake other responsibilities deemed appropriate. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis as determined by the Board. Where an appointment is made, the Ethics Commission or hearing Officer may establish appropriate procedures.~~

~~Complaints alleging a violation of this Policy shall be filed in writing with the Secretary of the Board or the College President. A complaint alleging the violation of this Policy must be filed promptly and, in all events, within one year after the alleged violation.~~

~~This section is not intended to preclude the Board of Trustees from itself considering or utilizing other procedures for consideration of complaints.~~

#### Board Action on Recommendation of Commission Penalties

1. Trustees. ~~Upon receipt of a recommendation from the Ethics Commission, the~~ The Board of Trustees may issue a reprimand or other appropriate discipline under Board

Procedures and the Ethics Act to a board member or officer who intentionally violates any provision of this Policy.

2. Employees. ~~Upon receipt of a recommendation from the Ethics Commission, the~~The Board of Trustees may initiate a disciplinary or discharge action, or other appropriate discipline under Board Procedures and the Ethics Act, against an employee who intentionally violates any provision of this Policy in accordance with the applicable procedures.

#### Existing Restrictions

This Policy does not repeal or otherwise waive, modify or amend any other restrictions applicable to officials or employees.

#### Future Amendments to Officials and Employees Ethics Act

Any amendment to the Ethics Act that becomes effective after adoption of this Policy shall be incorporated into this Policy by reference and shall be applicable as if set forth in this Policy. However, any amendment that makes its provisions optional for adoption by community colleges will not be incorporated into this Policy by reference without formal action by the Board of Trustees.

#### Invalidity

If and to the extent the Ethics Act is declared unconstitutional as it applies to public community colleges, then this Policy or the relevant portions thereof shall be deemed repealed as of the date such decision becomes final and not subject to any further appeals or rehearings.

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Adopted July 12, 1999  
Revised May 10, 2004

### Calendar of Events

Monday, November 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, December 6, 2023	11 a.m. – 1 p.m. Lake Land College Holiday Luncheon Field House
Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, December 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 8, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, February 12, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, March 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 4, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011

	<p>Finance Committee Meeting  10 a.m. – Board and Administration Center, 011  Resource and Development Committee Meeting</p>
Monday, April 8, 2024	<p>5 p.m. – Board Dinner – Foundation and Alumni Center  6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Thursday, May 9, 2024	<p>Buildings and Site Committee Meeting  8 a.m. – Board and Administration Center, 011  Buildings and Site Committee Meeting  9 a.m. – Board and Administration Center, 011  Finance Committee Meeting  10 a.m. – Board and Administration Center, 011  Resource and Development Committee Meeting</p>
Monday, May 13, 2024	<p>5 p.m. – Board Dinner – Foundation and Alumni Center  6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Thursday, June 6, 2024	<p>Buildings and Site Committee Meeting  8 a.m. – Board and Administration Center, 011  Buildings and Site Committee Meeting  9 a.m. – Board and Administration Center, 011  Finance Committee Meeting  10 a.m. – Board and Administration Center, 011  Resource and Development Committee Meeting</p>
Monday, June 10, 2024	<p>5 p.m. – Board Dinner – Foundation and Alumni Center  6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Monday, July 8, 2024	<p>5 p.m. – Board Dinner – Foundation and Alumni Center  6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Thursday, August 8, 2024	<p>Buildings and Site Committee Meeting  8 a.m. – Board and Administration Center, 011  Buildings and Site Committee Meeting  9 a.m. – Board and Administration Center, 011  Finance Committee Meeting  10 a.m. – Board and Administration Center, 011  Resource and Development Committee Meeting</p>
Monday, August 12, 2024	<p>5 p.m. – Board Dinner – Effingham Technology Center  6 p.m. – Board Meeting – Effingham Technology Center</p>
Thursday, September 5, 2024	<p>Buildings and Site Committee Meeting  8 a.m. – Board and Administration Center, 011  Buildings and Site Committee Meeting  9 a.m. – Board and Administration Center, 011</p>

	Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, September 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, October 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, December 9, 2024	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. Jonathan Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: October 19, 2023

RE: Re Approval of Resolution of Intent to Continue Foundation Tax Levy

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We are seeking re-approval of the attached Resolution of Intent to Continue the Foundation Tax Levy for the coming tax year, that was previously approved at the October Board of Trustees meeting. In following the Public Community College Act, we are required to publish a notice of intent to levy the tax within a certain timeframe after the resolution's adoption. Due to a technical issue with the newspaper's legal notice system, the notice did not appear on the originally confirmed date. In a good faith effort to reset the clock and abide by the 30-day timeframe allotted for a petition filing period, we'd like to have the resolution re-approved and issue a new legal notice with two different newspapers in our district on November 14<sup>th</sup>.

Attachment

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: September 19, 2023

RE: Resolution of Intent to Continue Foundation Tax Levy

---

Attached is the Resolution of Intent to Continue the Foundation Tax Levy for the coming tax year. Lake Land is eligible to annually levy for the Foundation tax since the college is eligible to receive equalization grant money and since our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 28.33 cents per \$100 EAV. Therefore, the College is able to levy 10.33 cents per \$100 EAV for the 2023 tax year.

The following data represents the average state levy per \$100 EAV for the past five years.

<u>Cents per \$100 EAV</u>
2022 – 28.33
2021 – 29.07
2020 – 29.09
2019 – 29.05
2018 – 29.12

The initial authorization for this annual levy dates back to the Illinois Community College Board Act dated September 15, 1989. Due to our equalization grant eligibility and low combined operating rate of 18.00 cents per \$100 EAV, the college has annually authorized the Foundation tax levy.

If the resolution is approved by the Trustees, we will proceed as outlined in HB 1484.

Due to the financial needs of the college, I recommend approval of the resolution.

Attachment

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 1023-007

DATE: 11/13/23

## *RESOLUTION OF INTENT TO CONTINUE THE FOUNDATION TAX LEVY*

WHEREAS, HB1484 authorizes the board of a community college district to levy an additional tax upon the taxable property of the district in any year in which the State Board issues a certificate of eligibility to do so; and

WHEREAS, the Illinois Community College Board has certified that Lake Land College is authorized a 28.33 cents per \$100 of equalized assessed valuation; and

WHEREAS, the Lake Land College Board of Trustees intends to continue the levy of an additional tax as authorized by HB1484; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, intends to increase the levy by 10.33 cents per \$100 of equalized assessed valuation to 28.33 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2023 tax year.

Adopted this 13<sup>th</sup> day of November, 2023 by the following

vote:           AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Board Chair

ATTEST:

\_\_\_\_\_  
Board Secretary

## SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution of Intent to Continue the Foundation Tax Levy, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of November, 2023.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature, this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary, Board of Trustees

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: October 31, 2023

RE: September 2023 Financial Statement Summary

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Outlined below are the budgetary variances of note for the month of September for Fiscal Year 2024.

### **Areas of Concern:**

- We are not experiencing any budgetary areas of concern through the first three months of FY2024

### **Overall Variances:**

- *Revenue* – Total September 2023 revenue was \$2,416,419 resulting in an unfavorable variance of \$3,235,618 and an unfavorable YTD variance of \$4,420,905. We are still experiencing the shortfall of tuition due to the reduced enrollment and also the delay in receiving CTE funding. Property tax payments are lagging behind FY2023 also.
- *Expenditures* – Total September 2023 expenditures were \$2,614,460 resulting in a monthly favorable variance of \$366,456 and a favorable YTD variance of \$3,311,820 This is a result of lower operational expenditures.

### **Revenue Variances:**

- *Local Sources* – An unfavorable variance exists of \$2,985,738 for the month and an unfavorable variance of \$3,085,320 YTD. This is a result of timing of property tax payments and CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$240,346 in September 2023 resulting in an unfavorable variance of \$96,674 and an YTD unfavorable variance of \$5,000. The variance is related to the September credit hour payment that was received from the state was lower than expected. This will normalize as the year proceeds.
- *ICCB Equalization Grant* – We received \$573,052 of equalization payments in September 2023 resulting in a \$0 monthly and YTD variance.

- *Tuition & Fees* –September 2023 yielded an unfavorable monthly variance of \$121,753 for tuition and an unfavorable monthly variance of \$39,521 in fees. Year to date tuition is unfavorable \$1,027,196 and fees are unfavorable \$118,038. This is a result of a decrease in enrollment for Fall 2023 semester.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$2,574 with an YTD unfavorable variance of \$318,557. This is due to not receiving the CTE funds in July as expected.
- *Other Revenue* – Other revenue is favorable by \$10,641 for September 2023 and also favorable by \$133,206 YTD.

#### **Expenditure Variances:**

- *Salary & Wages (overall)* – Are favorable \$298,026 for the month of September 2023 and favorable YTD of \$991,591. This is due to the timing of when overload and adjunct pay began in FY2024
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in September 2023 of \$49,434 and a favorable YTD of \$111,455.
- *Instructional* – The Instructional expenditures had a favorable variance in September 2023 of \$129,254 and a favorable variance YTD of \$642,413.
- *Academic Support* – The Academic Support expenditures have a favorable variance of \$16,452 for the month of September 2023 and a favorable YTD variance of \$81,692.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in September 2023 of \$111,903 and a favorable variance YTD of \$247,904. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in September 2023 of \$33,369 and a favorable variance YTD of \$169,368. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$276,593 unfavorable to budget in September 2023 and an unfavorable YTD variance of \$23,441. This is a result of paying the Effingham Technology Center property taxes credited to the College at closing.
- *Institutional Support* – The Institutional Support expenditures were \$354,535 favorable to budget in September 2023 and \$2,387,800 favorable to budget YTD. The large favorable variance is related to lower operational spending YTD.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for September 2023 of \$2,464 and an unfavorable variance of \$193,916 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts.

## OTHER FUNDS

### Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are unfavorable to budget by \$514,391 and expenditures were favorable by \$1,210,723 for a favorable net excess of \$225,114.

### Fund 04 – Bond and Interest Fund

- Year to date, the revenues were under budget by \$1,374,935 and expenditures were over budget by \$250 for a net variance of a negative \$1,374,685.

### Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were favorable to budget by \$236,490 and expenditures were also favorable to budget by \$137,027 for a net excess of a positive \$373,517.

### Fund 06 – Restricted Funds

- Year to date, overall revenue is \$6,594,874 unfavorable to budget.
- Year to date, overall expenditures are \$5,252,952 favorable to 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.

### Fund 11 – Audit Fund

- Year to date, the revenues are unfavorable to budget by \$51,739 and expenditures were favorable to budget by \$8,928 for a net negative \$42,812.

### Fund 12 – Tort Fund

- Year to date, the revenues are unfavorable to budget by \$231,747 and expenditures were favorable budget by \$3,506 for a net negative \$228,242.

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.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY23 Audited Numbers	FY24 Annual Budget
<b>Revenues:</b>										
1,532,903	4,518,641	(2,985,738)	Local Sources	5,604,011	8,689,331	(3,085,320)	-35.51%	6,316,481	11,745,262	12,522,321
240,346	337,020	(96,674)	ICCB Credit Hour Grant	1,006,060	1,011,061	(5,000)	-0.49%	1,040,691	5,748,040	4,044,242
573,052	573,052	-	ICCB Equalization Grant	1,719,155	1,719,155	0	0.00%	1,515,752	6,535,300	6,676,620
34,718	37,292	(2,574)	Other State Sources	96,260	414,817	(318,557)	-76.79%	56,282	1,039,788	1,053,384
(119,557)	2,196	(121,753)	Tuition	4,589,281	5,616,477	(1,027,196)	-18.29%	4,478,592	7,387,982	8,632,290
2,488	42,009	(39,521)	Fees	1,661,188	1,779,226	(118,038)	-6.63%	1,501,791	3,693,382	4,428,591
152,468	141,827	10,641	Other Revenue	582,087	448,881	133,206	29.68%	377,960	2,248,695	1,612,595
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>2,416,419</b>	<b>5,652,037</b>	<b>(3,235,618)</b>	<b>Total Revenues</b>	<b>15,258,042</b>	<b>19,678,947</b>	<b>(4,420,905)</b>	<b>(1)</b>	<b>15,287,549</b>	<b>38,398,449</b>	<b>39,170,043</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
863,234	984,673	121,439	Salary and Wages	2,398,891	2,599,145	200,254	7.70%	2,340,914	10,843,156	11,357,239
172,184	191,546	19,362	Employee Benefits	531,621	574,761	43,140	7.51%	424,663	2,029,504	2,468,069
4,274	4,720	446	Contractual Services	18,506	24,695	6,189	25.06%	15,521	411,644	647,065
77,580	63,744	(13,836)	General Materials and Supplies	107,968	293,889	185,921	63.26%	88,831	589,523	708,945
5,085	6,928	1,844	Travel and Meeting Expenses	9,779	57,948	48,169	83.12%	7,778	77,291	145,769
-	-	-	Fixed Charges	-	-	-	0.00%	-	56,816	99,375
-	-	-	Capital Outlay	-	158,740	158,740	100.00%	958	16,816	172,877
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>1,122,357</b>	<b>1,251,611</b>	<b>129,254</b>	<b>Total Instructional</b>	<b>3,066,766</b>	<b>3,709,178</b>	<b>642,413</b>	<b>17.32%</b>	<b>2,878,663</b>	<b>14,024,750</b>	<b>15,599,339</b>
<b>Academic Support</b>										
38,881	53,486	14,605	Salary and Wages	107,164	145,028	37,864	26.11%	102,353	577,722	359,212
12,045	14,507	2,462	Employee Benefits	33,524	43,521	9,997	22.97%	24,365	126,263	61,120
-	-	-	Contractual Services	-	-	-	0.00%	-	6,450	-
8,943	8,129	(814)	General Materials and Supplies	66,964	96,488	29,524	30.60%	34,927	200,190	183,448
1,501	1,700	199	Travel and Meeting Expenses	12,193	16,500	4,307	26.10%	10,132	32,870	13,400
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>61,370</b>	<b>77,822</b>	<b>16,452</b>	<b>Total Academic Support</b>	<b>219,845</b>	<b>301,537</b>	<b>81,692</b>	<b>27.09%</b>	<b>171,776</b>	<b>943,494</b>	<b>617,180</b>
<b>Student Services</b>										
95,418	190,165	94,747	Salary and Wages	365,855	444,909	79,054	17.77%	401,385	1,811,654	2,243,554
42,423	51,014	8,591	Employee Benefits	122,033	153,041	31,008	20.26%	89,238	440,073	601,523
10,906	-	(10,906)	Contractual Services	10,906	9,540	(1,366)	-14.32%	10,372	11,743	12,040
10,717	10,421	(297)	General Materials and Supplies	21,550	96,567	75,018	77.68%	11,936	99,535	118,172
4,781	24,550	19,769	Travel and Meeting Expenses	3,875	68,065	64,190	94.31%	1,876	72,623	107,177
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	-	-	Other Expenditures	-	-	-	0.00%	-	14,350	-
<b>164,246</b>	<b>276,149</b>	<b>111,903</b>	<b>Total Student Services</b>	<b>524,219</b>	<b>772,123</b>	<b>247,904</b>	<b>32.11%</b>	<b>514,807</b>	<b>2,449,978</b>	<b>3,097,466</b>
<b>Public Service/Cont Ed</b>										
36,188	54,971	18,783	Salary and Wages	105,697	164,914	59,217	35.91%	65,476	404,069	714,628
3,946	10,143	6,197	Employee Benefits	24,129	30,428	6,298	20.70%	10,156	84,506	124,744
1,214	3,500	2,286	Contractual Services	4,957	25,500	20,543	80.56%	3,916	108,714	102,000
7,842	13,931	6,089	General Materials and Supplies	13,653	69,033	55,380	80.22%	17,253	72,238	177,663
2,282	2,404	122	Travel and Meeting Expenses	4,200	12,465	8,265	66.31%	854	13,487	32,891
8,547	8,628	80	Fixed Charges	25,535	33,388	7,853	23.52%	25,564	105,633	106,232
-	-	-	Capital Outlay	-	12,000	12,000	0.00%	-	-	12,000
189	-	(189)	Other	189	-	(189)	0.00%	-	50	-
-	-	-	G/K	-	-	-	0.00%	-	-	-
<b>60,208</b>	<b>93,577</b>	<b>33,369</b>	<b>Total Public Service/ Cont Ed</b>	<b>178,359</b>	<b>347,728</b>	<b>169,368</b>	<b>48.71%</b>	<b>123,217</b>	<b>788,698</b>	<b>1,270,158</b>
<b>Operations &amp; Maintenance</b>										
92,598	104,698	12,099	Salary and Wages	254,379	314,850	60,471	19.21%	203,630	1,049,240	1,361,220
32,006	37,429	5,424	Employee Benefits	96,441	112,288	15,847	14.11%	64,847	346,178	460,345
270,513	13,969	(256,544)	Contractual Services	297,989	97,207	(200,782)	-206.55%	15,238	297,189	388,534
49,839	2,500	(47,339)	General Materials and Supplies	80,482	64,000	(16,482)	-25.75%	58,798	342,919	224,782
-	87	87	Travel and Meeting Expenses	-	885	885	100.00%	-	321	1,490
750	750	-	Fixed Charges	8,142	4,750	(3,392)	-71.41%	2,250	14,174	99,000
127,976	132,657	4,680	Utilities	353,207	433,220	80,012	18.47%	275,064	1,113,044	1,732,879
-	-	-	Capital Outlay	-	25,000	25,000	100.00%	-	4,396	-
-	5,000	5,000	Contingency Funds	-	15,000	15,000	0.00%	-	-	4,796
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	60,000
<b>573,682</b>	<b>297,089</b>	<b>(276,593)</b>	<b>Total Operation and Maint</b>	<b>1,090,640</b>	<b>1,067,199</b>	<b>(23,441)</b>	<b>(1)</b>	<b>619,826</b>	<b>3,167,461</b>	<b>4,333,046</b>
<b>Institutional Support</b>										
291,506	327,859	36,353	Salary and Wages	439,569	994,299	554,730	55.79%	385,936	3,704,402	4,280,633
87,005	94,404	7,399	Employee Benefits	282,319	287,483	5,165	1.80%	221,116	1,643,702	1,255,711
153,630	118,201	(35,429)	Contractual Services	777,314	1,105,953	328,639	29.72%	96,944	1,313,548	1,877,635
57,467	248,994	191,527	General Materials and Supplies	342,799	950,795	607,995	63.95%	597,339	1,697,994	2,035,050
7,608	13,960	6,352	Travel and Meeting Expenses	24,775	52,338	27,563	52.66%	2,438	116,193	146,577
478	-	(478)	Fixed Charges	9,384	205,832	196,448	95.44%	10,119	196,727	217,741
-	10,000	10,000	Capital Outlay	14,181	10,000	(4,181)	100.00%	22,139	779,132	290,000
26,928	170,125	143,197	Contingency Funds	110,140	592,871	482,731	81.42%	130,545	676,921	1,443,976
1,835	1,125	(710)	Other	3,336	1,125	(2,211)	100.00%	-	1,844,651	49,075
3,675	-	(3,675)	Strategic Initiatives	9,079	200,000	190,921	95.46%	222,500	17,458	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
<b>630,132</b>	<b>984,668</b>	<b>354,535</b>	<b>Total Institutional Support</b>	<b>2,012,895</b>	<b>4,400,695</b>	<b>2,387,800</b>	<b>7</b>	<b>1,689,076</b>	<b>11,990,727</b>	<b>11,596,398</b>
2,464	-	(2,464)	Scholarships, grants, waivers	279,482	85,566	(193,916)	-226.63%	323,370	604,342	1,228,566
<b>2,614,460</b>	<b>2,980,916</b>	<b>366,456</b>	<b>Total Expenditures</b>	<b>7,372,206</b>	<b>10,684,026</b>	<b>3,311,820</b>	<b>31.00%</b>	<b>6,320,736</b>	<b>33,969,451</b>	<b>37,742,153</b>
<b>(198,041)</b>	<b>2,671,121</b>	<b>(2,869,162)</b>	<b>Revenue Less Expenditures</b>	<b>7,885,836</b>	<b>8,994,921</b>	<b>(1,109,085)</b>	<b>(1)</b>	<b>8,966,813</b>	<b>4,428,998</b>	<b>1,427,890</b>
-	-	-	<b>Transfers Out:</b>	-	-	-	0.00%	-	1,717,310	1,427,890
<b>(198,041)</b>	<b>2,671,121</b>	<b>(2,869,162)</b>	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>7,885,836</b>	<b>8,994,921</b>	<b>(1,109,085)</b>	<b>(1)</b>	<b>8,966,813</b>	<b>2,711,688</b>	<b>0</b>

<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
1,417,824.71	1,715,851.09	298,026.38	Salary and Wages	3,671,554.51	4,663,145.63	991,591.12
349,609.23	399,043.02	49,433.79	Employee Benefits	1,090,067.60	1,201,522.80	111,455.20
440,537.52	140,389.57	(300,147.95)	Contractual Services	1,109,672.29	1,262,895.02	153,222.73
212,387.97	347,718.81	135,330.84	General Materials and Supplies	633,415.51	1,570,771.37	937,355.86
21,258.26	49,629.25	28,370.99	Travel and Meeting Expenses	54,821.68	208,201.15	153,379.47
9,775.44	9,377.50	(397.94)	Fixed Charges	43,060.88	243,969.00	200,908.12
127,976.34	132,656.53	4,680.19	Utilities	353,207.45	433,219.58	80,012.13
-	10,000.00	10,000.00	Capital Outlay	14,181.05	205,740.00	191,558.95
26,927.65	175,125.00	148,197.35	Contingency Funds	110,140.09	607,870.71	497,730.62
7,974.29	1,125.00	(6,849.29)	Other Expenditures	291,896.40	201,125.00	(90,771.40)
2,614,271.41	2,980,915.77	366,644.36	Total	7,372,017.46	10,598,460.26	3,226,442.80

## Lake Land College

### FY2024 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2024 Budgeted</b>	<b>FY24 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$2,398,891	\$2,599,145	\$200,254	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$107,164	\$145,028	\$37,864	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$365,855	\$444,909	\$79,054	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$105,697	\$164,914	\$59,217	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$254,379	\$314,850	\$60,471	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$439,569	\$994,299	\$554,730	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
<b>Total Salary and Wages</b>	<b>\$3,671,555</b>	<b>\$4,663,146</b>	<b>\$991,591</b>	<b>\$20,316,486</b>	<b>\$19,350,532</b>	<b>\$20,316,486</b>	<b>\$965,954</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2024 Budgeted</b>	<b>FY24 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$531,621	\$574,761	\$43,140	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$33,524	\$43,521	\$9,997	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$122,033	\$153,041	\$31,008	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$24,129	\$30,428	\$6,298	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$96,441	\$112,288	\$15,847	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$282,319	\$287,483	\$5,165	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
<b>Total Employee Benefits</b>	<b>\$1,090,068</b>	<b>\$1,201,523</b>	<b>\$111,455</b>	<b>\$4,971,512</b>	<b>\$4,037,249</b>	<b>\$4,971,512</b>	<b>\$934,263</b>

Sep-23	<b>Operations &amp; Maint Restricted--Fund 03</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Sources	979,949	1,553,475	(573,525)	1,315,974	2,075,000
Bond Proceeds			-	15,159,895	
Loan Proceeds			-	-	
Investment Income	59,134		59,134	(369,563)	
<b>Total Revenues</b>	<b>1,039,083</b>	<b>1,553,475</b>	<b>(514,391)</b>	<b>16,106,306</b>	<b>2,075,000</b>
<b>Expenditures:</b>					
Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	2,176,520	965,797.50	(1,210,723)	287,625	3,863,190
PHS Projects : Site Improvements		1,500,000.00			3,000,000
New Site: Site Improvements			-		
Other			-	16,117,144	
<b>Total Expenditures</b>	<b>2,176,520</b>	<b>2,465,798</b>	<b>(1,210,723)</b>	<b>16,404,769</b>	<b>6,863,190</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(1,137,437)</b>	<b>(912,323)</b>	<b>(225,114)</b>	<b>(298,463)</b>	<b>(4,788,190)</b>

Sep-23	<b>Bond and Interest--Fund 04</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
General : Local Taxes	3,563,710	4,938,645	(1,374,935)	5,097,044	6,596,625
General : Investment Income			-		164,300
General : Transfer from Other Funds			-		
<b>Total Revenues</b>	<b>3,563,710</b>	<b>4,938,645</b>	<b>(1,374,935)</b>	<b>5,097,044</b>	<b>6,760,925</b>
<b>Expenditures:</b>					
Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg			-		
Funding Bonds : Debt Principal Paym			-		
Funding Bonds : Interest on Debt			-	251,417	5,885,000
Funding Bonds : Other Fixed Charges	500		(500)		872,925
Funding Bonds : Bond Is			-		3,000
Administration : Intere		750	750		
<b>Total Expenditures</b>	<b>500</b>	<b>750</b>	<b>(250)</b>	<b>251,417</b>	<b>6,760,925</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>3,563,210</b>	<b>4,937,895</b>	<b>(1,374,685)</b>	<b>4,845,627</b>	<b>-</b>

Sep-23	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	31,143
Auto Shop	-	7,750	(7,750)	-	15,500
Athletics	-	-	-	-	890,791
Fitness Center	19,330	27,500	(8,171)	19,946	55,000
Bookstore	267,442	192,771	74,671	379,724	771,084
Print Shop	333,957	-	333,957	329,873	905,000
Food Service	866	4,200	(3,334)	2,575	16,800
College Farm	29,235	278,000	(248,765)	35	140,000
Comm Choir	-	-	-	-	5,100
Student Life	95,881	-	95,881	-	245,500
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	-	-	-	98,611	-
<b>Total Revenues</b>	<b>746,711</b>	<b>510,221</b>	<b>236,490</b>	<b>830,764</b>	<b>3,083,518</b>
<b>Expenditures:</b>					
Ag Judging	7,471	7,799	328	628	37,760
Auto Shop	-	7,750	7,750	-	15,500
Athletics	251,961	521,657	269,696	212,887	1,031,961
Fitness Center	13,546	-	(13,546)	17,442	69,500
Bookstore	239,355	372,952	133,597	279,585	814,056
Print Shop	340,114	247,417	(92,696)	185,325	852,124
Food Service	1,882	2,019	136	1,726	8,659
College Farm	8,893	42,180	33,287	51,309	95,374
Comm Choir	-	-	-	-	5,100
Student Life	63,519	125,982	62,463	50,313	386,240
WLKL Radio	-	550	550	-	1,100
Tuition Waivers	264,539	-	(264,539)	233,054	-
<b>Total Expenditures</b>	<b>1,191,279</b>	<b>1,328,306</b>	<b>137,027</b>	<b>1,032,268</b>	<b>3,317,375</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(444,568)</b>	<b>(818,085)</b>	<b>373,517</b>	<b>(201,504)</b>	<b>(233,856)</b>

Sep-23	<b>Restricted Purposes Fund--Fund 06</b>				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Adult Ed	148,950	164,556	(15,606)	2,481	658,804
Pathways	-	103,863	(103,863)	227,246	415,452
Perkins	132,089	99,467	32,622	19,602	421,964
WIOA	244,764	742,385	(497,620)	594,791	3,022,338
College Work Study	-	35,289	(35,289)	-	70,577
GAST	-	20,000	(20,000)	-	20,000
IL Cooperative Work Study	18,005	25,000	(6,995)	4,158	50,000
IPRF Grant	40,402	22,000	18,402	26,679	88,000
Veterans Services	28,308	260,000	(231,692)	28,856	520,000
ISAC MAP	-	760,000	(760,000)	-	1,520,000
Department Of Education	2,422,909	5,400,000	(2,977,091)	2,233,395	10,874,314
Direct loans	377,882	1,034,000	(656,118)	452,420	2,068,000
Corrections	1,776,283	3,582,541	(1,806,258)	1,819,407	13,956,662
CARES Funds-Students	-	-	-	1,497,497	-
CARES Funds-Institutional	-	-	-	815,778	-
Privately Funded Grant	531,438	45,743	485,696	131,570	182,970
TRIO SSS	60,102	69,361	(9,259)	61,005	286,323
TRIO DC	67,996	79,800	(11,804)	71,749	320,160
<b>Total Revenues</b>	<b>5,849,129</b>	<b>12,444,003</b>	<b>(6,594,874)</b>	<b>7,986,637</b>	<b>34,475,564</b>
<b>Expenditures:</b>					
Adult Ed	122,001	164,556	42,555	96,578	658,804
Pathways	121,144	103,863	(17,281)	67,514	415,452
Perkins	132,089	99,467	(32,622)	62,485	421,964
WIOA	882,907	742,385	(140,522)	891,893	3,022,338
College Work Study	2,032	35,289	33,256	1,295	70,577
GAST	-	20,000	20,000	-	20,000
IL Cooperative Work Study	18,005	25,000	6,995	4,158	50,000
IPRF Grant	4,063	22,000	17,937	530	88,000
Veterans Services	55,170	260,000	204,830	57,879	520,000
ISAC MAP	785,572	760,000	(25,572)	755,841	1,520,000
Department of Education	2,428,456	5,400,000	2,971,544	2,233,395	10,874,314
Direct loans	396,265	1,034,000	637,735	353,269	2,068,000
Corrections	1,882,157	3,582,541	1,700,383	1,745,704	13,956,662
CARES Funds-Students	-	-	-	1,497,497	-
CARES Funds-Institutional	-	-	-	849,329	-
Privately Funded Grant	200,214	45,743	(154,471)	168,969	182,970
TRIO SSS	76,020	69,361	(6,659)	76,704	286,323
TRIO DC	84,956	79,800	(5,156)	94,074	320,160
<b>Total Expenditures</b>	<b>7,191,051</b>	<b>12,444,003</b>	<b>5,252,952</b>	<b>8,957,113</b>	<b>34,475,564</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(1,341,922)</b>	<b>-</b>	<b>(1,341,922)</b>	<b>(970,476)</b>	<b>-</b>

Sep-23	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	97,993	149,732	(51,739)	132,106	200,000
<b>Total Revenues</b>	<b>97,993</b>	<b>149,732</b>	<b>(51,739)</b>	<b>132,106</b>	<b>200,000</b>
<b>Expenditures:</b>					
Admin Staff Ful	5,741	6,293.92	553	5,490	27,273.64
Support Staff F	3,649	4,009.82	360	3,385	17,375.90
Medical Benefit	1,984	2,498.58	514	1,954	9,994.32
Life Insurance	7	6.90	0	6	27.60
Audit Services	61,000	68,000.00	7,000	35,850	68,000.00
Printing	-	500.00	500	-	500.00
<b>Total Expenditures</b>	<b>72,382</b>	<b>81,309</b>	<b>8,928</b>	<b>46,685</b>	<b>123,171</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>25,612</b>	<b>68,423</b>	<b>(42,812)</b>	<b>85,421</b>	<b>76,829</b>

	Sep-23	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance			
<b>Revenues:</b>						
Local Taxes	597,022	828,769	(231,747)	1,802,738	1,107,000	
Misc Income			-			
<b>Total Revenues</b>	<b>597,022</b>	<b>828,769</b>	<b>(231,747)</b>	<b>1,802,738</b>	<b>1,107,000</b>	
<b>Expenditures:</b>						
Student Services	12,766	17,720	(4,954)	18,318	89,341	
Operations and Maintenance	46,845	50,365	(3,520)	40,898	224,394	
Police Dept	159,699	150,511	9,188	135,288	533,236	
Institutional Support	79,513	77,920	1,593	67,163	353,637	
Fixed Charges-ins	179,904	185,718	(5,813)	184,830	821,969	
<b>Total Expenditures</b>	<b>478,727</b>	<b>482,233</b>	<b>3,506</b>	<b>446,498</b>	<b>2,022,577</b>	
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>118,295</b>	<b>346,536</b>	<b>(228,242)</b>	<b>1,356,240</b>	<b>(915,577)</b>	

# LAKE LAND COLLEGE

# MEMO

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

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

**CC:**

**DATE:** October 30, 2023

**RE:** FY 2024 Part-Time Rates and Stipends

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Please find attached the proposed FY 2024 Part-Time Rates and Stipends for your consideration. Due to the minimum wage increase that will go into effect January 1, 2024, our proposed part-time rates will be in effect January 1, 2024 through June 30, 2024, and thus covering the second half of the fiscal year.

It is respectfully requested the Board approve the proposed stipends for FY 2024 and part-time rates for the period January 1, 2024 through June 30, 2024.

Lake Land College  
FY24 Part-time Positions

Student Positions			
Position ID	Position Title	Department	FY24
APR1700-PT-STD	Lab Student Assistant	Math & Science	\$ 14.00
Various	College – Work Study	Various	\$ 14.00
SPR4200-PT-COU	Counseling Clerical Worker	Counseling	\$ 14.00
APR1412-PT-DHS	Dental Hygiene Clinic Student Assistant	Dental	\$ 14.00
APR1500-PT-ISW	IDOT QC/QA Student Assistant	IDOT	\$ 14.00
SPR4120-PT-ISA	International Studies Ambassador	International Studies	\$ 14.00
SPR4120-PT-ISP	International Studies Program Assistant	International Studies	\$ 14.00
Various	Interns	Various	\$ 14.00
SPR4009-PT-LMT	Laker Mallard Mascot	MPR	\$ 14.00
SPR4840-PT-NPE	Newspaper Editor	Student Life	\$ 14.00
Various	Perkins Student Workers	Various	\$ 14.00
SPR4210-PT-NOT	Special Needs Note Taker	Counseling	\$ 14.00
SPR4200-PT-SAS	Student Assistant Specialist/Career Services/Counseling	Career Services/Counseling	\$ 14.00
SPG4230-PT-TSS	TRIO Destination College Student Specialist	TRIO Destination College	\$ 14.00

Temporary Positions			
Position ID	Position Title	Department	FY 24
SPR4100-PT-ASA	Admissions & Records Commencement Asst	Admissions	\$ 14.00
SPR4700-PT-ATR	Athletic Trainer Substitute	Athletics	\$ 25.00
BPR8700-PT-RWK	Bookstore Rush Worker	Bookstore	\$ 14.00
APR1300-PT-CPR	Curriculum Consultant	Academic Services	\$ 15.00
APR1200-PT-CRC	Court Reporter Consultant	Business	\$ 15.00
APR1000-PT-SAP	Special Assistant to the VPAS	Academic Services	\$ 32.00

SPR4000-PT-SAP	Special Assistant to the President	President's Office	\$ 35.00
<b>Grant Positions</b>			
Position ID	Position Title	Department	FY 24
APG1418-PT-SSP	Path Grant Support Service Provider	Allied Health	\$ 19.50
APG1418-PT-RES	Remediation Specialist	Allied Health	\$ 26.00
<b>Classified Positions - (Non Students)</b>			
Position ID	Position Title	Department	FY 24
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
SPR4140-PT-TPR	Test Proctor (campus)	Student Success Center	\$ 15.00

APR2102-PT-KTP	Test Proctor (Kluthe)	Student Success 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	Student Success Center	\$ 15.00
SPR4210-PT-TDS	Tutor-Disability Services	Student Success Center	\$ 15.00
SPR4140-PT-TSL	Tutor - Student Learning Asst Center	Student Success Center	\$ 15.00
SPR4140-PT-TSS	Tutoring Services Specialist	Student Success Center	\$ 15.00
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.00

**Athletic Department Positions**

Position ID	Position Title	Department	FY 24
APR1130-PT-ALJ	Assistant Livestock Judging Coach	Athletics	\$ 15.00
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
various	Head 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 24
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-IEA	Institutional Equipment Assistant	ISS	\$ 15.00
BPR8200-PT-MSS	Technical Support Assistant	ISS	\$ 15.00
BPR8200-PT-TSA	Technical Support - Assistant - Info Security	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 24
SPR4100-PT-CTE	Admissions CTE Recruiter	Admissions	\$ 19.50
SPR4100-PT-ASP	Admissions Services Specialist	Admissions	\$ 19.50
WPG3600-PT-AAS	Adult Education Advisor Specialist	Adult Education	\$ 19.50
APG3601-PT-AET	Adult Education Transition Specialist	Adult Education	\$ 19.50
APR1400-PT-LAA	Allied Health Lab Assistant	Allied Health	\$ 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	\$ 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	Student Success Center	\$ 19.50
SPR4140-PT-STB	Tutor- Bachelor Degree	Student Success Center	\$ 19.50
SPG3500-PT-TT2	Tutor-Bachelor Carl Perkins	Student Success Center	\$ 19.50

**Instructional Positions (Higher Level of Education or Specialization)**

Position ID	Position Title	Department	FY 24
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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
APR1400-PT-AHC	Allied Health Pool	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
APR1511-PT-QMR	IDOT Quality Mgmt Train Spec- Recert	IDOT	\$ 70.00
APR1600-PT-IEL	IEL Instructor	Humanities	\$ 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 24
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
WPT3300-PT-CPR	IDOC CPR Instructor	Center for Business and Industry	\$ 46.25
APR3300-PT-NCI	Community Learning Instructor	Center for Business and Industry	\$ 26.00
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 24 Adjunct Wage Scale:

Period of Time	Amount	Hourly Sub-rate
0-7 Semesters	\$735	\$45.94
8-15 Semesters	\$750	\$46.88
16+ Semesters	\$765	\$47.81
Pro-rated sections:	(# students/minimum seat count) * ECH of course at adjunct rate	

Full-Time Faculty Sub-rate:  $\$900/16 \text{ weeks} = \$56.25 \text{ per hour}$

## 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 annual increase consistent with % increase for full-time appointment
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 24 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
Coaching Stipend Formula: (If paid in addition to full-time position) Head Coach Stipend: <ul style="list-style-type: none"> <li>a) \$6000.00 Base pay rate for all coaches for any sport and ag judging</li> <li>b) + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College.</li> <li>c) +\$100 per year for experience outside Lake Land College as college head or assistant coach or high school</li> <li>d) Annual pay increase based on % increase for full-time employees</li> </ul>
Cheer Coach / Assistant Coach Stipend (Part-time): <ul style="list-style-type: none"> <li>a) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College.</li> <li>b) Annual pay increase based on hourly rate increase for part-time employees</li> </ul>
Additional Head Coach Stipend: <ul style="list-style-type: none"> <li>a) \$800 Team Wins National Tournament</li> <li>b) \$500 Team to National Tournament (VB, MBB, WBB, SB, BB)</li> <li>c) \$500 60% wins (VB, MBB, WBB, SB, BB)</li> <li>d) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag)</li> <li>e) \$100 per All American (as selected by NJCAA or NJCLJCA)</li> <li>f) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year)</li> </ul>

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

# LAKE LAND COLLEGE

# MEMO

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

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

**CC:** Madge Shoot, Comptroller

**DATE:** November 2, 2023

**RE:** Worker's Compensation Policy

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We have recently reviewed our renewal for our Worker's Compensation Insurance coverage for our policy with Illinois Public Risk Fund (IPRF) for calendar year 2024. The renewal rate of \$163,548 reflects a 4% decrease in premium costs when compared to the expiring rate of \$170,842, which equals to a decrease of \$7,294 in annual premium expense.

The mod rating for the College decreased slightly from .75 to .74. This rating involves reviewing the prior 3 years of claims. An experience mod of less than 1.00 is better than average to businesses of similar size and industry.

The College also qualifies for the Safety Grant from IPRF, which equals \$23,108, which is a decrease of \$4,317 from the prior year. These funds are used to enhance safety throughout campus.

It is our recommendation that the Board of Trustees accept this renewal of the Worker's Compensation Policy with IPRF for calendar 2024.

# LAKE LAND COLLEGE

## MEMO

To: Dr. Josh Bullock, President  
From: Madge Shoot, Comptroller  
Date: October 11, 2023  
Subject: Forklift for Automotive Department

### Memo

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During the FY2024 budget preparation the Automotive Department requested a replacement forklift. The current forklift they are using is a 1972 model and has passed its useful life.

Mr. Brian Madlem discovered a used 2019 Toyota forklift that is currently for sale. It is a model 8FGU30 with an 88/187 Triple Mast, runs on LPG, with solid pneumatic tires, side shift and 60" forks. This model also comes with an enclosed cab so it can be used throughout the year regardless of the weather conditions.

The total price including shipping is \$32,450.00 and was approved during the FY2024 budget process.

I respectfully request you approve the purchase of the aforementioned forklift for the Automotive department.



We Know Budgets. We Know Value.  
We Know Heavy Lifting

Sales Quote For:  
Brian Madlem  
Lakeland College  
5001 Lake Land Blvd  
Mattoon, IL 61938

Dear Brian,

Here is your formal quote on the forklift you are interested in purchasing.

**FORKLIFT**

**ID#** 11899

**MAKE;** Toyota

**MODEL:** 8FGU30

**SERIAL#** 76992

**MAST SPEC:** 88/187 Triple Mast

**FUEL:** LPG

**TIRES:** Solid Pneumatic

**ATTACHMENTS:** Side Shift

**FORKS:** 60" Forks

<b>FORKLIFT PRICE</b> .....	\$29,900.00
<b>CAB DOORS</b> .....	\$2000.00
<b>SHIPPING</b> .....	\$550.00
<b>TOTAL</b> .....	\$32,450.00

If you have any questions, please let me know.

Sincerely,

Gavin Roszkowiak  
Advantage Material Handling, Inc  
900 Tower Rd. Mundelein, IL 60060  
Phone: 847.223.0500 / Fax: 847.223.0501

# LAKE LAND COLLEGE

# MEMO

TO: Mr. Josh Bullock, President  
FROM: Madge Shoot, Comptroller  
CC:  
DATE: October 16, 2023  
RE: Surplus Equipment

---

With the purchase of a newer Forklift, the 1972 Forklift has become obsolete and holds 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 this item 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: Madge Shoot, Comptroller  
CC:  
DATE: November 3, 2023  
RE: Surplus Equipment

---

The trailer listed below no longer provides value to the college. It has been only used to transport cardboard on campus for several years.

1996 Interstate Trailer—VIN 1UK500C19T1017397

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

I recommend declaring this item as surplus material and seek authorization to dispose of it in a manner most beneficial to the college.



# Memo

To: Dr. Josh Bullock, President

From: Bonnie Moore, Director of the Center for Business & Industry

Date: November 6, 2023

Re: Approval of Bid for Mechatronic Laboratory Equipment

---

The College recently solicited bids for mechatronic laboratory equipment. This equipment will be purchased with funds from a one-time MAID grant.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Moss Enterprises Johnston, Iowa	\$78,620

Based on the bids received, it is my recommendation that we award this bid to Moss Enterprises, of Johnston, Iowa, for the Mechatronic Laboratory Equipment.

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

**LAKE LAND  
COLLEGE  
BID TABULATION**

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Mechatronic Laboratory Equipment  
Bid Tab  
Project No. 2023-010  
BID DATE: November 6, 2023 - 1:00 PM

CONTRACTOR	Total Bid					
Moss Enterprises Johnston, IA	\$ 78,620.00					

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Valerie Lynch, Vice President for Student Services

FROM: Lisa Shumard-Shelton, Director of Student Life

CC: Dr. Josh Bullock (President), Jean Anne Highland (Chief of Staff), Lake Land College Board of Trustees

DATE: November 6, 2023

RE: SGA Request for Board of Trustees Approval of 3 New Proposed Student Clubs

---

The Judicial Committee and the full board of the Lake Land College Student Government Association (SGA) has approved the completed constitutions of three new proposed clubs for Lake Land College Students. All three clubs are open to any current Lake Land College students who wish to join. The proposed clubs are as follows:

1. **Diesel Tech Club** – club to promote awareness of on and off highway diesel power technology changes and issues, promote good citizenship, encourage high academic standards and provide social activities for students, faculty, and community members who are interested in internal combustion power technology  
– Advisor Woody Reinhart
2. **Alternative Education Club** – club to support alternative education graduates pursuing a Lake Land education, foster a sense of community, explore and diminish stereotypes/stigmas surrounding alternative education graduates/current students, encourage participation in Student Life activities, provide networking opportunities  
– Advisor Kim Hunter
3. **Absolute CMI** – club to create an environment where students may study the Bible, have Christian fellowship and fun, provide a supportive environment to ask spiritual questions, unite students together  
– Advisor Kelli Pope

The proposed club constitutions are attached to this memo. They have been scrutinized by Dr. Valerie Lynch and approved by the Judicial Committee of SGA as well as the full board on or before November 8, 2023. We are asking the Board of Trustees to approve these clubs as presented so they can officially be added to the roster of approved clubs through the Student Life Office. Thank you.

CONSTITUTION AND BYLAWS OF THE  
DIESEL TECH CLUB  
LAKE LAND COLLEGE



**Article I – Name**

The name of this organization shall be the Diesel Tech Club of Lake Land College, Mattoon, Illinois.

**Article II – Objectives**

The objectives of the Diesel Tech Club are:

- A. to promote awareness of On & Off Highway Diesel Power Technology changes and issues on campus and in the surrounding communities;
- B. to provide a means by which members of the Diesel Tech Club can participate in democratic government;
- C. to promote good citizenship;
- D. to promote good will between faculty and students;
- E. to promote the general welfare of the school and community;
- F. to provide a means by which mechanical diesel conscious students can express their opinions;
- G. to encourage higher academic standards and provide social activities for students, faculty, and community members who are interested in internal combustion power technology;
- H. to encourage cooperation between fellow students and provide a channel for networking among members;
- I. to promote more interest and greater concern for the environment as it relates to current emission regulations;
- J. to provide opportunities for students to become involved in projects which will benefit the campus and community.

**Article III – Membership**

Membership is open to any student interested in taking positive steps towards achieving the goals and objectives of the Diesel Tech Club as set forth in Article II.

## Article IV – Officers

- Section I.** The Club Officers shall be: President, Vice-President, Secretary, and Treasurer.
- Section II.**
- A. The term of office shall be for a complete calendar year.
  - B. Office of President shall be elected from available Sophomores at the first regular meeting of the first Mod spring semester. All other officers shall be elected at the first regular meeting of the fall semester.
  - C. All officers must maintain a cumulative grade point average of 2.0 based on the 4.0 scale, during their term of office.
  - D. Previous club member may participate in future club activities but shall not hold an 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 the executive council, enforce observance of the constitution and bylaws, see that officers and chairpersons perform their duties and, in general, supervise all affairs of the club and appoint committees.
  - B. The Vice-President shall assume the duties of the President in the absence of the latter, and assist the President with his/her duties and the club with other duties as assigned. The Vice-President will assume the role of the President if the president vacates the position.
  - C. The Secretary shall keep minutes of all meetings, issue all orders and notices required, conduct all correspondence of the club, and keep a permanent record of attendance and new members.
  - D. The Treasurer shall receive all money due to the club, keep an accurate account of all finances of the club, collect all dues and assessments, and pay all orders that they are instructed to pay.
- Section V.** The executive council shall consist of the officers plus 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 and be present at each meeting of the organization or arrange for another eligible person to serve as advisor.

### **Article V – Meetings**

- Section I.** Meetings shall be arranged according to student schedules. The Diesel Tech Club shall meet a minimum of two meetings per semester.
- Section II.** The President, the advisors, or a majority of the members may call special meetings.
- Section III.** Meetings shall be conducted using “Robert’s Rules of Order”.
- Section IV.** A quorum shall consist of a simple majority of active 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 by a majority of the votes.

### **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 President will not vote **except** to break a tie. The person receiving the majority of the votes shall be entitled to assume the office to which they were elected immediately. Any unopposed candidates shall be elected by majority of aye/nay votes.

### **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 Diesel Tech Club.

### **Article IX – Dues and Fundraising**

- Section I.** Dues shall be collected in the amount of two dollars and 50 cents per semester for each active member, payable at the start of each semester for each active member.
- Section II.** Fundraising activities may include but shall not be limited to proceeds generated from services on diesel power equipment.

## Article I: NAME OF CHAPTER

Alternative Education Club

## Article II: PURPOSE/OBJECTIVES

The objectives of this organization are:

- Support Lake Land College Alternative Education graduates achieving higher education.
- Foster a sense of community with Alternative Education graduates.
- Collaborate and gather resources for Alternative Education graduates and students.
- Explore and diminish stereotypes and stigmas surrounding Alternative Education graduates and current students.
- Encourage Alternative Education graduates and students to participate in Student Life at Lake Land College.
- Enable and support Alternative Education graduates and student networking opportunities.

## Article III: MEMBERSHIP

Members in the Alternative Education Club must be current Lake Land College students. Membership in this club shall be open to all students regardless of race, color, religion, religion. Gender, sexual orientation, natural origin, or age. To be considered a voting member, students must pay dues.

## Article IV: QUORUM REQUIREMENTS

Must consist of a majority of all voting members as defined in Article III.

## Article V: ELECTION OF OFFICERS

The officers of the club shall be referred to as: President, Vice President, Secretary, and Treasurer.

Officers shall be elected at the first regular meeting of each semester.

Nominations for offices will be made during the election's meetings; candidates may self-nominate or be nominated by another active member.

The term of office for all officers shall be no less than one semester, and no more than one academic year.

All officers must maintain a cumulative GPA of 2.0 or greater throughout their term.

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

The President shall preside at all meetings of the club, call meeting of the Executive Council, enforce an observance of the constitution and bylaws, see that officers perform their official duties, and in general supervise all affairs of the club.

The Vice-President shall assume the duties of the President in the absence of the latter.

The Secretary shall keep typed minutes of all meetings, issue all orders and notices required, conduct all correspondence of the club, and keep a permanent record of attendance and a current member list.

The Treasurer shall receive all money due to the club, keep an accurate account of all finances of the club, collect all dues and assessments, and pay all orders that they are instructed to pay in conjunction with the Student Engagement Specialist or other Student Life Office designee.

## Article VI: EXECUTIVE BOARD

The Executive Council shall consist of the officers. This council shall have jurisdiction of all matters not specifically delegated to some other committee and also shall appoint committees.

Article VII: DUES

Dues will be \$1.00 per semester payable to the elected treasurer at the first normal meeting following elections.

Article VIII: FUNDRAISING

Fundraising methods will be determined during the meetings as needed. The club understands that all fundraising efforts must be approved by the Student Life Office.

Article IX: METHOD FOR CONDUCTION OF MEETINGS

Robert's Rules of Order will be used for conducting Meetings.  
Tie votes will be broken by the vote of the President.

Article X: AMENDMENTS

This constitution or its bylaws may be amended at any regular business meeting by a two-thirds vote of the members present.

Article XI: ADVISOR DUTIES

The club advisor will act in an Advisory role to oversee the operations of the club as outlined in the Lake Land College Club Handbook.

Article XII: COMMITTEES

Committees will be assigned as needed on a volunteer basis. Typical committees include: Fundraising, Community Service, Outreach, and Student Activities.

Article XIII: BYLAWS

1. The club shall hold its regular meetings every month during the academic year on dates assigned by the Executive Council.
2. Special business or program meetings may be called at any reasonable time by the President.
3. Regular meetings shall consist of a program open to all.
4. No proxy voters will be allowed on any matter.
5. Non-members shall not receive any special benefits from the club.
6. Only dues-paying members will be allowed to vote.
7. Robert's Rules of Order shall govern all points of parliamentary procedure not mentioned.

Drafted 10.30.2023

# Constitution and By-laws for Absolute CMI

## PREAMBLE

The Absolute CMI has been established to create an environment where students are provided the opportunity to study the Bible in reference to the great commission given by Jesus in Matthew 28 as fulfilled in Acts 2 and be involved in Christian Fellowship & Fun. The purpose of this constitution is to inform members and interested parties of the standard of Absolute CMI.

## ARTICLE I. NAME

**Section 1.** This organization is known and called Absolute Campus Ministry International. When being referred to outside of campus it will be known as Absolute CMI at Lake Land College.

## ARTICLE II. PURPOSE

**Section 1.** The purpose of this organization is to facilitate a deeper understanding of Christ. Our purpose is to also provide a place where people can ask questions in a safe environment without feeling persecuted. Another purpose is to provide a social environment where people can feel united. The group was founded mainly to draw closer to Christ as well as build relationships with other people.

**Section 2.** Absolute CMI understands and is committed to fulfilling its responsibilities of abiding by Lake Land College policies.

## ARTICLE III. MEMBERSHIP

**Section 1.** Membership in all Lake Land College clubs are open to any student. No minimum GPA requirements are required. Other members of the College community may be affiliated with the club as non-voting members, but may not serve as officers in the club. Examples could be Lake Land College Alumni or staff members who are not designated as Advisors. All dues-paying members currently enrolled in courses at Lake Land College are eligible to vote.

**Section 2.** Voluntary withdrawal of membership may be provided for current members at any time. The dues for Absolute CMI are \$1.00 per semester.

**Section 3.** Absolute CMI does not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental

disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

## **ARTICLE V. EXECUTIVE BOARD AND OFFICERS**

### **Section 1. The Executive Board**

The Executive Board is composed of elected officers.

**Section 1.1** The Executive Board will serve the purpose of administrative and organizational duties of Absolute CMI. The Executive Board will serve a 2-year term limit.

**Section 1.2** Upon the elected officers term limit, a vote will commence to fill the position of the elected officers a month before the term limited is up. If an elected officer resigns from their position, a vote will commence to fill the position of the elected officer that resigns as soon as the resignation is final.

### **Section 2. Officers**

The officers of Absolute CMI are the President, Vice President, Secretary, and Treasurer.

#### **Section 2.1 Duties of President**

The duties of the President shall be:

- A. Preside the meetings
- B. Serve as a spokesperson for the group
- C. Plan lessons for meetings
- D. Make the final decision should the executive board come to a tie
- E. Serve as liaison to the SGA should another officer be unavailable

#### **Section 2.2 Duties of Vice President**

The duties of the Vice-President shall be:

- A. Perform the duties of the President when the President is unable to perform them. The Vice President will become the President if the President steps down (for any reason).

#### **Section 2.3 Duties of Secretary**

The duties of the Secretary shall be:

- A. To take the minutes at meetings
- B. To take attendance for the meetings
- C. Keep and up to date contact sheet for members

#### **Section 2.4 Duties of Treasurer**

The duties of the Treasurer shall be:

- A. Financial Liaison to SGA
- B. Responsible for the budget and attending all SGA financial meetings
- C. Maintain the account for ACMI and determine what is necessary for the group
- D. Responsible for food at meeting

**Section 3. Advisor**

The duties of the advisor shall be:

- A. The Advisor will follow guidelines of advisor duties as written and outlined in the Club Handbook and Absolute CMI National Office.
- B. To advise on action of the club

**ARTICLE V. OPERATIONS****Section 1. Election Process**

Elections will take place in the month of August.

All members of ACMI will nominate and then vote for officers when positions arise. A majority vote will determine the new officer. Parties will be nominated verbally and a written vote will be handed in. Each officer will hold the position for a 2-year term or upon a decision to leave the position. Any member with good standing (80% or greater attendance in the group) is eligible for nomination. At the beginning of each semester all newly elected officers will assume their positions.

**ARTICLE VI. DUES**

The dues will be set at \$1.00 per semester, payable per semester to the treasurer. Dues are non-refundable. In accordance with the policy set forth by the Active Minds National Office, no person shall be denied membership due to financial hardship. Membership due waivers can be applied for through the club advisor.

**ARTICLE VII. AMENDMENTS & BY-LAWS**

**Section 1.** Amendments may be proposed by any member of good standing and with good reason. Voting of allowing the proposed amendment will take place two weeks after the proposal. The proposal must first be taken up with the President who will decide if it is appropriate. After this the Executive Board will hear the proposal and upon agreement from the Executive Board allotted time will be held during the meeting. After the two-week period a vote will take place to determine the result of the proposal. Majority decision (51%) will decide and in the case of a tie the President will have the final say.

**Section 2.****1) Meetings**

Held once a week as determined each semester by executive board.

**2) Meetings will follow this structure:**

Attendance Welcome

Prayer

Worship

Lesson/Bible Study by President or guest speaker

Prayer

New ideas/proposals

Dismissal by President

**3)** Absolute CMI will submit a budget to the Student Government Association Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.

## **ARTICLE VIII. REGISTRATION RENEWAL**

**Section 1.** The date for annual registration renewal will be in September, exactly one month after elections.

## **Article IX. FUNDRAISING AND SERVICE ACTIVITIES**

Members will select a fundraiser and/or service activity and all club members are encouraged to participate. Fundraising and service activities may consist of bake sales, food drives, product sales, etc that have been pre-approved through the Student Life Office. Recipients of fundraising and service activities may include Lake Land College district community agencies and organizations as well as scholarship monies for an Absolute CMI Member.

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Established: 11.06.23

Drafted Date 11.06.23/ KP & TM

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
November 13, 2023**

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

Bennett, Judy	10/23-11/14/23
Lash, Lara	1/25/24-4/19/24
Tillman, Catherine	9/20/23-11/3/23

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

IDOT QMTP Program Specialist/Recertification Program Coordinator	Level 12
Foundation Office Coordinator	Level 11

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Carter, Natashia	Lab Student Assistant	10/16/23
Cougill, Andrew	Primary Position Fitness Center Specialist	10/16/23
	Adjunct Faculty Social Science Division	
Hill, Kirk	Primary Position Librarian	10/17/23
	Tutor - Student Learning Assistance Center	
Smith, Logan	Primary Position College Work Study	10/16/23
	Adjunct Faculty Allied Health Division	
	Primary Position Allied Health Den Cln Hrlly	
<b>Part-time - Grant Funded</b>		
Rickey, Constance	Remediation Specialist	10/10/23
	Primary Position Allied Health Instructor	

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Rubin, Talianna	Special Needs Note Taker	10/26/23
	Primary Position International Stu Ambassador	

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Gunn, Robert	Correctional Automotive Technology Instr	10/23/23
Hayes, Cobin	Correctional Commercial Cooking Instructor	10/17/23
McPherson, Grant	Applications Engineer	11/20/23
Mowen, Alexandria	Correctional Office Assistant	10/16/23

Wedekind, Kathryn	Correctional Career Technology Instructor	10/10/23
Zoller, Steven	Correctional Construction Occupations Instr	10/10/23

**Full-time Tenure Track**

Haskett, Ellie	Counselor for Student Accommodations & Mental Health Initiatives	1/5/24
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**Part-time**

Aideyan, Osaore	Adjunct Faculty Social Science Division	10/16/23
Carter, Adam	Technical Training Specialist - CBI	10/23/23
Cook, Jason	ISS Technical Support Assistant	10/10/23
Evans, Megan	Dual Credit Coordinator	11/2/23
Evans, Sandra	Community Learning Instructor	10/17/23
Ray, Rick	Technical Training Specialist - CBI	10/23/23
Sexson, Austin	Tutor - Student Learning Assistance Center	11/2/23
Strohl, Randall	Technical Training Specialist - CBI	10/27/23
Upton, Jacob	Tutor - Student Learning Assistance Center	11/6/23
Wood, Steven	Administrative Assistant Marshall Ext Center	10/23/23

**Part-time Grant Funded**

Gentry, Jaden	Perkins Student Worker	10/16/23
Wilson, Paul	Adjunct DOC College Funded Instructor	10/18/23
Schettler, Brendon	Dual Credit Instructor	10/20/23

**College Work Study**

Comer, Naomi	College Work Study - Social Science Edu	10/30/23
Logan, Empress	College Work Study - Social Science Edu	10/20/23
McCall, Kodi	College Work Study - Technology	10/16/23
Spears, Ashley	College Work Study - Student Life	10/30/23

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
<b>Full-time</b>		
Brashear, Madison	Correctional Office Assistant	10/20/23
Bustillos, Autumn	Central Receiving / Mailroom Assistant	10/23/23
Legus, Aryon	Correctional Auto Body Instructor	10/9/23
Scott, Garry	Associate Dean of Correctional Programs	10/31/23
Seiler, David	History Instructor (Retired)	7/31/23
<b>Part-time</b>		
Binnion, Hannah	TRIO Destination College Student Specialist	6/26/23
Burns, Kennedy	Special Needs Note Taker	12/8/22
Foreman, Kay	Retiree Incentive Program	10/5/23
Hollingsworth, Travis	Administrative Assistant Marshall Ext Center	9/21/23
Ingalsbe, Jessica	Special Needs Note Taker	11/22/22

**Transfers/Promotions**

The following employee is recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Helmink, Kathryn	Library Cataloging/Acquisitions Assistant Transferring from Administrative Asst to TRIO	12/11/23
Murphy, Jacob	Lab and Safety Coordinator Transferring from Laboratory Supervisor	11/27/23
Williams, Tiffany	Correctional Commercial Cooking Instructor Transferring from Correctional Horticulture Instr	10/16/23