

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book

October 9, 2017

Regular Meeting No. 610

## Table of Contents

	Page
Agenda for October 9, 2017, Regular Meeting	3
Minutes for September 11, 2017, Regular Meeting	7
Minutes for September 25, 2017, Special Meeting	20
Supplemental Information for September, 2017, Regular Meeting	22

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



Regular Meeting No. 610  
Monday, October 9, 2017, 6:00 p.m.  
Webb Hall 081, 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 September 11, 2017, Regular Meeting.
2. Approval of Minutes of September 25, 2017, Special Meeting.
3. Approval of Agenda of October 9, 2017, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

5. Destruction of Tape Recording of April 11, 2016, Closed Session and April 7, 2016, Finance Committee Closed Session.

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

### **III. Committee Reports.**

A. ICCTA/Legislative	Mr. Mike Sullivan Ms. Ann Deters
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Ms. Ann Deters
D. Buildings & Site	Mr. Dave Storm
E. Student Report	Mr. Charles Meaker
F. President's Report	Dr. Josh Bullock

### **IV. Business Items.**

#### **A. Non-Action Items.**

	Board Book Page Number(s)
1. American Heart Association Silver Workplace Health Achievement Award.	22-23
2. Faculty Focus on Advancing Student Success – Broadcast Sales Certification.	
3. Announcement of 2017-2018 Student Ambassadors.	24
4. Student Laureate Nomination.	25
5. Curriculum Committee Highlights.	26-27
6. Proposed Revisions to Board Policy 07.12 – Talented Student Scholarships.	28-30
7. Calendar of Events.	31-32
8. Correspondence.	33



## B. Action Items.

	Board Book Page Number(s)
1. Presentation of Audit and Board Acceptance.	
2. Approval of Proposed Revisions to Policies in Sections 1, 2, 3, 4 and 8 from Policy Manual Annual Review.	34-55
3. Approval of Proposed Revisions to Board Policy 08.07 – <i>Registration of Registered Sex Offenders</i> .	56-58
4. Approval of Proposed Revisions to Board Policy 04.07 – <i>College Spokesperson</i> and 11.21 – <i>Marketing Materials and Publications</i> .	59-62
5. Approval of Guidelines for the Administration of Talented Student Scholarships.	63-67
6. Acceptance of Reporting of August 2017 Financial Statements.	68-73
7. Approval of Spring 2018 Tuition and Fees Rates.	74
8. Approval of Health Insurance Plan Recommendation.	75
9. Approval of Recommendation of Bid Award for 2017 Ford Fusion Purchase.	76-77
10. Approval of Resolution No. 1017-003 - Intent to Continue Foundation Tax Levy.	78-80
11. Certification of Fall Student Government Association Election Results.	81-83
12. Approval of Facilities Master Plan.	84-155
13. Approval of Recommendation from the Advisory Committee for the Naming of Northwest Building Room 114 as the Heartland Dental - Dental Hygiene Lab.	156-157
14. Approval of Recommendation from the Advisory Committee for the Naming of a Park Area on the Campus Main Grounds as Dr. William L. and Margaret Podestá Park.	158-160
15. Approval of Perkins Specialist Position.	161
16. Approval of Director of Foundation Operations Position.	162
17. Approval of IDOC Intergovernmental Agreement with Southwestern Illinois College District No. 522 for Educational Services with IDOC.	163-167
18. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Sections 120/2(c)(1) and (3) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment or employment of specific employees and to discuss the selection of a person to fill the Board seat vacancy.	

[Return to Open Session - Roll Call]

19. Approval of Candidate to Fill Board Vacancy as Discussed  
in Closed Session.
20. Approval of Human Resources Report as Discussed in                      168-171  
Closed Session.

**C. Other Business.**

**D. Adjournment.**

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



Regular Board Meeting No. 609  
Webb Hall, Room 081, Mattoon, IL  
September 11, 2017

**Minutes**

**Call to Order.**

Chair Storm called the September 11, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

**Roll Call.**

**Trustees Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

**Trustees Absent:** Dr. Robert Luther.

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

**Announcement.**

Chair Storm announced that the Board received a letter of resignation from Trustee Dr. Robert Luther effective with this meeting. He said the Board will now follow Board Policy 02.07, *Filling of Vacancies*, in order to select a new member to serve until the next election in April of 2019, and that those interested in serving on the Board should submit written materials to Board Secretary Ann Deters, C/O the Office of the President, by September 29, 2017, including: reason for seeking the appointment, qualifications, and experience in other areas which may enhance public policy or decision-making. Chair Storm asked Trustees if there were any other relevant materials the Board might request that applicants submit. There were no additional requests. Chair Storm said the Board will vote on the replacement at its October 9, 2017, meeting with the individual taking his or her seat on the Board at the November 13, 2017, Board meeting. He also said eligibility requirements to serve on the Board are U.S. citizenship,

18 years of age or older, a resident of Illinois for one year immediately preceding election, and a resident of Community College District No. 517 for one year immediately preceding election.

### **Approval of Consent Items.**

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

1. Approval of Minutes of August 14, 2017, Regular Meeting.
2. Approval of Minutes of August 14, 2017, Closed Session.
3. Approval of Agenda of September 11, 2017, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Education Fund	\$	419,282.79
Building Fund	\$	44,796.39
Site & Construction Fund	\$	172,844.85
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	114,732.32
Restricted Purposes Fund	\$	187,369.06
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	56,969.00
Student Accts Receivables	\$	68,739.39
Total	\$	1,064,733.80

For details of bills refer to:

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

5. Destruction of Tape Recording of March 14, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There were no public comments.

### **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Sullivan, committee chair, said deferred his report to President Bullock who recently attended an ICCTA meeting in Bloomington Normal. Dr. Bullock highlighted information he learned while at the ICCTA conference regarding community college enrollment challenges throughout the state.

### **Resource & Development.**

Trustee Reynolds, committee chair, said the committee met recently to review items which will appear later in the agenda.

### **Finance.**

Trustee Deters, committee chair, said the committee met recently to review items which will appear later in the agenda.

### **Buildings & Site.**

Chair Storm said the committee had not met since the last regular Board meeting.

### **Student Report.**

Student Trustee Meaker highlighted activities underway to train new members of the Student Government Association (SGA). He also highlighted information he learned from recently attending an ICCB-SAC conference in Springfield. He said various SAC representatives discussed concerns regarding freedom of speech issues and changes impacting DACA students.

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

Dr. Bullock said:

- The state has begun issuing Fiscal Year 2018 state funding. Lake Land has received two installment payments each for equalization funding and credit hour reimbursement.
- Lake Land banners now grace light poles in the vicinity of the Mattoon train depot downtown and along Lake Land Boulevard. Thank you to the City of Mattoon, Lake Land College Foundation, Alumni Relations, Marketing and Public Relations Department and the College Print Shop for making this project come to life.
- Lake Land College staff and students once again participated in the Farm Progress Show in Decatur. Our booth generated a great deal of activity and 968 contact cards were completed by prospective students, exceeding the 2015 record of 906 contact cards. Thank you to all the Laker family who made this event a success!

## **Business Items.**

## **Non-action Items.**

### **Faculty Focus on Advancing Student Success through Face-to-Face and Online Innovative Modality.**

Trustees heard a presentation from Ms. Andrea Bright, academic counselor, on Faculty Focus on Advancing Student Success through Face-to-Face and Online Innovative Modality. Ms. Bright highlighted how the program allows her students in the Strategies for Success (SFS 101) course to transition as needed between face-to-face instruction or online instruction, depending upon each student's needs and learning preferences.

### **IPRF Member of the Year Award.**

Trustees learned the College was selected as the Illinois Public Risk Fund (IPRF) Member of the Year.

### **Fall 2017 - 10<sup>th</sup> Day Enrollment Report.**

Trustees heard a presentation from Dr. Tina Stovall, Vice President for Student Services, regarding the Fall 2017 – 10<sup>th</sup> Day Enrollment Report and discussed thoughts on strategies to grow enrollments.

### **Annual Report on Special Tuition Waiver Requests.**

Trustees reviewed an annual report for special tuition waivers granted in FY 2017, including waivers related to the Business and Computer Contest; WYSE Academic Challenge; Miss Illinois 2017; Adult Week Activities; and the Principals, Deans and Counselors meeting.

### **Proposed Revisions to Policies in Sections 1 through 4 from Policy Manual Annual Review.**

Dr. Bullock said that the Cabinet has conducted a review of the Board Policy Manual in its entirety. Trustees reviewed a recommendation from Dr. Bullock for proposed revisions to numerous policies in sections 1, 2, 3, 4 and 8 including:

- 01.05
- 02.02
- 02.08
- 02.10
- 02.12
- 02.19
- 03.07

- 03.12
- 04.06
- 08.01
- 08.02
- 08.03
- 08.05
- 08.06

Trustees Reynolds said the Resource and Development Committee recently met for an in-depth review of the recommendations and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Dr. Bullock said recommended revisions were submitted as first reading and will be brought to the Board for action during the October regular Board meeting. He also said that additional policy revision recommendations for the remaining sections of the Policy Manual will be submitted at upcoming Board meetings to be held later in the year.

**Proposed Revisions to Board Policy 08.07 – *Registration of Registered Sex Offenders.***

Trustees reviewed a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for proposed revisions to Board Policy 08.07 – *Registration of Registered Sex Offenders*. Dr. Bullock said that Board-approved revisions to this Policy in February 2012 were inadvertently not incorporated into the official Board Policy Manual at that time. Subsequently, in June 2014, the administration submitted recommended revisions to this same Policy to remove reference to the College's Child Care Facility but cited the outdated Policy language. He requested that the Board reinstate the approved language from February 2012 which had been recommended to the College administration by counsel for the College's compliance with the Illinois Sex Offender Registration Act.

Trustees Reynolds said the Resource and Development Committee recently met for an in-depth review of the recommendations and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Dr. Bullock said recommended revisions were submitted as first reading and will be brought to the Board for action during the October regular Board meeting.

**Proposed Revisions to Board Policy 04.07 – *College Spokesperson* and 11.21 – *Marketing Materials and Publications.***

Trustees reviewed a recommendation from Dr. Stovall for recommended revisions to the above two referenced policies. She said revisions for Policy 04.07 – *College Spokesperson* will clarify responsibilities for Marketing & Public Relations and expectations for all College staff in relation to media communications. Revisions to Board Policy 11.21 - *Marketing Materials and*

*Publications* will clarify responsibilities for Marketing & Public Relations and expectations for all College staff in relation to the College's marketing and branding efforts.

Dr. Stovall said recommended revisions were submitted as first reading and will be brought to the Board for action during the October regular Board meeting.

### **Policy Revisions for Minor Corrections.**

Dr. Bullock informed Trustees of numerous policies in which minor revisions were recently made to correct grammatical errors, typos, or outdated information such as position title changes or department title changes. He said these minor revisions did not alter the original intent of the various policies and thus were made without Board approval.

### **Calendar of Events.**

Trustees received a calendar of upcoming events. Chair Storm highlighted numerous activities scheduled for the 2<sup>nd</sup> Annual Homecoming Weekend.

### **Correspondence.**

Trustees reviewed one item of correspondence.

### **Action Items.**

### **Approval of Amended FY 2018 Budget.**

Trustee Deters said the Finance Committee recently met for an in-depth review of the Amended FY 2018 Budget and the Committee's consensus was to recommend to the Board approval of the Amended FY 2018 Budget as presented.

Trustee Deters moved and Trustee Sullivan seconded to approve the Amended FY 2018 Operating Budget as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of Reporting of July 2017 Financial Statements.**

Trustees reviewed the July 2017 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information also included corresponding monthly financial spreadsheets that include a summary of all operational expenditures (Funds 1 and 2).



Trustee Deters said the Finance Committee recently met for an in-depth review of the July 2017 Financial Statements and that the Committee's consensus was to recommend to the Board approval of the statements as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve the July 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of IPRF Safety Grant.**

Trustees heard a recommendation from Mr. Gleckler to accept the Illinois Public Risk Fund (IPRF) Safety Grant and Education Award.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the Illinois Public Risk Fund (IPRF) Safety Grant and Education Award in the amount of \$15,488.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Special Tuition Waivers.**

Trustees reviewed a request by Dr. Bullock to approve special tuition waiver requests for five different events to be held in academic year 2018. Dr. Bullock said these events include the Business and Computer Contest; WYSE Academic Challenge; Miss Illinois 2018; Adult Week Activities; and the Principals, Deans and Counselors meeting.

Trustee Reynolds moved and Trustee Owen seconded to approve as presented special tuition waiver requests related to five separate upcoming events in FY 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Tort Document.**

Trustees reviewed a recommendation by Ms. Dustha Wahls, Director of Human Resources for approval of the proposed FY 2018 Tort Levy Expenditures/Risk Management. Mr. Gleckler said the proposed plan reflects unchanged rates from the FY 2017 plan.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented the FY 2018 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of Donation of Art Collection from Foundation.**

Trustees reviewed a recommendation from Ms. Jackie Joines, Executive Director for College Advancement, to accept a donation of an art collection from the College Foundation. Dr. Bullock said that through the College's 50 year history there have been various donations of individual pieces of art work which the Foundation was tasked with maintaining for inventory purposes. Dr. Bullock said he concurs with Ms. Joines recommendation that the College accept this donation so that the various pieces of the art collection might be better utilized in classes and instructional settings.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the in-kind donation of an art collection valued at approximately \$18,000 from the Foundation.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of IDOC Contracts for FY 2018.**

Trustees heard a recommendation from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, to approve 17 contracts for educational services for 17 IDOC facilities for FY 2018. He said Lake Land currently provides educational services for 18 of the state's adult correctional facilities and that the current contracts for services between the College and the Illinois Department of Corrections (IDOC) at 17 adult correctional facilities will expire on September 30, 2017. Dr. Hull said the Board already approved the FY 2018 educational services contract for Kewanee Life Skills Re-entry Center earlier this year. For the 17 proposed contract renewals, Dr. Hull highlighted the standard language found in each contract as well overall expenditures, income and indirect costs.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented 17 contracts for the College to provide educational services at 17 adult correctional facilities for the Illinois Department of Corrections (IDOC) for the period October 1, 2017, through June 30, 2018, or for the remainder of FY 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Human Resources Report.**

Trustees reviewed the proposed Human Resources Report.

Trustee Reynolds motioned and Trustee Owen seconded to approve the following Human Resources Report:

#### **The following employee has a family medical eligible event**

Alford, Murray	FMLA	08/21/2017-09/04/2017
----------------	------	-----------------------

#### **The following employee has a military leave event**

Davis, Brian	09/03/2017
--------------	------------

#### **Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Dundee, Wade	Adjunct Reading Instructor	08/21/2017
	Primary Position is Adj Faculty Humanities	
Garretson, Deborah	Print Shop Technician Assistant	08/15/2017
	Primary Position is Mailroom Assistant	
Graham, Conner	Tutor-Disability Services - Student	08/07/2017
	Primary Position is Tutor - Student Lrng Asst	
Graham, Conner	Tutor-Student Community Education	08/07/2017
	Primary Position is Tutor - Student Lrng Asst	
Nzuka, Eunice	Print Shop Student Assistant	08/16/2017
	Primary Position is International Stu Ambassador	
Ruff, David	Adjunct Faculty Humanities Division	08/21/2017
	Primary Position is Dual Credit Instructor	
Tegeler, Amber	Tutor-Disability Services - Student	08/21/2017
	Primary Position is Tutor - Student Lrng Asst	
Tegeler, Amber	Tutor-Student Community Education	08/21/2017

Lake Land College Board of Trustees  
Minutes – September 11, 2017  
Page **10** of **13**

Thomas, Amelia	Primary Position is Tutor - Student Lrng Asst Tutor-Disability Services - Bachelor	08/08/2017
Thomas, Amelia	Primary Position is Adj Faculty Math/Science Tutor - Bachelor's Community Education	08/08/2017
Thomas, Amelia	Primary Position is Adj Faculty Math/Science Tutor - Bachelor's Degree	08/08/2017
	Primary Position is Adj Faculty Math/Science	

**Part-time - Grant Funded**

Borntreger, Cody	Perkins Student Worker - Business	08/28/2017
	Primary Position is Admissions Student Assistant	
Graham, Conner	Tutor-Student Carl Perkins	08/07/2017
	Primary Position is Tutor - Student Lrng Asst	
Hale, Aubrey	Adult Education Instructor	08/08/2017
	Primary Position is Alternative Education Instr	
Larry, Julian	Outreach Advisor/Mentor, TRIO	08/07/2017
	Primary Position is Men's Basketball Assistant	
Martin, Craig	Adult Education Adjunct Faculty	08/08/2017
	Primary Position is Adj Faculty Technology	
Patel, Palak	Perkins Student Worker - Business	08/28/2017
	Primary Position is Tutor - Student Lrng Asst	
Tegeler, Amber	Tutor-Student Carl Perkins	08/21/2017
	Primary Position is Tutor - Student Lrng Asst	

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Arney, Larry	Adjunct Faculty Business	12/30/2016
Howell, Jessica	Tutor	12/14/2016

**Part-time**

Bonebrake, Kassidy	Groundskeeper	07/18/2017
Tingley, Joey	Adjunct Faculty Allied Health	08/01/2017

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Burden, Danielle	Counseling Services Unpaid Intern	08/14/2017
Davis, Heather	Work and Learn - Counseling	08/21/2017
Dunne, Sarita	Work and Learn - Counseling	08/23/2017
Glennon, Kelly	Dual Credit Instructor	08/17/2017
Haskins, Brian	Dual Credit Instructor	08/31/2017
Meier, Laura	Dual Credit Instructor	08/03/2017

Lake Land College Board of Trustees  
 Minutes – September 11, 2017  
 Page 11 of 13

Ohnesorge, Collin	Peer to Peer Assistant - Technology	08/21/2017
Penrod, Paul	Dual Credit Instructor	08/17/2017
Richars, Mary	Dual Credit Instructor	08/16/2017
Walk, Aaron	Counseling Services Unpaid Intern	08/15/2017

**Full-time - Grant Funded**

Crone, William	Correctional Hort Instr-Jacksonville CC	08/14/2017
Fredrickson, Pennee	Correctional Ofc Assistant-Hill CC	08/14/2017
Kesler, Lynndi	Correctional Career Tech Instr-Big Muddy	08/15/2017
Hiland, Ronald	Correctional Constr Occ Instr-Western IL	09/01/2017
Mason, Todd	Correctional Horticulture Instr-Hill CC	08/21/2017
Morse, Crystal	Correctional Comm Cooking Instr-IL River	08/15/2017
Pastor Rojop, Jennifer	Correctional Ofc Assistant-Dixon CC	08/09/2017
Pearce, Clark	Correctional Hort Instr - Taylorville CC	08/28/2017
Rios, Lisa	Correctional Ofc Assistant-East Moline CC	08/22/2017
Risley, Kala	Correctional Ofc Assistant-Southwester CC	08/23/2017
Scott, Garry	Correctional Career Tech Instr-Dixon CC	08/14/2017
Volk, Amber	Correctional Ofc Assistant-Lawrence CC	08/22/2017
Way, Chad	Correctional Career Tech Instr-IL River CC	08/15/2017

**Part-time**

Darimont, Lynn	Adjunct Reading Instructor	08/21/2017
Deters, Timothy	Physical Plant Assistant	07/31/2017
Dial, McKenzie	Adjunct Faculty Humanities	08/21/2017
Donovan, Zoe	Newspaper Editor - Student Newspaper	08/10/2017
Elam, Kasey	Bookstore Rush Worker	08/14/2017
Enstrom, Patrick	Adjunct Faculty Math and Science	08/21/2017
Gardner, Baylor	Marketing and Public Relations Intern	08/21/2017
Graham, Conner	Tutor - Student Learning Assistance	06/07/2017
Heicher, Rachel	Adjunct Faculty Humanities	08/21/2017
Henderson, Corinne	Library Assistant	08/07/2017
Kearney, James	Adjunct Faculty Math and Science	08/21/2017
Long, Barry	Adjunct Faculty Humanities	08/21/2017
Mahlmeister, Katherine	Bookstore Rush Worker	08/16/2017
Mueller, Rebecca	Library Assistant	08/07/2017
Pankey, Mackenzie	Bookstore Rush Worker	08/16/2017
Schultz, Shyann	Bookstore Rush Worker	08/15/2017
Stortzum, Justin	Adjunct Faculty Humanities	08/21/2017
Tegeler, Amber	Tutor - Student Learning Assistance	08/21/2017
Uphoff, Beulah	Allied Health BNA Clinical Instructor	08/21/2017
Wallis, Tiffany	Newspaper Editor - Student Newspaper	08/08/2017
Wallis, Tiffany	Newspaper Editor - Student Newspaper	08/08/2017
Welker, Leah	Adjunct Faculty Math and Science	08/21/2017
White, Barbara	Bookstore Rush Worker	08/14/2017
Willenborg, Meghan	Bookstore Rush Worker	08/16/2017
Wright, Diane	Education Specialist	08/23/2017

Lake Land College Board of Trustees  
Minutes – September 11, 2017  
Page 12 of 13

### Part-time - Grant Funded

Crossland, Misti	Adjunct DOC College Funded Instructor	08/15/2017
Dunnan, James	Adjunct DOC College Funded Instructor	08/24/2017
Fitzgerald, Andrew	Adult Education Adjunct Faculty	07/27/2017
Fleming, Shauna	Outreach Advisor/Mentor, TRIO	08/07/2017
Miller, Chad	Adult Education Instructor	08/15/2017
Perry, Dannie	Alternative Education Instructor	08/14/2017

### College Work-study's

McCombe, Joshua	College Work Study - Business	08/24/2017
Mumaw, Shayla	College Work Study - Business	08/30/2017
Vogel, David	College Work Study - CCS	08/21/2017

### Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Hesseldenz, Amy	Computer Programmer	09/15/2017
Iverson, Mary	Corr Ofc Assistant-Sheridan CC	08/04/2017
Osborn, Jenny	Mrktg Pub & Design Coordinator	08/25/2017
Pratscher, Valerie	Associate Dean – Lawrence CC	08/31/2017

### Part-time

Camilo Junior, Alexandre	Print Shop Student Asst	08/11/2017
Desouza, Nathalya	Print Shop Student Asst	07/27/2017
Frank, Jacquelyn	Adj Doc College Funded Instr	08/02/2017
Hall, Cassandra	Tutor - Student Lrng Asst	05/03/2017
Hedges, Jennifer	Financial Aid Outreach Coordinator	09/12/2017
Hillerby, Christopher	Commercial Driver Trning Instr	08/04/2017
McClelland, Dillon	Perkins Student Worker - Business	05/12/2017
Nead, Kristin	Counseling - Clerical Worker	07/31/2017
Schley, Dennis	IDOC CPR Instructor	08/15/2017
Stephens, Carolyn	Adj Faculty Social Science	08/07/2017
Taylor, Lexie	Counseling Serv Unpd Intern	05/13/2016
Temple, Dustin	Physical Plant Assistant	07/06/2017
Voegel, Ginger	Perkins Specialist	08/09/2017
Wright, Vicky	Allied Health BNA Cln Instr	08/01/2017

### Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
<b>Part-time</b>		
Brown, Rex	E-Commerce Specialist	09/01/2017

Lake Land College Board of Trustees  
 Minutes – September 11, 2017  
 Page 13 of 13

<b>Full-time</b>	Transferring From Print Shop Tech Asst
Cooper, Adrienne	Marketing Digital Content Coordinator (FT) 09/12/2017 Transferring From: Marktg Digital Content Specialist (PT)
Nelson, Megan	Marketing Publication & Design Coordinator 09/12/2017 Transferring From: Marktg Production Specialist

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

Trustees discussed various ideas for the administration to consider for granting additional academic scholarships to potential students in the district to increase enrollments.

**Adjournment.**

Trustee Reynolds moved and Trustee Sullivan seconded to adjourn the September 11, 2017, meeting of the Lake Land College Board of Trustees at 7:28 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
 Mr. Dave Storm, Board Chair

\_\_\_\_\_  
 Ms. Ann Deters, 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  
Board of Trustees  
District No. 517**



Special Board Meeting  
Webb Hall, Room 081, Mattoon, IL  
September 25, 2017

**Minutes**

**Call to Order.**

Chairman Dave Storm called the September 25, 2017, special meeting of the Lake Land College Board of Trustees to order at 3:00 p.m. in Webb Hall, room 081, Mattoon.

Chair Storm appointed Trustee Sullivan to serve as Secretary Pro Tem in the absence of Board Secretary Deters.

**Roll Call.**

**Trustees Present:** Mr. Gary Cadwell; Mr. Bruce Owen; Mr. David Storm, Chair; and Mr. Mike Sullivan.

**Trustees Absent:** Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; and Mr. Charles Meaker, Student Trustee.

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

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

There were no public comments.



**Approval of Early Adopter Sale Agreement for Purchase of Printer.** (action)

Trustees reviewed a memorandum from Mr. Dave Earp, Print and Mail Services Supervisor, regarding a recommendation for the purchase of an EFI Pro 24 F model flatbed printer from Electronics for Imaging, Inc. of Fremont, California, in the amount of \$99,000. Trustees also reviewed details of the proposed Early Adopter Sale Agreement for this purchase. President Bullock, Mr. Bryan Gleckler, Vice President for Business Services, and Mr. Earp highlighted for Trustees the various reasons for their recommendations of this purchase including their analyses of a projected reduction in yearly labor costs for the Print Shop, projected reduction in yearly material expenses for the Print Shop, projected reduction in yearly ink costs, an estimated increase in expanded annual print services, potential savings for the College relevant to its way-finding initiatives, and an estimated return on investment for the purchase of the printer within three years. Dr. Bullock, Mr. Gleckler, and Mr. Earp also answered various questions by Trustees regarding the proposed purchase and related Early Adopter Sale Agreement. Mr. Earp assured the Trustees that the proposed agreement for Board approval has been revised so that any required employee training on use of the new printer will be conducted on the College campus and that the College will not be required to have employees travel to California for training.

Trustee Sullivan moved and Trustee Owen seconded to approve the Early Adopter Sale Agreement for purchase of a flatbed printer from Electronics for Imaging, Inc. of Fremont, CA, in the amount of \$99,000 as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Owen, Storm and Sullivan. No: None.

Absent: Trustees Deters and Reynolds and Student Trustee Meaker.

**Motion carried.**

**Adjournment.**

Trustee Cadwell moved and Trustee Owen seconded to adjourn the September 25, 2017 meeting of the Lake Land College Board of Trustees at 3:18 p.m.

**Motion carried with unanimous voice vote approval.**

Approved by:

\_\_\_\_\_  
 Mr. Dave Storm, Board Chair

\_\_\_\_\_  
 Ms. Ann Deters, 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/)



## **American Heart Association recognizes Lake Land College for workplace health achievement**

### ***Scientific, evidenced-based instrument rates, recognizes workplace health programs and workforce heart health***

(Mattoon, Illinois) – The 2017 results of the American Heart Association [Workplace Health Achievement Index](#) were announced today and Lake Land College achieved Silver level recognition for taking significant steps to build a culture of health in the workplace.

The American Heart Association created the Index with its [CEO Roundtable members](#), a leadership collaborative of more than 30 CEOs from some of America's largest companies who are committed to applying evidence-based approaches to improve their employees' overall health. The Index uses science-based best practices to evaluate the overall quality and comprehensiveness of their workplace health programs. A unique feature of the Index is that it calculates an average heart health score for employees of participating companies that securely submit aggregate health data.

More than 800 companies completed the Index assessment this year and, of those companies, 67% received either Gold, Silver, or Bronze recognition. Companies receive benchmarking reports, which allow them to identify potential areas of improvement so that they can advance their annual performance and recognition.

The Association's Workplace Health Achievement Index allows companies to measure the effectiveness of their workplace health programs, as well as the overall heart health of their employees. Unlike other existing organizational scorecards, the Index also scores companies on the heart health of their employees based on Life's Simple 7® – the Association's scientifically validated definition of ideal heart health. The American Heart Association's Workplace Health Achievement Index assessment is grounded in data-driven science, and a quality improvement framework. According to the [Nielsen 2016 Employee Health Survey](#), robust and comprehensive strategies for well-being are associated with positive impacts on employees' health.

###

**About the American Heart Association**

The American Heart Association is devoted to saving people from heart disease and stroke – the two leading causes of death in the world. We team with millions of volunteers to fund innovative research, fight for stronger public health policies, and provide lifesaving tools and information to prevent and treat these diseases. The Dallas-based association is the nation's oldest and largest voluntary organization dedicated to fighting heart disease and stroke. To learn more or to get involved, call 1-800-AHA-USA1, visit [heart.org](http://heart.org) or call any of our offices around the country. Follow us on [Facebook](#) and [Twitter](#).

**About the American Stroke Association**

The American Stroke Association is devoted to saving people from stroke – the No. 2 cause of death in the world and a leading cause of serious disability. We team with millions of volunteers to fund innovative research, fight for stronger public health policies, and provide lifesaving tools and information to prevent and treat stroke. The Dallas-based association officially launched in 1998 as a division of the American Heart Association. To learn more or to get involved, call 1-888-4STROKE or visit [StrokeAssociation.org](http://StrokeAssociation.org). Follow us on [Facebook](#) and [Twitter](#).

The American Heart Association/American Stroke Association receives funding mostly from individuals. Foundations and corporations donate as well, and fund specific programs and events. Strict policies are enforced to prevent these relationships from influencing the Association's science content. Financial information for the American Heart Association, including a list of contributions from pharmaceutical companies and device manufacturers, is available at <http://www.heart.org/corporatefunding>.

# MEMO

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

**FROM:** Lisa Shumard-Shelton, Director of New Student Admissions

**DATE:** September 25, 2017

**RE:** 2017-2018 Student Ambassadors

**CC:** Tina Stovall, Vice President for Student Services  
Jon Van Dyke, Dean of Admission Services

---

The 2017-2018 Student Ambassadors were selected in September after a very difficult process of reviewing 30 excellent applications. The interview committee was amazed by the amount of candidates who exemplify the Lake Land College Vision and Values.

Fifteen high qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College for the year. The 15 ambassadors will receive the \$500 yearly scholarship. Listed below are the names, hometowns and majors for each student ambassador. I hope that the Board of Trustees and the Student Ambassadors will be able to meet in the near future. Thank you!

Autumn Brandenburg, Casey, Pre-Med  
Maddie Caldwell, Elmwood, Ag Transfer  
Maddie Fugate, Mahomet, Ag Transfer  
Carson Goff, Hopedale, Ag Transfer  
Danelle Helton, Shelbyville,  
Sterling Howard, Windsor,  
Josiah Kinert, Lovington, Ag Transfer  
Lily Laatsch, Altamont, Pre-Engineering  
Karla Madden, Shiloh, Business  
Charles Meaker, Mattoon, Pre-Engineering  
Ashley Miller, Armington, Ag Transfer  
Tessa Philpot, St Elmo,  
Sidney Smith, Louisville, Social Work/Sociology  
Olivia Telgmann, Strasburg, Associate Degree Nursing  
Eric Wolff, Effingham, Ag Transfer

# MEMO

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

**FROM:** Tina Stovall, Vice President for Student Services

**DATE:** September 25, 2017

**RE:** 2017 Student Laureate Nomination

---


Each year, every Illinois community college has the opportunity to nominate one outstanding student for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois. Student Laureates are honored for their “leadership and service in the pursuit of the betterment of humanity and for overall excellence in curricular and extracurricular activities”.

I am pleased to announce that the 2017 Lake Land College Student Laureate nominee will be Mr. Charles J. (CJ) Meaker. As a member of the Student Government Association, Student Ambassador and Student Trustee, CJ has demonstrated strong leadership and service to Lake Land College students and excellence in curricular and extracurricular activities. CJ is a great representative of the outstanding students we have at Lake Land College.

Our nomination is submitted to the Illinois Community College Board staff who will select one nominee to represent the Illinois Community College System. The statewide winner will be recognized at a ceremony held at the Old State Capitol in Springfield on November 11, 2017.

I would like to recognize CJ at the October meeting of the Board of Trustees. Thank you.

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services   
DATE: September 12, 2017  
RE: Curriculum Committee Activity

---

Attached is a 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 since April 2017.

Please share this listing with the Board of Trustees at their regular meeting of October 9. I will be available to answer any questions you or the Board may have.

Attachment

## **Curriculum Committee Highlights April 2017 – August 2017**

### ***Course Changes***

AGR 154 CDL Training (Reactivated Course)  
EET 040 Applied D.C. Circuits (Title Change)  
EET 050 Applied A.C. Circuits (Title Change)  
EET 052 Solid State Circuits (Title Change)  
EET 056 Electronic Circuit Design/Fabrication (Title Change)  
EET 072 Relays and Control Circuits (Title Change)  
EET 078 Applied Amplifier Circuits (Title Change)  
EET 081 Physical Computer w/Raspberry PI (Title Change)  
FST 043 Building Construction (Contact Hours)  
FST 045 Fire Investigation I (Contact Hours)  
FST 074 First Investigation II (Contact Hours)  
INS 200 Internship Experience (Title Change)  
LIT 130 Intro to Literature (Prerequisite Change)  
LIT 147 Introduction to Fiction (Prerequisite Change)  
LIT 150 Children's Literature (Prerequisite Change)

### ***Course Additions***

AED 010 Adult Basic Healthcare Bridge  
AED 011 Adult Secondary Healthcare Bridge  
AED 012 Adult Basic Manufacturing Bridge  
AED 013 Adult Secondary Manufacturing Bridge  
AED 015 Adult Basic TDL Bridge  
AED 016 Adult Secondary TDL Bridge  
EMS 063 Paramedic I  
EMS 067 Paramedic Skills I  
EMS 073 Paramedic II  
EMS 075 Paramedic Internship I  
EMS 077 Paramedic Skills II  
EMS 083 Paramedic III  
EMS 085 Paramedic Internship II  
EMS 087 Paramedic Skills III  
EMS 093 Paramedic IV  
EMS 095 Paramedic Internship III  
EMS 097 Paramedic Skills IV

### ***Curriculum Program Changes***

AAS.CIM Robotic & Automated Manufacturing (Title Change)  
NDP.CT Computer Systems (Title Change)

# MEMO

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

**FROM:** Tina Stovall, Vice President for Student Services

**DATE:** September 25, 2017

**RE:** Proposed Revisions to Board Policy 07.12 – Talented Student Scholarships

---

Attached are proposed revisions to Board Policy 07.12 – Talented Student Scholarships. The proposed revisions identify an SAT score for qualification for the Presidential Scholarship. This addition supports the recent decision by the Illinois State Board of Education to provide the SAT as the statewide college entrance examination. We expect that all 2018 district public high school graduates will have an SAT score. The SAT score identified to qualify for the Presidential Scholarship is concordant with our current qualifying ACT score.

Additional proposed revisions to Board Policy 07.12 seek to clarify fee waivers that are included in Livestock Judging and Athletic Scholarships and to recognize our compliance with the Junior College Livestock Judging Coaches Association, with whom we have been a member since its establishment in 1975.

I would like to present the proposed revisions for first reading by the Board of Trustees at their meeting on October 9, 2017.

Please note that Board Policy 07.12 requires that guidelines for administration of the Talented Student Scholarships are presented for approval to the Board of Trustees for three two-year cycles. Those guidelines have also been provided for inclusion in the Action Items section of the October 9, 2017, meeting of the Board of Trustees.

I am happy to answer any questions you or board members may have regarding the Talented Student Scholarships.



07.12

## Talented Student Scholarships

Talented Student Scholarships are awarded to graduating high school and G.E.D. students who have demonstrated outstanding achievements and who attend Lake Land College as full-time students. There are three Talented Student Scholarships: Presidential Scholarship, Livestock Judging Scholarship and Athletic Scholarship.

The Presidential Scholarship is a tuition waiver ~~scholarship~~ awarded for a maximum of two consecutive calendar years to in-district high school graduates who have a class rank in the top 15%, ~~or~~ an ACT composite score of at least 26, or an SAT total score of at least 1240.

The Presidential Scholarship is awarded to G.E.D. recipients as follows: (1) to two G.E.D. recipients who participated in the College's Pathways program for at least one semester and scored at the 85<sup>th</sup> percentile or above on the G.E.D. pretest, and (2) to two G.E.D. recipients who successfully completed the College G.E.D. program and scored at the 85<sup>th</sup> percentile or above on the G.E.D. test.

The Livestock Judging Scholarship and ~~the~~ Athletic Scholarship are tuition and fee waivers (activity, course, and service/rec fee) awarded by Lake Land College coaches for a specific enrollment period to students who, in their judgment, have outstanding ability to perform on their team. Additional grants-in-aid may be awarded through the Athletics department. ~~All tuition and fees for credit courses are waived except for late fees or special assessments and for any workbooks or materials used in class.~~

The number and administration of ~~the~~ Livestock Judging and Athletic Scholarships are in accordance with the Junior College Livestock Coaches Association, National Junior College Athletic Association and the Lake Land College Board of Trustees guidelines.

---

**Board Policy 07.12**

Guidelines for the administration of Talented Student Scholarships are presented for approval to the Board of Trustees for three two-year cycles. The guidelines are available from the Office of the Vice President for Student Services.

---

Adopted November 9, 1998  
Revised October 13, 2003  
Revised May 14, 2007  
Revised November 10, 2008  
Revised December 8, 2014  
Revised

### Calendar of Events

Monday, October 9, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Tuesday, October 24, 2017	Lake Land College Foundation Annual Meeting Mattoon Golf & Country Club
Thursday, October 26, 2017	Fall Board Retreat 11:15 a.m. Lunch provided in West Conference room 072 12 Noon – 4:30 p.m. West Building Conference Rooms 119-120
Thursday, November 9, 2017	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, November 13, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Tuesday, December 5, 2017	Holiday Lunch for All Staff and Retirees 11 a.m. – Field House
Thursday, December 7, 2017	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, December 11, 2017	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, January 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, January 8, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, February 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, February 12, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, March 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, March 12, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, April 5, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081

\*Regularly scheduled monthly Board dinners have been cancelled until further notice.

	Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, April 9, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Thursday, April 12, 2018	4 – 5 p.m. Lake Land College Foundation Scholarship Reception at the Field House 5:30 p.m. Lake Land College Foundation Donor Recognition Reception at the Mattoon Golf & Country Club
Thursday, May 10, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Friday, May 11, 2018	51st Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House
Monday, May 14, 2018	6 p.m. – Board Meeting – Webb Hall 081*
Friday, May 18, 2018	11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course
Thursday, June 7, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, June 11, 2018	6 p.m. – Board Meeting – Webb Hall 081*

\*Regularly scheduled monthly Board dinners have been cancelled until further notice.

**College of Lake County**

19351 West Washington Street  
Grayslake, Illinois 60030-1198

847.543.2200 v  
847.223.9244 f

September 28, 2017

**Board of Trustees**

Richard A. Anderson  
Philip J. Carrigan, Ph.D.  
Catherine M. Finger, Ed.D.  
William M. Griffin, Ed.D.  
Amanda D. Howland  
Barbara D. Oilschlager  
Matthew J. Stanton

Dave Storm  
Chair, Board of Trustees  
Lake Land College  
5001 Lakeland Boulevard  
Mattoon, IL 61938

Dear Colleagues,

On behalf of the College of Lake County Board of Trustees, I would like to extend our sincere condolences for the death of Dr. Robert K. Luther, a former Lake Land College president and fellow trustee. We were saddened to hear the news of his passing.

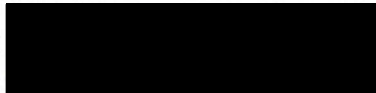
Many of us got to know Bob when we worked and socialized with him at meetings of the Illinois Community College Trustees Association (ICCTA) as well as other community college gatherings in the state. Also, some of us were fortunate to connect with him at national conferences, such as the American Association of Community Colleges (AACC) and other events.

We all knew Bob to be a tireless advocate and strong proponent for community college education. He offered support and camaraderie to trustees from colleges throughout Illinois with the same energy he used to support the success of students, faculty, and staff at Lake Land College. We enjoyed hearing his stories, and learned from his experiences.

His career as President at Lake Land College, spanning three decades, along with his service as an esteemed trustee since 2011, are remarkable testaments to his passion and support for his community.

On behalf of the College of Lake County Board of Trustees, I extend our deepest sympathies for the loss of an esteemed colleague and friend.

Sincerely,



Richard Anderson  
Chair, Board of Trustees

cc: College of Lake County Board of Trustees



# MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: October 3, 2017

RE: Revisions to Board Policies from Policy Manual Annual Review

---

The College's leadership team has conducted an annual review of the Board Policy Manual in its entirety. Due to the volume of policy changes, proposed revisions are being submitted as one agenda item for sections 1, 2, 3, 4, and 8 during the October Board meeting. Recommended revisions for policies in the remaining sections of the Policy Manual will be presented during the November and December regular Board meetings. Additionally, all proposed revisions for each section will be submitted to the Resource and Development Committee for review prior to submission to the Board.

Please see below a list of the proposed policy revisions in sections 1, 2, 3, 4, and 8 that were submitted as first reading during the September 2017 Board meeting and reviewed by the Resource and Development Committee. Please also find attached details of the proposed revisions for each of these policies. It is respectfully requested the Board approve all proposed revisions as presented.

## **Policy Number - Narrative for Revision(s)**

01.05	Clarifies that the College seeks appropriate national and regional accreditations and removes reference to specific organizations which may no longer have appropriately referenced titles.
02.02	Clarifies when a new student trustee will begin serving his/her term to align the College's practices with the Illinois Community College Act.
02.08	Specifies that the Board Chair, as ex officio of all Board Committees, shall have the right, as other members of the committee, to offer resolutions, to discuss questions, to vote thereon and to be counted as members physically present to constitute a quorum for meeting or voting purposes.
02.10	Clarifies language related to expectations of confidentiality for trustees.

02.12	Removes outdated reimbursement language and clarifies trustees will be reimbursed for their reasonable expenses per Policies 10.34 - <i>Travel</i> and 10.34.04 - <i>Meal Allowance</i> .
02.19	Clarifies that the Official Board Policy Manual is maintained on the Board of Trustees web page (Internet) and a separate hard-copy version will not be maintained. Also, clarifies that any Policy change will be made only after a majority vote by a quorum of the Board of Trustees.
03.07	Deletes footnote and reference to portions of the Open Meetings Act as the policy language includes reference to the Open Meetings Act in its entirety. Also, deletes "charge-back report" and "approved committee meeting minutes" as items listed for inclusion in the Agenda/Board Book. These changes are justified by the facts that approved committee meeting minutes are posted to the College's website and it is no longer necessary to report on charge-back reports.
03.12	Adds additional language to align with Open Meetings Act language regarding whether members were physically present or present by means of video or audio conference. This is relevant as members participating via any type of video or audio conference may not be counted in determining a quorum.
04.06	Clarifies a member of the Cabinet may be appointed by the President to handle an emergency situation when the President is away from campus.
08.01	Provides simplified instructions for any type of emergency, referencing a call to 911 for responding to an emergency of any type. Appropriate instructions for Policies 08.03, 08.05 and 08.06 which provided varying directions depending upon the type of emergency (e.g. severe weather, police emergencies) will be incorporated in Policy 08.01.
08.02	Clarifies separate reporting requirements for employee injuries versus injuries of students, visitors, etc. Also, clarifies when completion of an incident report is required and who should complete it.
08.03	Delete as appropriate language will be incorporated in Policy 08.01.
08.05	Delete as appropriate language will be incorporated in Policy 08.01.
08.06	Delete as appropriate language will be incorporated in Policy 08.01.

Attachments

**01.05****Accreditations - National, Regional, and Professional**

The College is dedicated to developing and administering a high quality, balanced post-secondary education program and, therefore, seeks national and regional accreditation through the Higher Learning Commission (HLC) and additional program specific accreditations as outlined in the catalog and on the College's website. ~~by national and regional professional organizations, including but not limited to: The Higher Learning Commission, Commission on Accreditation in Physical Therapy Education – American Physical Therapy Association; Council on Dental Education; American Dental Association; National League for Nursing; and National Automotive Technicians Education Foundation.~~

Lake Land College is recognized by the Illinois Community College Board and the Illinois State Board of Higher Education as a Class I community college.

---

Adopted November 9, 1998  
Revised July 14, 2003  
Revised May 12, 2014  
Revised



## Student Trustee

The Lake Land College Board of Trustees shall have one student member who is enrolled in Lake Land College. The student member shall have all the privileges of membership, including the right to make and second motions, to attend closed sessions, to voice an advisory vote on action items, and to have this advisory vote recorded in the minutes of the meeting.<sup>1</sup>

### 1. Election of the Student Board Member

The Student Board Member election shall be conducted by the Lake Land College Student Government Association at a campus-wide student referendum annually in March. Candidates must, on the date of the election, be enrolled as full-time students and be citizens of the United States, residents of the State and the Lake Land College district, as specified in Board Policy and noted on their residency status in the Admissions and Records Office. Once elected, the student trustee member must maintain a semester and cumulative 2.00 grade point average or higher, continue to maintain full-time enrollment status for the fall and spring semester of his/her term, and should attend two Student Government Association meetings per month, preferably the meetings immediately before and after regularly scheduled Board of Trustees meetings. Any student enrolled in the College during the time the election is held shall be eligible to vote in the secret ballot election. If the elected member vacates the position for any reason, the successor will be selected by the elective process within thirty (30) days of Board of Trustees action on the vacancy.

### 2. Term of Office

The College Board of Trustees shall approve the election ~~and seat of~~ the student member during the April Board meeting each year. The student member shall then serve a term of one year beginning on April 15 ~~of each year~~.

---

<sup>1</sup> 110 ILCS 805/3-7.24 Illinois Public Community College Act

Adopted November 9, 1998

Revised

**02.08****Committees of the Board**

Standing committees of the Board of Trustees shall be Resource and Development, Buildings and Site, and Finance. The Resource and Development Committee shall deal with issues related to personnel, faculty and staff training, curriculum, academic standards, technology, and articulation; the Buildings and Site Committee, with issues related to site development and utilization, the facilities master plan, and upkeep of property; and the Finance Committee, with issues related to budget, revenue, investments, audit, bills, bonding, purchasing, and State funding of community colleges. The Chairperson of the Board of Trustees shall appoint and determine the number of members on the committees. In addition, the Chairperson of the Board of Trustees shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged upon the completion of their assignments. The Chairperson of the Board of Trustees shall be an ex-officio member of all committees and shall have the right, as other members of the committee, to offer resolutions, to engage in discussion, to vote thereon and to be counted as members physically present to constitute a quorum for meeting or voting purposes. The Committee Chair shall also serve as the Committee Secretary and certify minutes according to the latest edition of Robert's Rules of Order and the Open Meetings Act. A record of all transactions of Board committees will be recorded in official minutes, which are kept or caused to be kept by the Secretary as a permanent, official record of the College. The minutes shall follow the outline established by the Open meetings Act and Board Policy 03.12. The recorded minutes will be approved by the committee membership at the next scheduled meeting, and minutes of closed sessions of committees shall be made available only after the Board of Trustees acts upon their release.

---

Adopted November 9, 1998  
 Revised July 14, 2003  
 Revised August 11, 2014  
 Revised December 14, 2015

Revised

**02.10****Ethics**

Ethics regarding the members of the Board of Trustees rests in the area of appropriateness of action. Ethical questions arise frequently and should be dealt with based on the criteria that are best for the institution in accordance with the laws and regulations governing public officials. Trustees must have but one allegiance, that is to the institution and its mission. Representing special constituencies dilutes trust and undermines the mission of the College.

Matters of a confidential nature frequently arise at the meetings and in the Board's relations with the College administration. It is imperative that ~~discussions and documents received by~~ Trustees maintain ~~a level of~~ confidentiality with discussions and documents which might otherwise compromise a situation.

---

Adopted November 9, 1998

Revised

02.12

## Reimbursement for Expenses

It is important and necessary for the welfare and governance of the College that members of the Board of Trustees engage in educational and development opportunities as well as serving as advocates for community colleges on local, state and national levels. The Board of Trustees, however, recognizes that there must be a balance in meeting this need and the need for fiscal responsibility. On an annual basis, the Board of Trustees should determine the priorities for representational needs of the institution and the level of funding available for expenses incurred in these activities.

Members of the Board of Trustees shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members as outlined in Board Policies 10.34 and 10.34.04.

~~Members of the Board may charge telephone usage in connection with their service as members to a telephone credit card owned by the College or follow established reimbursement procedures of the institution.~~

~~Reimbursement for transportation, lodging, meals, registration at events, tolls, and parking shall follow the travel and reimbursement policies for all employees enumerated in this manual. Reimbursement for mileage will be at a rate established from time to time by the Board of Trustees.<sup>4</sup>~~

---

~~<sup>4</sup>110 ILCS 805/3-7 Illinois Public Community College Act~~

02.19

## **Adoption, Review, Revision and Publication of Policies and Distribution of Policy Changes**

Recommendation for the adoption and revision of policies will come from the College President, who, in making his/her recommendation, presents the best evidence and judgment that he/she and the College staff can provide with regard to outcomes. In making recommendations, the President should ensure that advice and counsel have been elicited from the Lake Land College community and the existing college-wide committees.

Any policy made by the Board of Trustees may be suspended or changed by a majority vote of a quorum of the Board members in attendance, which vote will be taken by roll call and entered in the minutes of the meeting. ~~except that any policy change made by a majority vote of less than four (4) members shall be subject to review at the next regular meeting of the Board. Members absent at a meeting in which a policy change is made by fewer than four (4) votes shall be notified in writing of such action.~~<sup>4</sup>

The entire and official Board pPolicy mManual will be maintained by the Office of the President and posted on the College's websiteInternet. After adoption by the Board and prior to the next succeeding Board meeting, the Executive Secretary to the Board of Trustees will enter policies on the College's websiteInternet and ensure that appropriate changes are made. ~~and that written copies of changes are distributed to the appropriate individuals. The official written copy for the College will be kept in the President's Office.~~

---

~~<sup>4</sup>110ILCS 805/3-11 Illinois Public Community College Act~~

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

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

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

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

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

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

## Board Policy

**03.07**

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

---

<sup>1</sup> 5 ILCS 120/2.02(aA) ~~Illinois Public Community College Act~~

Adopted November 9, 1998

Revised May 13, 2002

Revised July 14, 2003

Revised May 8, 2017

Revised



## Minutes of the Meeting

A record of all transactions of the open meetings of the Board of Trustees will be recorded in the official minutes, which are kept or caused to be kept by the Secretary as a permanent official record of the College. The minutes shall include but not be limited to (1) the date, time and place of the meeting; (2) the members of the Board of Trustees present and absent and whether the members were physically present or present by means of video or audio conference; (3) a general description of all matters proposed, discussed and decided; (4) and a record of votes taken, including the name of the person who made the motion, the name of the person who seconded the motion, and the vote. The minutes of the meetings shall be open to the public and made available for inspection within seven (7) days of the approval of such minutes. There shall be no obligation to provide copies of the minutes unless requested through legal processes.<sup>1</sup>

Minutes of closed sessions shall be available to the public only after the Board of Trustees determines that it is no longer necessary to protect the public interest or the privacy of any individual by keeping them confidential. Elected or appointed voting trustees have the right to access closed session minutes in accord with Public Act 99-0515.

Minutes of closed sessions are subject to the same content requirements as minutes of open meetings. The minutes must summarize the discussion. This can be accomplished by indicating who introduced the matter and what he/she asked the Board to consider; it is not acceptable for the closed minutes to merely say, "The Board discussed [a specific matter]." The recording secretary should try to capture the gist of the discussion and focus on the most important comments. However, it is not required that every Board member's comments be summarized.

If so requested in the written minutes, any individual Board member voting against a proposition may state his/her reason and have it made part of the record.

## **Board Policy 03.12**

---

<sup>1</sup> Open Meetings Act, 5 ILCS 120/2.06 (a)

Adopted November 9, 1998

Revised July 14, 2003

Revised December 12, 2016

Revised

**04.06****Presidential Line of Responsibility**

If an emergency occurs when the President is away from campus, the Vice President in whose area an emergency is originating shall have primary responsibility for handling that emergency. The President will designate ~~one of the Vice Presidents or, in the absence of a Vice President, an administrator~~ a Cabinet member to handle emergency procedures of his/her office during his/her absence from campus.

---

Adopted November 9, 1998

Revised

## 08.01

**Fire Emergencies and Drills****Responding to Emergencies**

In any type of emergency situation, employees should call 911. The Campus Police Department and the appropriate administration officials will mitigate the emergency following the guidelines in the College's Emergency Operations Plan which is reviewed annually and posted in the College's shared drive.

Employees are encouraged to periodically review the emergency flyers that are posted throughout campus for helpful information.

~~In the event of a fire on campus, the nearest fire alarm should be pulled immediately by the person who first discovers the fire. That person shall call 911 if it is safe to do so. At the sound of the alarm, all persons must evacuate the building according to the following procedures:~~

- ~~—1.— Leave the building immediately at the sound of the alarm using the nearest exit.~~
- ~~—2.— Take your belongings with you but do not attempt to go to another part of the building.~~
- ~~—3.— Get as far away from the building as possible.~~
- ~~—4.— Do NOT block entrances, sidewalks, or roadways.~~
- ~~—5.— Follow the directions of the Lake Land College police officers or College officials.~~
- ~~—6.— Do not attempt to re-enter the building until a Lake Land College police officer, firefighter, or a College official gives the "all clear."~~

~~All fire drills will be coordinated between the College administration and the Lake Land College Police Department. During fire drills, personnel should follow the same procedure as for fire emergencies. It should NEVER be assumed that it is only a drill.~~

~~Information pertaining to all false alarms should be reported to the Lake Land College Police Department, ext. 5432.~~

---

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

Page 1 of 1

## Medical ~~Emergencies~~ Incidents or Accidents

In the event an employee is on the scene of a medical emergency, he/she ~~should~~ shall call 911 then follow the posted instructions in each building or on the shared drive online entitled “Emergency Preparedness Plan.” Emergency Procedures. Additional copies of these instructions may be obtained from Health Services.

In the event an employee is on the scene of a medial incident involving injury that is not a medical emergency, the employee shall ask the injured person if he or she wants an ambulance called. If the injured person declines, the employee may render any treatment he or she is trained to perform and shall render any other reasonable assistance the injured person may need.

### Employee Incidents

In the event an accident/incident occurs ~~during the day~~ involving a Lake Land College employee, the employee’s supervisor shall be notified as soon as possible. The supervisor shall ensure that the proper reporting is completed and forwarded to Human Resources.

### Incidents Involving All Other Individuals

In the event an accident/incident occurs involving a -student or visitor at any Lake Land College facility, the injured person must contact Lake Land College Health Services, ext. 5276, or the College Police Department as soon as possible. An incident form and other appropriate paperwork must be completed. ~~—If the incident occurs after 5:00 p.m. on weekdays or weekends, it must be reported to Health Services on the next business day. If an incident occurs at an off-campus site during the day or evening, the appropriate supervisor must be contacted.~~

~~If the incident occurs on campus during the evening hours, the Lake Land College Police Department must be contacted at ext. 5432.~~

In the event an employee, ~~instructor or coach~~ witnesses an incident, he/she must complete and submit an incident report to Health Services.

**Board Policy****08.02**

Any observations can be important in filing the appropriate forms. Although the incident may not appear to be serious at the time, it still must be reported. Circumstances surrounding the incident may need to be investigated to prevent a recurrence. The incident report form may accessed online through the Health Services website.

~~If an incident occurs at an off-campus site during the day or evening, the appropriate supervisor must be contacted. If the incident requires medical attention and/or law enforcement response, the appropriate agency shall be contacted by the employee or supervisor in charge, e.g. Effingham Police Department, Effingham Fire and Rescue, or 911.~~

### Definitions

#### 1. Life-Threatening Medical Emergency

If the incident is ~~life-threatening~~ a medical emergency, 911 ~~should~~shall be notified immediately.

A life-threatening medical emergency incident includes, but is not limited to, the following:

- A. Any incident in which the victim is rendered unconscious.
- B. Any incident in which the victim has stopped breathing or is having difficulty breathing.
- C. Any incident in which the victim does not display a pulse.
- D. Any incident in which the victim is bleeding profusely.
- E. Any incident in which the victim has suffered paralysis to any extent.

**Board Policy****08.02**

F. Any incident that requires treatment beyond the basic first-aid level of training.

2. Day Class or Evening Class

~~A day class shall be defined as any class that is completed prior to 5:00 p.m. An evening class shall be defined as any class that is completed after 5:00 p.m.~~

3. On-Campus or Off-Campus

~~An on-campus class shall be defined as any class that meets on the main campus located at 5001 Lake Land Boulevard, Mattoon, Illinois. All other classes shall be considered to be off-campus.~~

---

Adopted November 9, 1998

Revised March 8, 2004

Revised December 12, 2011

Revised



**08.03****Police Emergencies**

~~When a police emergency is identified, call 911. The Lake land College Police Department shall decide if it is necessary to contact other law enforcement agencies and will make such notification.~~

~~The Lake Land College Chief of Police shall coordinate all emergencies requiring an outside police agency. The Lake Land College Chief of Police or his/her designee shall notify and inform the appropriate administrator of the College with details of the emergency.~~

~~Nothing in the policy shall prohibit any person from contacting 911 in the event of an emergency. An emergency includes, but is not limited to, incidents requiring immediate medical attention, fires, crimes in progress, or any other situation in which death, injury, or great bodily harm are threatened to any person if immediate emergency response is delayed.~~

~~If an incident occurs at an off-campus site during the day or evening, the appropriate supervisor must be contacted.~~

~~This Policy was deleted on (date). Please refer to Policy 08.01.~~

---

Adopted November 9, 1998

Revised March 8, 2004

Revised December 12, 2011

Deleted

**08.05****Severe Weather/Tornado Warnings**

~~The Lake Land College Police Department shall monitor the emergency radio for any notification of severe weather. In the event of a severe weather alert, the following notification procedure shall be followed by the Lake Land College Police Department:~~

- ~~1. Notify the Child Care Center.~~
- ~~2. Notify offices in temporary buildings.~~
- ~~3. Notify the Vice President for Business Services or the appropriate administrative official.~~
- ~~4. Notify the Director of Physical Plant Operations to ensure that proper safety precautions are taken.~~
- ~~5. If deemed appropriate, the College administration will order the activation of the emergency alert system and/or the NIMS team.~~

~~All building occupants should follow posted procedures for "SEVERE WEATHER."~~

~~If an incident occurs at an off-campus site during the day or evening, the appropriate supervisor must be contacted.~~

~~This Policy was deleted on (date). Please refer to Policy 08.01.~~

---

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

## 08.06

### Other Emergencies

~~All emergencies should be reported immediately by calling 911.~~

~~Upon learning of an emergency on campus, the Lake Land College Police Department will report the emergency to the Office of the President or the administrator in charge of that area. If an incident occurs at an off-campus site, the appropriate supervisor must be contacted.~~

~~This Policy was deleted on (date). Please refer to Policy 08.01.~~

---

Adopted November 9, 1998  
Revised March 8, 2004  
Revised December 12, 2011  
~~Deleted~~

# MEMO

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

FROM: Jean Anne Grunloh, Senior Executive to the President

DATE: August 29, 2017

RE: Revisions to Board Policy 08.07 – *Registration of Registered Sex Offenders*

---

As part of the administration's annual review of the Board Policy Manual in its entirety, we have discovered that Board-approved revisions to Policy 08.07 – *Registration of Registered Sex Offenders* from the February 13, 2012, Board meeting and July 14, 2014, Board meeting were inadvertently not incorporated into the official Board Policy Manual following these respective meetings. The Board-approved language in February 2012 and July 2014 for this Policy detailed Sex Offender Registration procedures as well as the College's policy on this issue. After recent review with College counsel regarding the Illinois Sex Offender Registration Act, 730 ILCS 150/1 et seq., as amended by Public Act 97-0155 effective January 1, 2012, the administration has developed the *Sex Offender Registration Procedures* guide which is posted on the web page of the Campus Police and we are recommending Policy 08.07 reference these procedures and the College's ongoing compliance with all relevant state and federal laws.

Please find attached proposed revisions to Policy 08.07 which were submitted as first reading for Board consideration in September 2017. It is respectfully requested the Board approve the proposed changes as presented during the October 2017 Board meeting.

Attachment

## Registration of Registered Sex Offenders

~~Any sex offender shall, within thirty (30) days of his/her coming into any county in which he/she resides or is temporarily domiciled for more than thirty (30) days, register with the chief of police of the municipality in which he/she resides, or in the event no police chief exists or if he/she resides in an unincorporated area, he/she shall register with the sheriff of that county. Licensed day care centers are to be sent a list of offenders in their county.~~

~~Therefore, the Lake Land College Police Department and the Director of the Child Care Center will maintain a list of registered sex offenders from all counties in the district served by the College. These lists will then be checked against adult contact with the child care center. State statute prohibits the public inspection of this registration data;<sup>1</sup> however, College personnel may direct persons to the online State Sex Offender Registry at the appropriate website.~~

~~All registered sex offenders on campus, to include both students and employees, shall register with the Lake Land College Police Department within three days of the beginning of their enrollment or employment, as required by law.<sup>2</sup> If the Police Department becomes aware of a student or employee who has not registered, they shall contact the person in question and advise him/her of his/her legal requirement to do so. If the registered sex offender continues to be in noncompliance, he/she will be subject to arrest.~~

~~If the person registering as a sex offender is classified as a child sex offender, he/she shall be given a letter outlining his/her legal responsibilities related to proximity of the Child Care Center. A campus map highlighting the Center's location shall also be provided.~~

~~The Lake Land College Police Department shall direct individuals who inquire about the sex offender status of any student or employee to the State Sex Offender Registry.~~

**Board Policy****08.07**

Federal and state laws require a sex offender or sexual predator (hereinafter jointly referred to as “sex offender”) to take certain steps if he or she becomes enrolled in or employed at an institution of higher education. The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the college or university which they attend or are employed.

The purpose of this policy is to identify the College’s registration requirements for both employees and students who are convicted sex offenders who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College’s policy for maintaining the sex offender registration data that is received by the College.

Lake Land College will maintain and publish procedures implementing this policy which set forth:

1. Requirements for Registration
2. Maintenance of Registration Data
3. Compliance and Penalties
4. Public Inspection and Copying of Documents

The procedures will be published in the Sex Offender Registration Procedures available online through the Lake Land College Police Department website. Printed copies will be available from the offices of Counseling Services, Health Services, Human Resources and Vice President for Student Services.

---

Adopted November 9, 1998  
 Revised March 8, 2004  
 Revised December 12, 2011  
Revised February 13, 2012  
Revised June 9, 2014  
Revised July 14, 2014  
Revised

---

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Tina Stovall, Vice President for Student Services  
**DATE:** September 28, 2017  
**RE:** Proposed revisions to Board Policies 04.07 and 11.21

---

To support ongoing efforts to ensure that the Lake Land College brand is successfully and consistently represented in our marketing and communications efforts, proposed revisions to Board Policies 04.07 – College Spokesperson and 11.21 – Marketing Materials and Publications, as reviewed by the Cabinet, were submitted to the Board of Trustees for first reading at their September 11, 2017, meeting. I have not received any questions or recommendations since that meeting. I would like to present for approval at the October 9, 2017, meeting.

## Board Policy 04.07 – College Spokesperson

The proposed revisions, including a title change to *College Spokesperson and Media Communication*, seek to address both the College spokesperson and media communications in one policy. (Media communication is currently addressed separately in Board Policy 11.21). The proposed revisions to Board Policy 04.07 now include media communication responsibilities for the office of Marketing & Public Relations and related expectations for other College staff.

## Board Policy 11.21 – Marketing Materials and Publications

The proposed revisions, including a title change to *Marketing and Branding*, seeks to clarify expectations for all College staff related to the College's marketing and branding commitments, recognizes that branding and marketing encompasses more than printed materials, and supports centralization and enforcement of branding standards through Marketing & Public Relations in accordance with the College's published Branding, Graphics & Editorial Standards.

The proposed revisions seek to clarify that the College's Print Shop is to be used for all College printing needs.

The proposed revisions include reference to *Social Media Expectations and Guidelines*. Those guidelines, developed through best practice research conducted by Marketing & Public Relations staff and reviewed by the College's legal counsel, were provided for review by Board members in their electronic resource files.

I am happy to address any questions the Board may have regarding these proposed revisions.

Thank you.

04.07

## College Spokesperson and Media Communication

### College Spokesperson

The President is the chief spokesperson ~~to the public for matters affecting College operations for the College.~~ The President may authorize other personnel to serve as the college spokesperson or participate in media interviews. Individual decisions by faculty members or other staff members to release statements to the public are inappropriate. The President may, however, at his/her discretion, authorize other personnel, such as the Director of Public Relations, to release statements concerning official College operations or policies. Employees should notify the Office of Public Relations if they are contacted by the news media regarding official business of the College, its programs, services, or events.

### Media Communication

Marketing & Public Relations is responsible for communicating with the media regarding College news and requests for interviews, information, or story ideas. Staff shall not release news stories or communicate with the media directly without the approval of the Director of Marketing & Public Relations. Employees other than the President, Athletic Director or Head Coaches who are contacted by the media should direct the representative to Marketing & Public Relations.

The Director of Marketing & Public Relations in consultation with the President will determine who will participate in a media interview.

Adopted November 9, 1998

Revised



## **Marketing and Branding Materials and Publications**

Sustaining a consistent Lake Land College brand is essential to the College's success. Recognizing that all impressions of the college have the potential to affirm the College's brand, employees will adhere to the following guidelines.

College marketing, branding and social media platforms will be centralized and managed through Marketing & Public Relations (MPR). MPR will manage and enforce the college's branding standards across all of Lake Land College, as well as work with commercial vendors. The printing of official College publications and marketing materials is to be coordinated and approved through Communications and Creative Services. The printing of the student newspaper is excluded.

1. All marketing, recruitment and promotional pieces representing the College, faculty, staff, services and programs will be created or approved by Marketing & Public Relations in adherence to the Branding, Graphics, & Editorial Standards. Recognizing the needs of offices and divisions to produce specialized marketing materials and recognizing that consistency of public image is represented by these materials, the Communications and Creative Services will collaborate with individuals to produce high-quality printed and electronic marketing materials prior to publishing and dissemination.
2. All college units will use the Print Shop for all College printing needs. Any need to print College materials at an off-campus printer will be determined by the Director of Marketing & Public Relations and the Print and Mail Services Supervisor.
23. All employees will follow the guidelines as published in the College's Branding, Graphics, & Editorial Standards, including the proper use of the College seal, wordmark, social/athletic logo, letterhead, email signature, business cards and nametags. The stationery of the College, including letterhead paper and envelopes and business cards, is intended for individual correspondence with persons and organizations outside the

~~College. The ordering of the official stationery and the selection of the appropriate paper stock will be coordinated through Communications and Creative Services. Individuals may not alter and/or add to the College stationery without prior approval from the Director of Communications and Creative Services.~~

~~3. Release of news stories to the news media regarding Lake Land College programs, courses or activities is the responsibility of the Communications and Creative Services, which works with the members of the news media. Separate offices or divisions shall not issue news releases. Individuals other than the President, Athletic Director or coaches who are contacted by the media should direct the representative to the Media Specialist or Communications and Creative Services. Employees who are contacted by the media should contact the Media Specialist or Communications and Creative Services for assistance and interview preparation to maintain the best interests of the College.~~

---

4. All employees will follow the guidelines in the Social Media Expectations and Guidelines.

~~4. The seal of the College represents the authority of the College at the highest level, which is vested in the Board of Trustees. The seal will be reserved for official College records and business conducted by the President and/or Board of Trustees.~~

~~5. The College logo will be used as the official representation of the College in all marketing materials. The specific guidelines for use are located on the College's intranet and must be adhered to by College employees. All publications using the logo to be used on or off campus must be approved by Communications and Creative Services to maintain a high level of professionalism.~~

---

Adopted November 9, 1998  
Revised June 14, 2004  
Revised June 14, 2010  
Revised June 9, 2014  
Revised

# MEMO

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

**FROM:** Tina Stovall, Vice President for Student Services

**DATE:** September 25, 2017

**RE:** Guidelines for the administration of Talented Student Scholarships

---

In accordance with Board Policy 07.12 – Talented Student Scholarships, guidelines for the administration of Talented Student Scholarships are to be presented for approval to the Board of Trustees for three two-year cycles. The guidelines were last approved in November 2014. Attached are the guidelines for the next three two-year cycles: 2018-2020, 2019-2021, and 2020-2022. Following is a summary of proposed changes to the guidelines:

Athletic Scholarship- No changes are proposed for the next three two-year cycles.

Livestock Judging Scholarship – The proposed revision indicates that scholarship recipients must maintain a 2.00 or higher cumulative grade point average (GPA) based only on those courses that count toward a degree or certificate. This change is in accordance with the Junior College Livestock Coaches Association minimum eligibility requirements for participation. Those requirements do not allow for consideration of a semester GPA or for grades earned in non-degree/certificate eligible courses to be included in the GPA.

Presidential Scholarship – The proposed revisions include adding the qualifying SAT score as introduced in Board Policy 07.12. The revisions also include increasing the minimum semester or cumulative GPA requirement to maintain the scholarship to be 3.25 or higher. This is in accordance with work the College has been doing over the past two years to build the Honors Experience for academically talented students. In the past year, both the Honors Program and the Phi Theta Kappa (PTK) Honors Society adopted 3.25 as their minimum GPA requirement for enrollment in honors courses and membership in PTK. Revising the minimum GPA expectations for the Presidential Scholarship so that it is consistent with PTK and the Honors Program will help better integrate the three major components of the Honors Experience. We also believe it will be helpful for students in maintaining the scholarship to be expected to earn the same GPA every semester rather than allowing for a lower first semester GPA which then must increase during the second semester.

It may be helpful to know that in considering the impact that the change in minimum GPA might have on future Presidential Scholars, we evaluated the impact that it would have had on our scholars for cohort years 2015-2016 and 2016-2017. In the 2015-2016 cohort, 34 students lost the Presidential Scholarship during their first year because they did not meet the current minimum 3.0/3.15 GPA. If the minimum GPA had been 3.25 both semesters, 7 additional students would have been impacted. For the 2016-2017 cohort, 35 students lost the scholarship because they did not meet the current minimum GPA requirements. If the minimum GPA had been 3.25 both semesters, an additional 11 students would have been impacted.

With your approval, I would like to present these proposed revisions to the Board of Trustees for approval at their October 9, 2017, meeting. I am happy to provide additional information or answer any questions. Thank you!

## ATHLETIC SCHOLARSHIP GUIDELINES

**Academic Years ~~2015-2016, 2016-2017, 2017-2018~~ 2018-2020, 2019-2021, 2020-2022**

The Athletic Scholarship is a tuition/fee waiver scholarship awarded for a specific enrollment period. The coach will inform the student of the number of semesters or terms covered by the scholarship. All awardees must maintain full-time student classification and successfully complete a minimum of twelve (12) credit hours each semester. Students who break their enrollment period by not meeting the minimum requirements for continuation may not be eligible for an extension.

Tuition for credit courses will be waived as well as student activity fees, service fees (including textbook rental), and course fees. Students will be required to pay any late fee charges or special assessments and for any workbooks or materials used in class.

Scholarship recipients are recommended to complete the Free Application for Federal Student Aid (FAFSA each year to help cover additional costs of college attendance. The Illinois Student Assistance Commission Monetary Award Program (MAP) and all other scholarships and awards earmarked for tuition only, including Lake Land College Foundation awards and chargebacks from out-of-district students, will be utilized before the Athletic Scholarship.

In accordance with requirements established by the National Junior College Athletic Association (NJCAA), Athletic Scholarships will be awarded annually as follows:

1. Each coach shall be responsible for awarding the scholarship in accordance with the guidelines established by the Lake Land College Board of Trustees and approval of the Athletic Director with final approval of the Vice President for Student Services.
2. Athletic scholarship recipients must be members in good standing of their respective team and successfully complete a minimum of 12 semester hours each semester. They must obtain a 1.75 grade point average the first semester or term and either a 2.00 semester grade point average or a 2.00 cumulative grade point average every semester or term thereafter for all courses attempted (excluding pass/fail courses).
3. The total number of full-year awards, or equivalent semesters or the number of in-district and out-of-district scholarships will not vary from the approved guidelines as indicated below without approval by the College President. Scholarships cannot be transferred to other sports. Out-of-district scholarships may be used for in-district students, but not the reverse.

Volleyball:

Total number of scholarships (new and continuing) – 14  
Maximum number of out-of-district scholarships – 11  
Minimum number of in-district scholarships - 3

Men's Basketball:

Total number of scholarships (new and continuing) – 15  
Maximum number of out-of-district scholarships - 12  
Minimum number of in-district scholarships – 3

Women's Basketball:

Total number of scholarships (new and continuing) – 15  
Maximum number of out-of-district scholarships - 12  
Minimum number of in-district scholarships – 3

## Softball:

- Total number of scholarships (new and continuing) – 24
- Maximum number of out-of-district scholarships - 18
- Minimum number of in-district scholarships – 6

## Baseball

- Total number of scholarships (new and continuing) – 24
- Maximum number of out-of-district scholarships - 18
- Minimum number of in-district scholarships – 6

## Cheer:

- Total number of scholarships (new and continuing) – 8
- Maximum number of out-of-district scholarships - 4
- Minimum number of in-district scholarships – 4

The Athletic Scholarship will be discontinued for students who do not meet the minimum requirements. There is an appeal process through the Vice President for Student Services for students who are discontinued to earn their TSA back. Since Lake Land College's criteria for the TSA program are more stringent than the NJCAA's eligibility requirements, students may qualify to play under the NJCAA regulations but will be responsible for the payment of their tuition.

Grants-in-Aid

Another form of financial aid available to athletes is the grants-in-aid program. The grants-in-aid program is awarded by the coaching staff as follows:

Athletic grants-in-aid will be awarded through the Lake Land College Department of Athletics and administered through the Financial Aid Office and Business Office in accordance with current NJCAA policies and Lake Land College Board of Trustees guidelines with approval of the Athletic Director and Vice President for Student Services. Grants-in-aid awards shall be from college budgeted funds, individual contributions to the Lake Land College Foundation designated for athletics or from team-raised revenues.

Upon the coaching staff recommendation, the grants-in-aid program is available to any athlete regardless of geographic boundaries. An athlete receiving grants-in-aid will be limited to a maximum of (a) tuition and fees; (b) room and board; (c) books and course-related materials; (d) transportation cost one time per academic year to and from the College by direct route in accordance with Article VIII, Section I of the NJCAA Handbook.

Assistance to athletes above that specified as a full scholarship must be based on a certified need. Under no circumstances may assistance to athletes exceed the amount of need established by a needs analysis system approved by the Department of Education, or the amount of a full scholarship, as described in Article VIII, Section I of the NJCAA Handbook, whichever is greater.

Approved by the Lake Land College Board of Trustees:

November 2008, November 2011, November 2014

Pending: October 2017

## LIVESTOCK JUDGING SCHOLARSHIP GUIDELINES

**Academic Years ~~2015-2016, 2016-2017, 2017-2018~~ 2018-2020, 2019-2021, 2020-2022**

The Livestock Judging Scholarship is a tuition/fee waiver scholarship awarded for a specific enrollment period. The coach will inform the student of the number of semesters or terms covered by the scholarship. All awardees must maintain full-time student classification and successfully complete a minimum of twelve (12) credit hours each semester. Students who break their enrollment period by not meeting the minimum requirements for continuation may not be eligible for an extension.

Tuition for credit courses will be waived as well as student activity fees, service fees (including textbook rental), and course fees. Students will be required to pay any late fee charges or special assessments and for any workbooks or materials used in class.

Scholarship recipients are recommended to complete the Free Application for Federal Student Aid (FAFSA) each year to help cover additional costs of college attendance. The Illinois Student Assistance Commission Monetary Award Program (MAP) and all other scholarships and awards earmarked for tuition only, including Lake Land College Foundation awards and chargebacks from out-of-district students, will be utilized before the Livestock Judging Scholarship.

In accordance with requirements established by the Junior College Livestock Coaches Association, Livestock Judging Scholarships will be awarded annually as follows:

1. The Livestock Judging team coach shall be responsible for awarding the scholarships in accordance with the guidelines established by the Lake Land College Board of Trustees and approval of the Division Chairperson for Agriculture with final approval of the Vice President for Student Services.
2. Livestock Judging Scholarship Recipients must be members in good standing on their team, ~~and~~ successfully complete a minimum of 12 semester hours each semester, ~~and maintain a 1.75 grade point average the first semester or term and either a 2.00 semester grade point average or a 2.00 or higher cumulative grade point average every semester or term thereafter for all courses attempted (excluding pass/fail courses).~~ Only degree/certificate-eligible courses are included in the GPA.
3. The total number of full-year scholarships or equivalent semesters or the number of in-district and out-of-district scholarships will not vary from the approved guidelines as indicated below without approval from the College President. Scholarships cannot be transferred to other sports. Out-of-district scholarships may be used for in-district students, but not the reverse.

Total number of scholarships (new and continuing) – 22

Maximum number of out-of-district scholarships - 18

Minimum number of in-district scholarships – 4

The Livestock Judging Scholarship will be discontinued for students who do not meet the minimum requirements. There is an appeal process through the Vice President for Student Services for discontinued students to re-earn the scholarship.

Approved by the Lake Land College Board of Trustees:

November 2008, November 2011; October 2012; November 2014

Pending: October 2017

## PRESIDENTIAL SCHOLARSHIP GUIDELINES

**Academic Years ~~2015-2016, 2016-2017, 2017-2018~~ 2018-2020, 2019-2021, 2020-2022**

The Presidential Scholarship is a tuition waiver scholarship awarded for a maximum of two consecutive calendar years beginning with fall semester as the first enrollment period. Students who break their enrollment either by not meeting the minimum requirements for continuation or not completing their academic program in two years will not be eligible for an extension. All awardees must maintain full-time student classification and successfully complete a minimum of twelve (12) credit hours each semester.

Tuition for credit courses will be waived. Students will be required to pay the activity fees, service fees (including textbook rental), required course fees and for any materials or workbooks used in class. For eligible students, MAP awards will be applied toward fees.

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) each year to help cover additional costs of attendance. The Illinois Student Assistance Commission Monetary Award Program and all other scholarships and awards earmarked for tuition only, including Lake Land College Foundation awards and chargebacks from out-of-district students, will be utilized before the Presidential Scholarship.

### **Presidential Scholarships will be awarded as follows:**

Eligible students, include those who at the time of high school graduation, 1) reside in Lake Land College District 517, 2) graduate from a high school located in Lake Land College District 517, or 3) graduate from a high school serving a portion of Lake Land College District 517, including Hume-Shiloh, South Central, Newton, and North Clay high schools.

1. Each graduate must meet one of the following conditions; 1) seventh or eighth semester grade point average at or above the 85th percentile, ~~or~~ (2) ACT composite score of at least 26 ~~or (3) an SAT total score of at least 1240~~. The high school will verify the students' academic qualifications and the Vice President of Student Services will be the final approval for Lake Land.
2. The student must enroll at Lake Land College full-time the fall semester immediately following high school graduation.
3. Presidential Scholarship recipients must complete a minimum of 12 semester hours each college semester and ~~They must obtain a 3.00 grade point average the first semester or term and either a 3.15 earn a semester or cumulative grade point average of 3.25 or higher or a 3.15 cumulative grade point average every semester or term thereafter~~ for all courses attempted (excluding pass/fail courses) each semester.


The Presidential Scholarship will be discontinued for students who do not meet the minimum requirements. There is an appeal process through the Vice President for Student Services for discontinued students to re-earn the scholarship.

Reviewed by Lake Land College Board of Trustees:

November 2008, November 2011, November 2014 (Adapted from previous Academic Talented Student Award)

Pending October 2017

# MEMO

TO: Dr. Josh Bullock, President 

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

DATE: September 19, 2017

RE: August 2017 Financial Statement Summary

---

Outlined below are the budgetary variances of note for the month of August for Fiscal Year 2018.

**Area(s) of Concern:**

- Tuition revenue – Through August, there is an unfavorable variance in tuition of \$331,487 versus budgeted projections. Timing could be a part of this variance but this unfavorable variance is certainly cause for close monitoring. As you'll recall, we budgeted a 3% decline in tuition revenue for FY2018. While we were only down 1.9% FTE for Fall enrollment, a deeper analysis in the enrollment levels reveal a slightly greater increase in non-tuition paying students (Dual Credit). Removing this from the equation results in a drop of 2.3% FTE in Fall enrollment levels. In FY2017, we had recorded 58.64% of the tuition received for all of FY2017. Through the same timeframe in FY2018, we have recorded 53.45% of tuition budgeted for FY2018.

**Overall Variances:**

- Revenue – Total August revenue was \$2,733,266 resulting in an overall unfavorable variance of \$1,444,801 compared to the budgeted level. This unfavorable variance was primarily driven by unfavorable revenues for local sources (\$1,350,834), tuition (\$375,777), and fees (\$132,723). The unfavorable variance for local sources is a combination of the favorable variance we had in July for these revenues and the timing of when we received the Effingham County tax receipts. Year to date our unfavorable variance for revenue is \$1,022,304. I believe that much if not all of this variance will correct itself with September financials due to the timing of receipt of state funding and local sources.
- Expenditures – Total August expenditures were \$1,945,703 resulting in an overall favorable variance of \$383,195. Year to date, spending has a favorable variance of \$1,330,412.



**Revenue Variances:**

- *Local Sources* – Unfavorable August variance of \$1,350,834 due to timing of receipt of Effingham County tax revenue (September versus August) and receiving a larger portion of other local property tax revenue in July. Through August, this line is unfavorable by \$715,177 but should correct itself in September.
- *ICCB Credit Hour Grant* – Favorable variance for the month of August by \$7,114 due to receiving first state payment for credit hour reimbursement. Due to not beginning to receive FY2018 state funding until August, year to date variance is unfavorable by \$149,105 but should correct itself as long as we continue to receive regular state payments.
- *ICCB Equalization Grant* – Favorable variance for the month of August by \$389,944 due to receiving the first two state equalization funding payments. Since we have received both the July and August payments for equalization, there is not a year to date variance.
- *Tuition & Fees* – August unfavorable variance for tuition of \$375,777 and \$132,723 for fees. Year to date, tuition has an unfavorable variance of \$331,487 and fees are unfavorable by \$46,354. Tuition was discussed in more detail in "Area(s) of Concern" section.
- *Other Revenue* – August had a favorable variance of \$47,436 due to the CDL program bring in more revenue during the month than anticipated. Year to date, other revenue has a favorable variance of \$127,033.
- *Donation In Kind* – In August we recorded a vehicle donation to the Auto program therefore resulting in a favorable variance of \$1,800. There is a corresponding expenditure of this amount in the Instructional area.

**Expenditure Variances:**

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in August of \$71,905.84. Year to date these lines are favorable by \$185,568.79.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in August in the amount of \$46,002.21. Year to date these lines are unfavorable by \$112,809.39. As discussed in July, this is due to timing and should correct itself as we move further into the fiscal year.
- *Instructional* – Had a favorable variance in August of \$152,321. This is primarily due to a significant favorable variance in materials & supplies (\$60,662) and employee benefits (\$56,077). The employee benefits favorable variance is due to timing while the materials & supplies variance is largely driven by not being invoiced in August as anticipated for the Hessi testing for nursing students. Year to date, this area has a favorable overall variance of \$46,711.

- *Academic Support* – Had a favorable variance in August of \$11,309. This is primarily due to a favorable variances in salaries and wages of \$6,530 and materials and supplies of \$4,099. Year to date, this area has an overall favorable variance of \$18,478.
- *Student Services* – Had a favorable variance in August of \$28,744. This was primarily due to a favorable variance in salary and wages of \$25,576. Year to date, this area has an overall favorable variance of \$23,479.
- *Public Service/Continuing Education* – This area had a favorable August variance of \$27,749 which is primarily due to favorable variances in wages (\$13,101) and material and supplies (\$14,781). Both of these areas were unfavorable in July so the favorable variances in August can be largely attributed to timing. Year to date this area is favorable by \$20,717.
- *Operations & Maintenance* – This area had a favorable August variance of \$54,531. This favorable variance includes \$15,000 in capital outlay that was budgeted for sidewalk improvements that did not occur in August as budgeted. These improvements will occur later in the year. Year to date this area is favorable by \$281,871 with \$100,000 of this favorable variance due to not addressing the Air Handlers yet for the Luther Student Center. If this expenditure occurs in FY2018, it likely will not be until the latter part of the year. In addition, Utilities were unfavorable in August by \$6,466 but remain favorable year to date by \$19,507.
- *Institutional Support* – Had a favorable August variance of \$150. Year to date this area has a favorable variance totaling \$1,020,627. The bulk of this favorable variance is from the following lines: \$445,000 is due to adding in the Strategic Initiatives that were outlined in the August 10<sup>th</sup> memo from Dr. Bullock to the Board of Trustees, \$327,973 is in general materials and supplies, and \$124,544 is in contractual services.
- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$108,391 for the month of August. However, year to date this line is unfavorable by \$81,472.

As we have discussed, despite a more complete level of state funding for FY2018, long term state funding uncertainty still exist. Therefore, we still intend to enforce spending limitations to ensure that we remain prudent and responsible with our expenditures.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY17 Audited Numbers	FY18 Annual Budget
<b>Revenues:</b>										
1,289,596	2,640,430	(1,350,834)	Local Sources	3,527,125	4,242,302	(715,177)	-16.86%	3,807,234	7,910,562	8,922,204
163,334	156,220	7,114	ICCB Credit Hour Grant	163,334	312,439	(149,105)	-47.72%	356,468	5,262,447	4,058,469
779,887	389,943	389,944	ICCB Equalization Grant	779,887	779,887	-	0.00%	462,327	5,113,746	4,879,320
3,438	35,189	(31,761)	Other State Sources	77,996	143,086	(65,090)	-45.49%	210,106	2,039,866	1,050,557
241,437	617,214	(375,777)	Tuition	5,894,085	6,225,572	(331,487)	-5.32%	6,613,357	11,305,696	11,027,972
96,181	228,904	(132,723)	Fees	1,894,166	1,940,520	(46,354)	-2.39%	1,873,254	4,085,240	4,534,505
157,593	110,157	47,436	Other Revenue	322,626	195,593	127,033	64.95%	256,291	2,409,868	1,119,843
1,800	-	1,800	Gift in Kind	157,875	-	157,875	100.00%	-	115,578	-
2,733,266	4,178,067	(1,444,801)	<b>Total Revenues</b>	12,817,095	13,839,399	(1,022,304)	0	13,579,036	38,243,002	35,392,870
<b>Expenditures:</b>										
<b>Instructional</b>										
845,294	855,242	9,948	Salary and Wages	1,981,625	1,980,205	(1,420)	-0.07%	1,836,028	10,352,825	10,593,888
163,252	219,329	56,077	Employee Benefits	406,035	378,683	(27,352)	-7.22%	405,891	1,948,994	1,973,963
5,155	9,850	4,695	Contractual Services	6,500	16,800	10,300	61.31%	20,342	472,541	556,690
28,954	89,616	60,662	General Materials and Supplies	39,249	211,834	172,585	81.47%	113,183	456,549	732,461
1,572	13,586	12,014	Travel and Meeting Expenses	3,163	28,812	25,648	89.02%	19,087	35,246	146,460
-	875	875	Fixed Charges	-	875	875	0.00%	905	48,278	72,225
-	9,850	9,850	Capital Outlay	-	23,950	23,950	100.00%	1,060	7,375	36,554
-	-	-	Other Expenditures	-	-	-	0.00%	-	923	-
1,800	-	(1,800)	Gift in Kind	157,875	-	(157,875)	0.00%	-	-	-
1,046,027	1,198,348	152,321	<b>Total Instructional</b>	2,594,448	2,641,159	46,711	1.77%	2,396,496	13,322,729	14,112,239
<b>Academic Support</b>										
31,314	37,844	6,530	Salary and Wages	69,330	72,922	3,592	4.93%	82,565	433,397	351,255
7,759	6,749	(1,010)	Employee Benefits	19,396	13,497	(5,899)	-43.71%	29,649	114,371	83,404
-	300	300	Contractual Services	-	500	500	0.00%	-	1,682	3,000
6,038	10,138	4,099	General Materials and Supplies	10,603	28,585	17,982	62.91%	18,025	173,870	205,214
-	-	-	Travel and Meeting Expenses	436	250	(186)	-74.40%	720	7,678	9,310
3,711	5,100	1,389	Fixed Charges	3,711	6,200	2,489	40.15%	5,000	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
48,821	60,130	11,309	<b>Total Academic Support</b>	103,476	121,954	18,478	15.15%	135,959	735,316	659,683
<b>Student Services</b>										
127,570	153,146	25,576	Salary and Wages	279,509	297,708	18,199	6.11%	252,354	1,377,954	1,550,363
33,131	33,953	822	Employee Benefits	82,364	67,906	(14,458)	-21.29%	78,631	398,104	421,340
832	832	-	Contractual Services	9,322	9,322	-	0.00%	-	11,209	9,322
10,308	10,250	(59)	General Materials and Supplies	22,560	38,459	15,899	41.34%	23,662	67,705	95,914
(504)	1,900	2,404	Travel and Meeting Expenses	(334)	3,505	3,839	109.53%	2,855	10,759	38,038
-	-	-	Other Expenditures	-	-	-	0.00%	-	7,000	7,500
171,337	200,081	28,744	<b>Total Student Services</b>	393,421	416,900	23,479	5.63%	357,502	1,872,731	2,122,477
<b>Public Service/Cont Ed</b>										
27,616	40,717	13,101	Salary and Wages	68,052	78,142	10,090	12.91%	33,336	356,447	372,432
6,417	3,710	(2,707)	Employee Benefits	12,556	9,421	(3,136)	-33.28%	17,932	59,098	53,853
2,408	5,250	2,842	Contractual Services	6,605	9,925	3,320	33.45%	3,537	42,315	34,620
6,158	20,940	14,781	General Materials and Supplies	30,965	41,738	10,773	25.81%	13,141	107,233	127,528
476	280	(196)	Travel and Meeting Expenses	751	553	(198)	-35.88%	1,630	4,126	3,807
12,630	12,558	(72)	Fixed Charges	25,317	25,185	(132)	-0.52%	26,299	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
55,705	83,454	27,749	<b>Total Public Service/ Cont Ed</b>	144,246	164,964	20,717	12.56%	96,505	721,417	744,950
<b>Operations &amp; Maintenance</b>										
75,346	90,042	14,696	Salary and Wages	118,673	203,806	85,133	41.77%	182,714	1,026,001	1,174,469
24,617	24,229	(388)	Employee Benefits	62,394	48,458	(13,936)	-28.76%	67,200	318,114	301,434
8,265	18,645	10,381	Contractual Services	8,872	54,027	45,155	83.58%	135,182	344,505	215,435
11,595	31,653	20,059	General Materials and Supplies	16,662	60,560	43,898	72.49%	43,253	125,184	271,195
-	-	-	Travel and Meeting Expenses	-	25	25	100.00%	25	-	150
9,930	11,180	1,250	Fixed Charges	35,271	22,360	(12,911)	-57.74%	4,804	227,294	134,160
102,799	96,333	(6,466)	Utilities	172,902	192,409	19,507	10.14%	199,103	1,159,593	1,159,646
-	15,000	15,000	Capital Outlay	-	115,000	115,000	100.00%	2,221	6,360	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
232,551	287,083	54,531	<b>Total Operation and Maint</b>	414,774	696,645	281,871	40.46%	634,501	3,207,652	3,436,489
<b>Institutional Support</b>										
244,480	246,535	2,055	Salary and Wages	484,939	554,915	69,975	12.61%	433,527	3,028,892	3,089,526
63,991	57,199	(6,791)	Employee Benefits	162,426	114,397	(48,029)	-41.98%	133,338	750,399	930,711
4,495	35,603	31,107	Contractual Services	10,033	134,577	124,544	92.54%	56,249	610,853	616,253
92,745	38,404	(54,340)	General Materials and Supplies	224,985	552,958	327,973	59.31%	158,794	611,916	1,388,391
732	5,789	5,057	Travel and Meeting Expenses	1,599	16,853	15,254	90.51%	12,039	51,843	121,330
237	575	338	Fixed Charges	202,310	212,850	10,540	4.95%	113,250	242,519	228,300
-	1,785	1,785	Capital Outlay	-	9,124	9,124	0.00%	-	9,089	43,634
56	20,996	20,940	Contingency Funds	56	66,304	66,248	0.00%	-	26,960	487,221
-	-	-	Other	-	-	-	0.00%	446,814	987,604	4,417,729
-	-	-	Strategic Initiatives	-	445,000	445,000	100.00%	-	-	445,000
406,735	406,885	150	<b>Total Institutional Support</b>	1,086,349	2,106,977	1,020,627	3	1,354,010	6,320,074	11,768,095
(15,474)	92,918	108,391	<b>Scholarships, grants, waivers</b>	322,306	240,834	(81,472)	-33.83%	538,833	2,506,810	1,170,066
1,945,703	2,328,898	383,195	<b>Total Expenditures</b>	5,069,021	6,389,433	1,330,412	20.82%	5,513,806	28,686,728	34,013,999
51,220	116,905	65,685	<b>Transfers Out:</b>	260,822	209,822	(51,000)	-24.31%	167,741	1,271,916	1,378,871
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
736,343	1,732,264	(995,921)		7,497,262	7,240,144	257,108	3.55%	7,897,490	8,284,358	-

				Current YTD	Current YTD	Current YTD
Current Month	Current Month			Actual	Budget	Budget
	Budget	Variance				Variance
1,351,619.66	1,423,525.50	71,905.84	Salary and Wages	3,002,129.02	3,187,697.81	185,568.79
299,166.82	345,169.03	46,002.21	Employee Benefits	745,171.45	632,362.06	(112,809.39)
21,154.24	70,479.89	49,325.65	Contractual Services	41,332.00	225,150.83	183,818.83
155,798.03	200,999.81	45,201.78	General Materials and Supplies	345,024.47	934,134.37	589,109.90
2,275.30	21,555.12	19,279.82	Travel and Meeting Expenses	5,615.59	49,997.24	44,381.65
26,507.83	30,287.51	3,779.68	Fixed Charges	266,608.92	267,470.02	861.10
102,798.95	96,332.94	(6,466.01)	Utilities	172,901.71	192,408.99	19,507.28
-	26,634.83	26,634.83	Capital Outlay	-	148,073.58	148,073.58
56.06	20,995.57	20,939.51	Contingency Funds	56.06	66,303.58	66,247.52
-	-	-	Other Expenditures	-	-	-
1,959,376.89	2,235,980.20	276,603.31	Total	4,578,839.22	5,703,598.48	1,124,759.26


**Lake Land College**  
***FY2018 Salary, Wage & Benefits Detail***

<b><i>Salary &amp; Wages</i></b>	<b><i>Year to Date</i></b>			<b><i>FY2018 Budgeted</i></b>	<b><i>FY18 Projections</i></b>		
	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>		<b><u>Projected Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
Salary and Wages - Instructional	\$1,981,625	\$1,980,205	(\$1,420)	\$10,593,886		\$10,593,886	\$10,593,886
Salary and Wages - Acad. Support	\$69,330	\$72,922	\$3,592	\$351,255		\$351,255	\$351,255
Salary and Wages - Stud. Svcs	\$279,509	\$297,708	\$18,199	\$1,550,363		\$1,550,363	\$1,550,363
Salary and Wages - Public Svc.	\$68,052	\$78,142	\$10,090	\$372,432		\$372,432	\$372,432
Salary and Wages - Maintenance	\$118,673	\$203,806	\$85,133	\$1,174,469		\$1,174,469	\$1,174,469
Salary and Wages - Inst. Support	\$484,939	\$554,915	\$69,975	\$3,089,526		\$3,089,526	\$3,089,526
<b><i>Total Salary and Wages</i></b>	<b><i>\$3,002,129</i></b>	<b><i>\$3,187,698</i></b>	<b><i>\$185,569</i></b>	<b><i>\$17,131,931</i></b>	<b><i>\$0</i></b>	<b><i>\$17,131,931</i></b>	<b><i>\$17,131,931</i></b>

<b><i>Employee Benefits</i></b>	<b><i>Year to Date</i></b>			<b><i>FY2018 Budgeted</i></b>	<b><i>FY18 Projections</i></b>		
	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>		<b><u>Projected Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
Employee Benefits - Instructional	\$406,035	\$378,683	(\$27,352)	\$1,973,963		\$1,973,963	\$1,973,963
Employee Benefits - Acad. Support	\$19,396	\$13,497	(\$5,899)	\$83,404		\$83,404	\$83,404
Employee Benefits - Stud. Svcs	\$82,364	\$67,906	(\$14,458)	\$421,340		\$421,340	\$421,340
Employee Benefits - Public Svc.	\$12,556	\$9,421	(\$3,136)	\$53,853		\$53,853	\$53,853
Employee Benefits - Maintenance	\$62,394	\$48,458	(\$13,936)	\$301,434		\$301,434	\$301,434
Employee Benefits - Inst. Support	\$162,426	\$114,397	(\$48,029)	\$930,711		\$930,711	\$930,711
<b><i>Total Employee Benefits</i></b>	<b><i>\$745,171</i></b>	<b><i>\$632,362</i></b>	<b><i>(\$112,809)</i></b>	<b><i>\$3,764,705</i></b>	<b><i>\$0</i></b>	<b><i>\$3,764,705</i></b>	<b><i>\$3,764,705</i></b>

# Memo

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

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

**Date:** September 19, 2017

**Re:** Proposed Spring 2018 Tuition & Fee Rates

---


Based on the most current information available from the various funding sources from which Lake Land College receives revenue, it is my recommendation to maintain the tuition and fee structure for the upcoming Spring semester. The following table shows the current and proposed tuition and fee structure for Fall 2017 and Spring 2018.

	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>	<u>Activity Fee</u>	<u>Service Fee</u>
Fall 2017	102.50	229.96	423.36	2.50	28.00
Spring 2018	102.50	229.96	423.36	2.50	28.00

Lake Land College continues to be very cost effective for the students it serves based on these tuition and fee rates. The College remains well below the state average for community colleges for both in-district and out-of-district per credit hour cost totals.

As you know, with the passage of a state budget for FY2018, the College is receiving a more normal state funding level this year as compared to the last two fiscal years. However, there still remains substantial uncertainty over state funding levels in the long-term and the College remains committed to be cautious in its approach to spending. Given this uncertainty and existing cost effective rates, I recommend the Trustees approve maintaining the existing tuition and fee rates for the Spring 2018 semester. Please feel free to reach out to me should you have any questions or concerns.

## Memo

**To:** Josh Bullock, President   
**From:** Bryan Gleckler, Vice President for Business Services  
**Date:** October 2, 2017  
**Re:** Health Insurance 2018 Plan Renewal Recommendation

---

We have been working with our Health Care Consultant, J.W. Terrill, to review the employee health insurance renewal for the 2018 plan year. Through this review, I am recommending some plan design changes in order to reduce the increased financial liability on Lake Land College and limit the rate increase to be passed along to the impacted employee.

If Lake Land College were to not make any plan design changes, the premium rate increase for the 2018 plan year would be 7.5%, costing the college an estimated additional \$389,556 as compared to the 2017 plan year. By making the following adjustments to the health insurance plans offered at Lake Land College, we can reduce the total premium rate increase to 4.0%.

### ***PPO Plan:***

- *Increase in deductibles and out of pocket maximums – estimated reduction of .69%*
  - Increase single in-network and out-of-network deductibles by \$250 for single coverage and \$500 for family;
  - Out of pocket maximums increase by \$250 for single coverage and \$500 for family coverage.
- *Increase the co-pay levels for office visits – estimated reduction of 1.46%*
  - Increase in-network office copays by \$5.00 (from \$20.00 to \$25.00) and out-of-network office copays by \$15.00 (from \$20.00 to \$35.00).

### ***HSA High Deductible Health Plan:***


- *Increase in deductibles and out of pocket maximums – estimated reduction of 1.35%*
  - Increase single in-network and out-of-network deductibles by \$250 for single coverage and \$500 for family;
  - Out of pocket maximums increase by \$250 for single and family coverage.

With these plan changes, the overall rate increase will be reduced from 7.5% to 4.0%, a cost avoidance for Lake Land College of approximately \$187,355. With the 4.0% premium rate increase, the estimated increased cost for the 2018 plan year will be \$202,201 as compared to the 2017 plan year.

The recommended plan changes help bring Lake Land College's insurance plan designs into better alignment with other Midwest entities with 200 – 499 employees. The Health Insurance Committee was provided a thorough analysis of these plan design options and voted in favor of pursuing these changes for the 2018 plan year. Given these factors, I recommend that the Board of Trustees approve a premium rate increase of 4.0% for the 2018 health insurance plan year renewal.

# Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: October 3, 2017

Re: Approval of Purchase of 2017 Ford Fusion Hybrid Platinum

---

The College recently solicited bids for the purchase of a 2017 Ford Fusion Hybrid Platinum Sedan. The College will provide a down payment of \$5,000 toward the purchase, with a three-year term of monthly payments.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to nine dealerships in our district. A total of three bids were received from area dealerships. Below is a listing of the bids that were received:

<u>Name</u>	<u>Dealer In-Kind Donation</u>	<u>Mileage</u>	<u>Final Cost/Month</u>
Dan Pilson Auto Centers 2017 Ford Fusion Hybrid Platinum Mattoon, Illinois	\$500.00	1,500	\$818.41 at 2.99%
Dan Pilson Auto Centers 2017 Ford Fusion Hybrid Titanium Mattoon, Illinois	\$500.00	15,500	\$502.91 at 2.99% *Does Not Meet Specifications
Jackson Ford Inc. 2018 Ford Fusion Hybrid Platinum Decatur, Illinois		10	\$866.04 *Does Not Meet Specifications

Based on the bids received, it is my recommendation that we award this bid and initiate the purchase with Dan Pilson Auto Centers of Mattoon, Illinois, for the 2017 Ford Fusion Hybrid Platinum Sedan.

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



# LAKE LAND COLLEGE

## BID TABULATION

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

2017 Ford Fusion Hybrid Platinum Purchase


Project No. 2017-011

BID DATE: September 29, 2017 - 2:00 PM

CONTRACTOR	Color	Current Mileage	Vehicle Cost	Dealer In-Kind Donation	Final Cost	Final Cost/Month			
Jackson Ford Decatur, Illinois	Black	10 *2018 New Order	Not Supplied	\$0		\$866.04			
Dan Pilson Auto Centers #1 Mattoon, Illinois	Burgundy Velvet	1,500	\$33,621.74	\$500	\$28,216.74	\$818.41 at 2.99%			
Dan Pilson Auto Centers #2 Mattoon, Illinois	Silver Metallic	15,500 *2017 Ford Fusion Hybrid Titanium	\$22,744	\$500	\$17,339	\$502.91 at 2.99%			

\*Does not meet bid requirements

# MEMO

TO: Dr. Jonathan Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

CC:

DATE: September 29, 2017

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 17.50 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 29.62 cents per \$100 EAV. Therefore, the College is able to levy 12.12 cents per \$100 EAV for the 2017 tax year.

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

Cents per \$100 EAV

2016 – 29.97  
2015 – 29.63  
2014 – 26.81  
2013 – 26.43  
2012 – 25.83

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 17.50 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: 1017-003

DATE: 10/9/17

### *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 29.62 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 12.12 cents per \$100 of equalized assessed valuation to 29.62 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2017 tax year.

Adopted this 9<sup>th</sup> day of October, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

---

Board Chair

---

Board Secretary

Seal:

## SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution 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 9th day of October, 2017.

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 \_\_\_\_\_, 2017.

---

Secretary, Board of Trustees

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Tina Stovall, Vice President for Student Services  
DATE: September 28, 2017  
RE: Student Government Elections

---

On September 13 and 14, 2017, the Student Government Association (SGA) conducted an election for the 2017-2018 freshman members for the Student Government Association. Lake Land College students were informed about the election through the Laker HUB, printed flyers distributed throughout campus, announcements in classes, WLKL radio announcements, and on the College's Facebook page. 91 students participated in the election.

The list below identifies the students elected to the SGA. Official election results are attached to present for certification at the October meeting of the Board of Trustees. Please contact me if you have questions. Thank you.

Macy Davidson	Casey, Pre-Medicine
Taylor Davidson	Marshall, Speech Pathology
Christian Dolan	Herrick, Accounting
Grace Mauck	Sullivan, Spanish Education
Grace Zeller	Effingham, Major Undeclared
Mazi Walker	Winchester, Agriculture
Grace Goddard	Sandwich, Business Administration
Jodie Harris	Windsor, Radio and TV

Judges certifying the election:

Brock Hammond, President, Student Government Association

Charles Meaker, Student Trustee

Valerie Lynch, Director of Student Life

# MEMO

TO: Dr. Tina Stovall  
FROM: Valerie Lynch, Director of Student Life  
DATE: September 15, 2017  
RE: Student Government Freshman Elections 2017

---

The Elections for Freshman Student Government Association were held on Wednesday, September 13 & Thursday, September 14, 2017 online through the HUB. The students were informed about the elections through fliers on the tables in the commons areas of the buildings, announcements in classrooms, WLKL radio ads, through the HUB, and on Lake Land College's Facebook page. Students were allowed to vote for up to five candidates for freshman SGA. A total of fifteen students ran for the eight positions available on the board. A total of 91 students cast votes in the election. The following are the results of the elections.

\*Indicates a position on the respective board.

## Freshman Student Government Association results:

* Macy Davidson	40
* Taylor Davidson	35
* Christian Dolan	34
* Grace Mauck	27
* Grace Zeller	26
* Mazi Walker	26
* Grace Goddard	22
* Jodie Harris	21
David Hardesty	19
Danelle Helton	18
Tyrese Peoples	17

Skyler Birch	16
Skyler Murphy	14
Kody Stephansen	11
Katherine Mahlmeister	9

Write-Ins:

Caleb Abernathy	1
Darrius Frazier	1



Valerie Lynch  
Director of Student Life




Brock Hammond  
SGA President



Charles Meaker  
Student Trustee

# Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: September 27, 2017

Re: Updated Facilities Master Plan

---

We have been working to update the Lake Land College Facilities Master Plan to reflect the current status of our buildings and grounds and highlight future needs. The College's Facilities Master Plan has not been revised or updated for several years. Per the Illinois Community College Board (ICCB), this plan should be updated at least every five (5) years. It appears that the last update to ICCB was in 2008.

I respectfully request that the Board of Trustees accept the updated Lake Land College Facilities Master Plan to be submitted to the Illinois Community College Board to ensure compliance with this requirement.



# Lake Land College Facilities Master Plan

October 2017

## Board of Trustees

Gary Cadwell  
Ann Deters  
Bruce Owen  
Doris Reynolds  
David Storm  
Mike Sullivan  
Charles Meaker, Student Trustee  
  
Josh Bullock, President

Community College District Number 517  
Mattoon, Illinois

## **Lake Land Community College Contact for Further Information**

Community College District      Lake Land College 51701

Submitted for Approval

Master Plan Contact Person      Bryan Gleckler

Telephone Number      217.234.5224

THIS PAGE LEFT BLANK INTENTIONALLY

# Table of Contents

A background image showing various drafting and construction tools, including a compass, ruler, pencil, and eraser, scattered on a blue architectural blueprint. The tools are rendered in a slightly faded, artistic style.

<b>Introduction</b> .....	<b>i</b>
<b>Campus History</b> .....	<b>1</b>
<b>Recommendations</b> .....	<b>36</b>
<b>Initiatives</b>	
Way-Finding and Campus Identity .....	42
Infrastructure Improvements .....	44
Rural Development Technology Center .....	47
Other Capital Projects .....	48
Work in Progress .....	49
<b>Appendices</b> .....	<b>51</b>

# Table of Contents



## Purpose

The function of this Lake Land College Facilities Master Plan is to examine the condition of the College's current facilities, to determine the course best for sustaining and improving those facilities and to create a plan to address all issues identified in the process.

Illustrations in this Master Plan are representations only. Forms indicating particular buildings are schematic in nature intended to represent approximate scale and adjacencies. Specific facility configuration and location will be determined when any subsequent project is fully funded.

It is not the purpose of this report to determine need for any singular facility or alteration.

## The Planning Process

At Lake Land College, curriculum needs and changes are determined by the Lake Land College Administration and Curriculum Committee. The committee is made up of division chairs, faculty, student services staff and administrators and is chaired by the Vice President for Academic Services. New courses and curricula are proposed by this committee to the Board of Trustees and submitted to the Illinois Community College Board (ICCB) upon approval. Changes and discontinuation of courses

## Table of Contents

and curricula are brought to this committee as well.

It is the task of the Physical Plant to take the recommendations of the Administration and Board of Trustees' Buildings and Site Committee and develop a comprehensive plan to renovate existing space, or to program, site, and build the required facilities.

The development, planning and funding process is a lengthy process which can take several years to complete. It is therefore necessary to begin planning appropriate space for all facility requests as soon as those requests are made.

To undertake the ongoing stewardship of the College's current physical assets and to ensure the effective use of future funding for capital projects, it is essential to create a comprehensive plan which examines and understands the realities of the existing campus as well as considers the future possibilities and anticipates how they affect one another.

The future holds many changes for the campus. Curriculum changes, technology changes and instruction

delivery method changes will drive the need to develop and repair our facilities and infrastructures. To help understand how to accommodate those changes it was necessary to conduct a study of current conditions.

The College conducted a wide-ranging study of the campus. Items in the study included documentation of precise limits of the College's campus property, an examination of existing facilities including architectural, electrical and mechanical system reviews, a campus-wide infrastructure analysis and a complete topographic study. Many other aspects of the physical campus were also reviewed.

A thorough review of all collected data was conducted and a final plan was determined and recommendations made. These assessments and recommendations are reviewed and discussed in the following sections.



## Table of Contents



In 2008 the College took the first big leap into the utilization of renewable energy resources with the installation of a campus wide geothermal diversification loop and a 140 well geothermal field. Geothermal systems use the earth as a source of heat in the winter and as a heat sink for heat displacement from the building spaces in the summer providing cooling. These



highly efficient systems will typically operate with 40-70% less energy and offer maintenance savings of

approximately 30% (the individual heat pump units have a closed refrigeration mechanism that only requires filter changing to maintain).

The Power Plant was retrofitted to accommodate the new 12" tempered water loop with the installation of new pumps and heat recovery units. A 12" underground water loop was installed around the main campus with four well fields – last one completed in 2014.

To accommodate these changes



additional items were completed in the College's Power Plant including:

Provision of a bypass so the cooling tower can be used to supplement the cooling capacity of the geothermal system should it be necessary.

## Table of Contents

Installed equipment and piping to allow the use of three of the existing boilers to supplement heating capacity should it be necessary.

Provision of an internet based control system for the monitoring electrical power consumption, to be used in determining power reduction throughout the life of the geothermal system.

Provision of controls as required for the monitoring and running of the new geothermal equipment.



The geothermal system, which can provide simultaneous heating and cooling as needed, is a vast improvement over the College's former two pipe conditioned water system which could only supply hot or cold water depending on the season. With

the two pipe system there was a transition period at the change of seasons, which may have lasted from several days to several weeks, where neither heating nor cooling was available regardless of the weather.

To date ten buildings have been connected to the diversification loop. The resulting energy savings has been substantial.



# Campus History

## History 101

The campus of Lake Land College is located at 5001 Lake Land Boulevard, south of the interchange at interstate 57.

On September 24, 1966, voters in 13 school districts voted to create a community college district in East Central Illinois. The thirteen original school districts were joined in subsequent years by many others ultimately creating the second largest community college district in Illinois with a total area of 4,000 square miles.

A total of eleven (11) sites were proposed, and after careful evaluation, the site committee recommended a 304-acre site at the southern edge of the city limits of Mattoon near Interstate 57.

Since all of the College's students would be commuting to campus, trustees felt this location near the interstate was the most desirable of the choices. Trustees found the site to be more than adequate for construction of the campus and unanimously approved the location. The site also provided acreage for nature preserves and demonstration farms.

The site is geologically located at the south edge of the Wisconsin glaciation and extends into the Shelbyville moraine at the north edge of the Illinois glaciation.

Shaver and Company of Michigan City, Indiana, developed the first College master plan which was implemented beginning in 1968 by Shaver and Company and Phillips Swager Associates. In 1969, as construction of the first phase was nearing completion, Shaver and Company and Phillips Swager Associates produced plans for the second phase of development that was completed in 1972. Phillips Swager Associates completed the third phase by in 1977.

Subsequent land acquisitions have brought the College's total land holdings to nearly 317 acres. This acreage houses the College, which is comprised of twenty permanent structures, eight ancillary buildings, two ponds, parking for nearly 2,200 vehicles and a 175 acre Agriculture Land Laboratory.

# Campus History



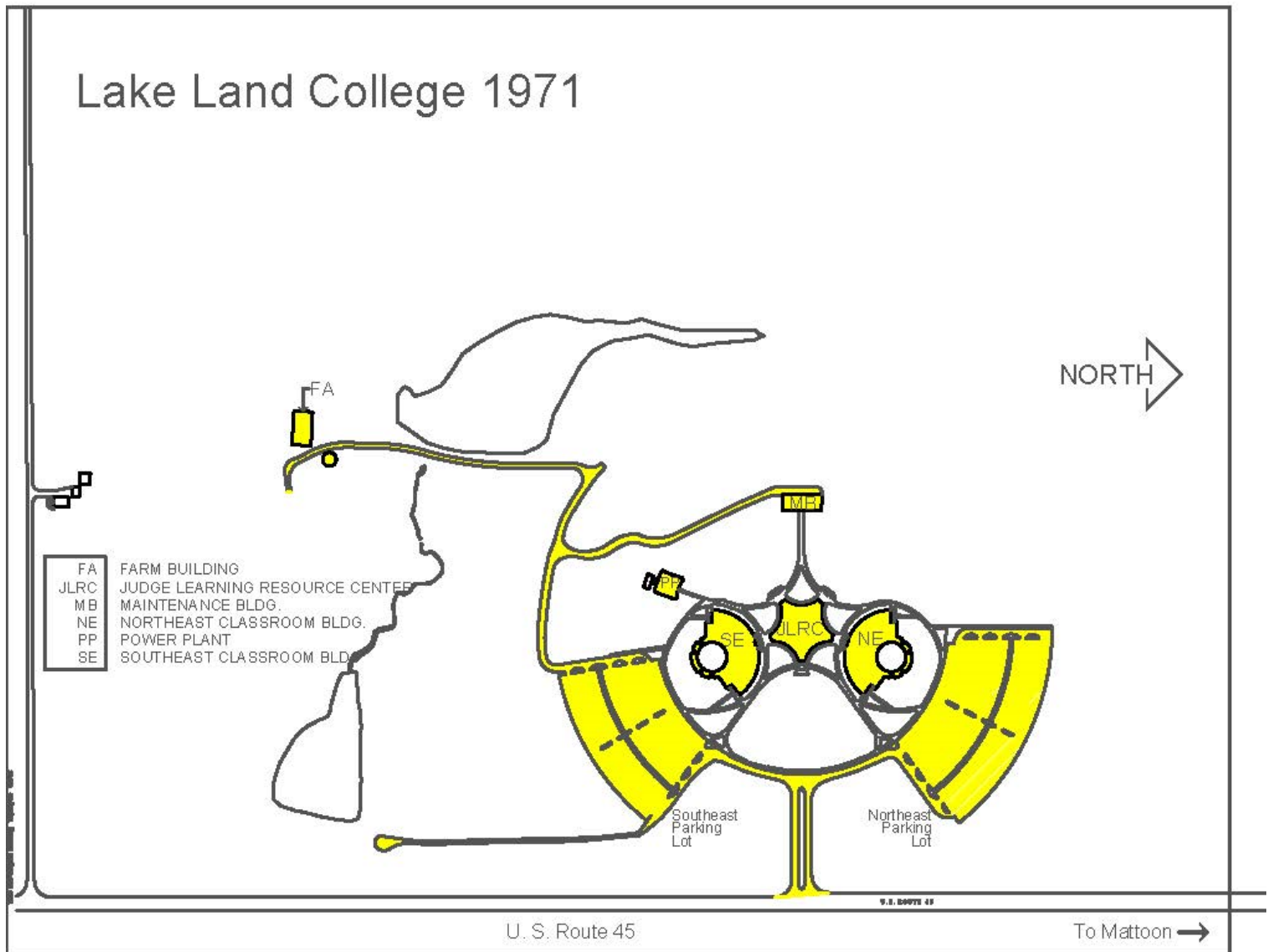
Figure 1 – Aerial Photo (2015)

# Campus History

## Campus Development

The following pages explain the phases in which the campus was developed.

### Development Phase One



**Figure 2 - Campus Development - Phase I**

# Campus History



**Figure 1 - Virgil H. Judge Learning Resource Center**

## **Virgil H. Judge Learning Resource Center**

The JLRC serves as the “hub” of the campus with the other buildings attaching to its “spokes” via a concrete canopy. It was constructed in the initial phase of the campus construction in 1969. 30,592 GSF is provided on a lower level, first floor and mezzanine in a concrete and steel-framed structure. When the building was constructed heating and air conditioning were supplied to the lower level with classroom unit ventilators connected to the campus conditioned water loop. The bulk of the first floor and mezzanine levels were conditioned by air supply units located in a central mechanical

room above the mezzanine, which also was supplied with tempered water from the campus diversification loop.

Many ceiling areas were treated with sprayed-on acoustical material which has been shown to contain asbestos.

The roof on the LRC is a single-ply Chlorosulfonated Polyethylene (CSPE) membrane installed in 2001 and has a 15 year warranty which is now expired.

In 2011 the JLRC, was fully renovated. All old heating and air conditioning equipment was removed and replaced with a new more efficient geothermal heat pump system and connected to the new campus geothermal loop.

Galvanized water piping throughout the building was replaced with copper piping, and all lighting was updated with more efficient fixtures and lamps. The local Building Automation System (BAS) devices were updated and connected to the campus wide BAS which can be controlled virtually anywhere via a web browser. Both fire alarm systems and door security systems were installed.

## Campus History

All ceilings and pipe insulation containing asbestos were properly removed prior to renovations.

Remaining ceiling construction in areas where asbestos abatement was completed were removed and new lay in ceilings, energy efficient lighting, mechanical equipment, and carpeting and new paint were provided. Asbestos has been completely removed from the JLRC.

### **Webb Hall (formerly the Southeast Building) and the Northeast Building**

Two of the three original classroom buildings on campus were built in the initial phase (1971) of the campus, they are all very similar in appearance, construction and mechanical and electrical systems, Webb Hall and the Northeast Building each contain 29,221 GSF and house classrooms, laboratories and offices. See exhibit #1 below. Both buildings are masonry, concrete and steel-framed structures with a single floor on grade.

Webb Hall is home to our Business programs, Financial Aid, and Tutoring

and Testing Center, and Northeast houses Math, Science and Social Sciences.

The original construction provided chilled and hot water to air supply units in the mechanical mezzanines, (two in each building), which in turn supplied conditioned air to the laboratory and student lounge areas of the buildings. Individual classroom unit ventilators and cooling-heating units conditioned the air in all the classrooms and offices. Unit heaters tempered the air in each of the vestibules. With these systems over 30 years old, they had reached the end of their service life and were grossly inefficient.

The center of the circular Webb Hall and Northeast Building was open courtyards which over the years had become overgrown with weeds and vegetation due largely to the difficulty of delivering maintenance equipment to these areas. The circular courtyards were filled-in with permanent construction in 1996 and 1997, respectively, increasing the buildings' gross square footage by 5,026



## Campus History

sq. ft. The new interior spaces provided needed additional classrooms, restrooms, offices and conference rooms.

Webb Hall and the Northeast Building were fully renovated in 2012 and 2013, respectively. All old heating and air conditioning equipment was removed and replaced with a new more efficient geothermal heat pump system and tied into new campus geothermal loop.

Galvanized water piping throughout the building was replaced with copper piping, and all lighting was updated with more efficient fixtures and lamps. The BAS devices were updated and connected to the campus wide BAS. Both fire alarm systems and door security systems were installed.

All ceilings and pipe insulation containing asbestos were properly removed prior to renovations. Asbestos has been completely removed from the Webb Hall and the Northeast Building. Remaining ceiling construction in areas where asbestos abatement was

completed were removed and new lay in ceilings, energy efficient lighting, mechanical equipment, and new carpeting, and paint were provided.

The roof on Webb Hall above the classroom areas was last replaced in 2011 and the warranty will expire in 2031. The roof of the Northeast Classroom Building was replaced in 2012 and the warranty will expire in 2032.

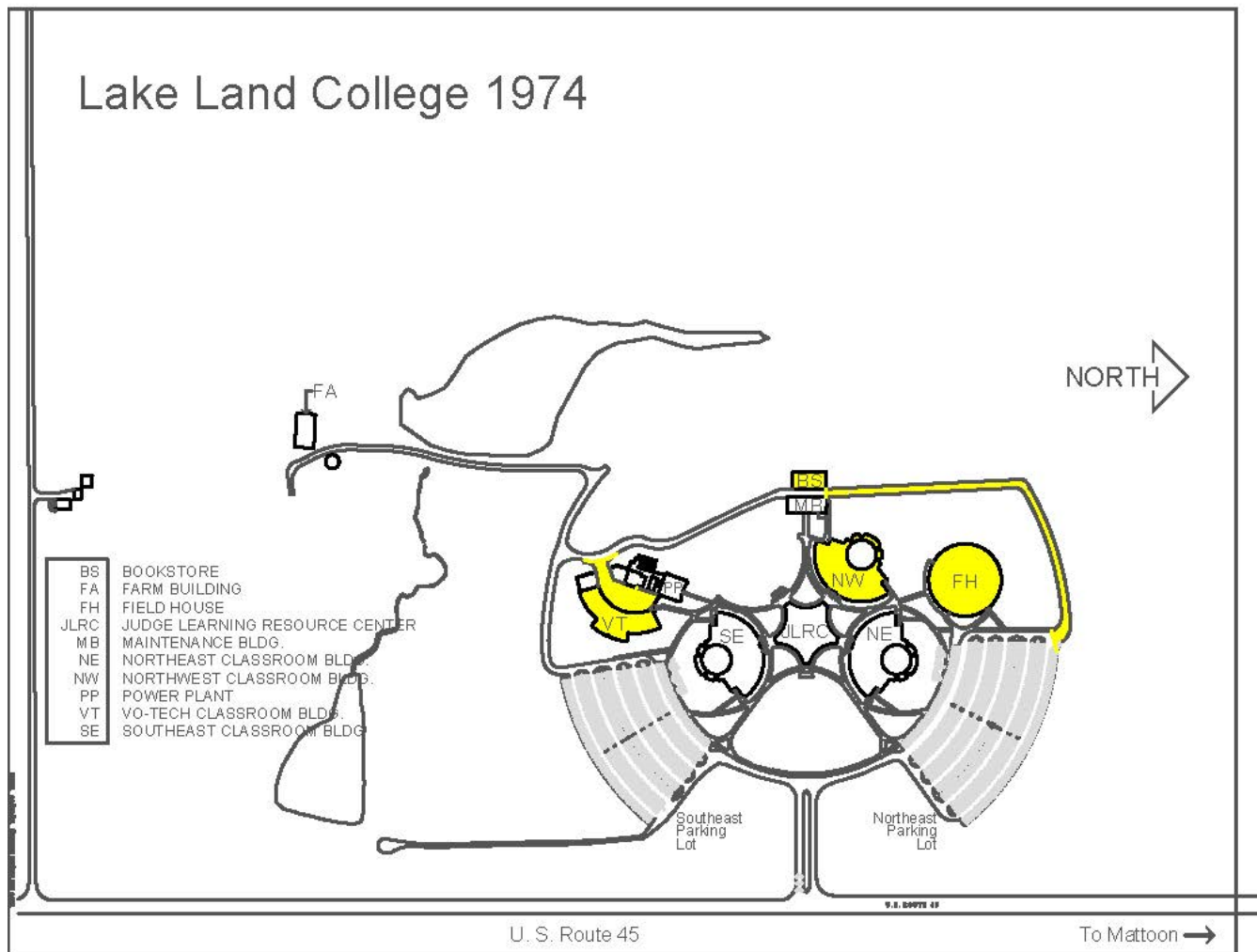
### **Power Plant**

The Power Plant Building was constructed during the initial phase of the campus construction in 1969. Within this single-story masonry and steel-framed structure was the central heating and cooling equipment which served the permanent campus buildings. The 5,300 GSF of building contained boilers, chillers and many pumps. Two cooling towers were located directly south of the building to serve the chillers.

The roof on the Power Plant was replaced in 1987 and the 10 ten year warranty has expired.

# Campus History

## Development Phase Two



**Figure 2 - Campus Development - Phase II**

### Northwest Building

The Northwest Building was built in the second phase (1972) of the campus development and contains 29,221 GSF of classrooms, laboratories and offices

for Radio & Television and Dental Hygiene programs.

Constructed as a near-duplicate of Webb Hall and the Northeast Building, The Northwest Building is a masonry,

## Campus History

concrete and steel-framed structure with a single floor on grade.

The original construction provided chilled and hot water to air supply units in the mechanical mezzanines, which in turn supplied conditioned air to the classroom and student lounge areas of the buildings. Individual classroom unit ventilators and cooling-heating units conditioned the air in all the classrooms and offices. Unit heaters tempered the air in each of the vestibules. With these systems over 30 years old, they had reached the end of their service life and were grossly inefficient.

As with Webb Hall and the Northeast Building, the Northwest Classroom Building had an open courtyard suffering from years of neglect. The courtyard was filled-in with permanent construction in 1999, increasing the building's gross square footage by 5,026 sq. ft. The new interior spaces provided additional classrooms, restrooms and offices.

The Northwest Building was fully renovated in 2011. All old heating and

air conditioning equipment was removed and replaced with a new more efficient geothermal heat pump system and tied into new campus geothermal loop. Galvanized water piping throughout the building was replaced with copper piping, and all lighting was updated with more efficient fixtures and lamps. The BAS devices were updated and connected to the campus wide BAS. Both fire alarm systems and door security systems were installed.

All ceilings and pipe insulation containing asbestos were properly removed prior to renovations. Asbestos has been completely removed from the Northwest Building.

Remaining ceiling construction in areas where asbestos abatement was completed were removed and new lay in ceilings, energy efficient lighting, mechanical equipment, and new carpeting, and paint were provided.

The roof on the original Northwest Building was replaced in 1996. There are no apparent roof leaks. The roof warranty has expired. The roof over the



## Campus History

infill area is original to the construction and the warranty has also expired.



### Field House

Constructed during the second phase of the original campus construction, the Field House contains 42,107 GSF of space. The central gymnasium space is surrounded by a combination of classrooms, locker rooms and other miscellaneous spaces. This single-story steel-framed masonry building is composed of flat-roofed support areas surrounding a gymnasium space with a steep, cone-shaped roof. The original construction provided three mezzanine level mechanical rooms to supply conditioned air from air supply units to most of the rooms in this building. Air conditioning was added to the classroom areas of this building in 1993. The Fitness Center, Lobby and Locker Rooms were served by unit heaters

while several other rooms contained finned tube convectors. The Gymnasium received a new public address system in 2000.

Besides the gymnasium, the building has offices for the Athletic Director and coaches, a training room, a fitness center, general classrooms, and a conference room. In 2006, the Fitness Center Addition project was undertaken at the request of students, from a survey done by the Student Government Association. 71% of the 1,224 students surveyed indicated that they were willing to accept an increase in student fees to help pay for the new center. The addition included areas for free weight workouts, self-directed exercise, cardio exercise, circuit training, stretching, and an aerobics room, and additional offices.

In 2009, the College completed a ground-up renovation of the Field House to improve its energy efficiency as well as to solve a number of other ills. This building was equipped with seven indoor air handling units; four heating only, two ventilation only, and one heating and

## Campus History

cooling. The seven air handlers were installed in the three upper level mechanical rooms. The pumps were housed in a main level mechanical room. The air handling units provided outside air for the entire building. All HVAC equipment in the building was fed by the campus chilled and heating hot water system. The air handling units were original to the building and were at the end of their life expectancy and failing. Rooms were unable to be adequately heated and cooled and there was some concern over the number of hourly room air changes.

The College replaced the existing heating only Air Handling Units (AHU) with a ground source heat pump system to provide proper heating, cooling and ventilation of the Field House building. The new system utilizes the campus geothermal condenser loop.

The College's Andover Building Automation System was extended and interfaced with the new mechanical equipment. The system consists of a DDC controller for each heat pump

networked to the BAS. The system provides the ability for the college to schedule, trouble shoot, monitor and adjust the mechanical systems remotely through any computer equipped with a web browser.

The offices, classrooms, and many pipe fittings had asbestos containing ceiling finishes which were removed. The building is now free of asbestos.

The warranty on the adhered membrane roof of the Field House expired in 2005 and at this time the roof was resurfaced with an applied coating approved by the manufacturer of the membrane roof providing an additional warranty, which has expired.



### **Vo-Tech Building**

The Vocational Technology Building constructed in 1973 contains 18,944 GSF designed to house a welding shop, machine trades shop, an auto

## Campus History

mechanics shop, farm mechanics' shop and miscellaneous support rooms. This single-story load bearing masonry and steel structure was heated with air supply units in the shops, cabinet unit ventilators in the lobby and classrooms and finned tube convectors in the restrooms, locker rooms and storage rooms. The curved form of this building is adjacent to a circular service drive to provide vehicle access to the shop areas of the building.

The roof on the Vo-Tech Building was replaced in 2014 and has a 20 year warranty, which expires in 2034.

In 2009, the College replaced one of the Vo Tech Building's existing heating-only Air Handling Units (AHU) with a ground source heat pump to provide proper heating, cooling and ventilation to the existing 2,000 foot space. The new system is tied into the campus diversification loop and well fields.

The College replaced the existing aluminum feeders to this building as well as the remaining old original non-harmonic mitigating building

transformers. New grounding busses were added to the existing distribution panels that did not have a grounding bus. The fire alarm system was upgraded to a low voltage system with the proper audio and visual devices added to bring the system up to present standards.

The College's Andover Building Automation System was extended and interfaced with the new mechanical equipment. The system consists of a DDC controller for each heat pump networked to the campus wide BAS system. The system will provides the ability for the college to schedule, trouble shoot, monitor and adjust the mechanical systems remotely through any computer equipped with a web browser. The Vo Tech building was completely renovated in 2016. The work included completion of the conversion of the HVAC mechanical systems to geothermal, high efficiency lighting, and accessibility and safety improvements.

# Campus History



## Bookstore

Constructed in 1980, this building of 5,200 GSF is considered a temporary structure and is generally categorized as post-frame construction. The treated wood-frame construction is covered with metal siding and roofing and interior finishes are minimal. Suspended unit heaters provide heated air for this building. In general, this building

appears to be in fair condition, but not of quality suitable or durable enough for constant student use.

A small area of the Bookstore Building is designed for retail sales while the remaining space is bookstore storage.

The Bookstore has numerous issues which impose a substantial burden on the Physical Plant Operations. The building envelope has been compromised by time, the elements and physical damage. The building is poorly insulated, drafty, leaks in heavy rains, requires constant attention to keep vermin out and energy efficiency is simply not a possibility.

# Campus History

## Development Phase Three

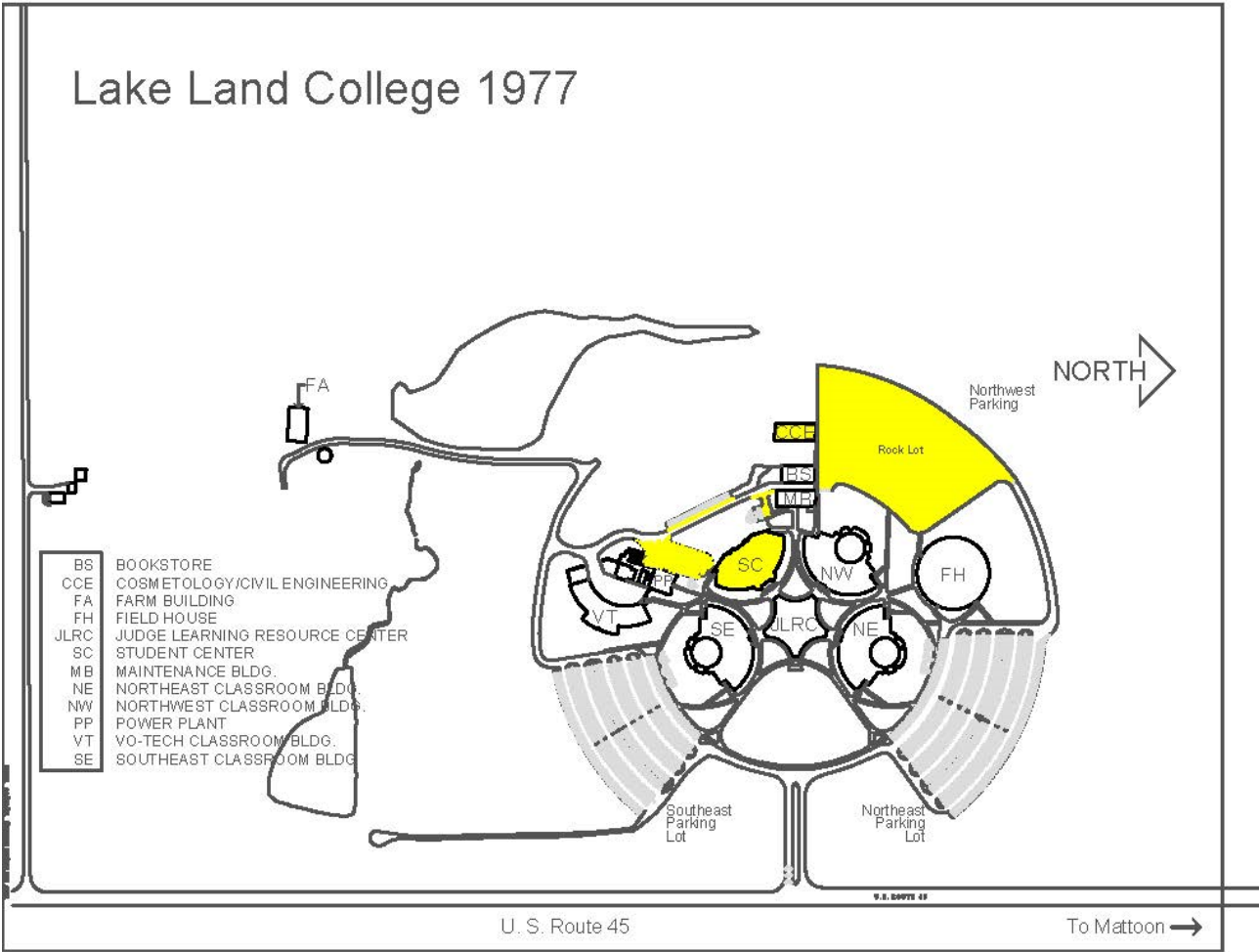


Figure 3 - Campus Development - Phase III

## Campus History

### **Student Center**

Built during the final phase of the original campus construction, the Student Center added 28,125 GSF to the campus. Masonry, reinforced concrete and steel framing form the building which houses Student Services, Administration, a lunch room which currently houses a Subway sandwiches store and a 300-seat Theater. Five rooftop multi-zone air conditioning units supply cool and warm air to all rooms in

the building. Four of the rooftop air conditioning units are nearly 40 years old and are beginning to show signs of age; replacement should be expected within the next five years. Existing office area for Student Services has become overcrowded, forcing workstations into corridor areas.

The roof on the Student Center building was replaced in 2000 and the warranty has expired.

# Campus History

## Other Development

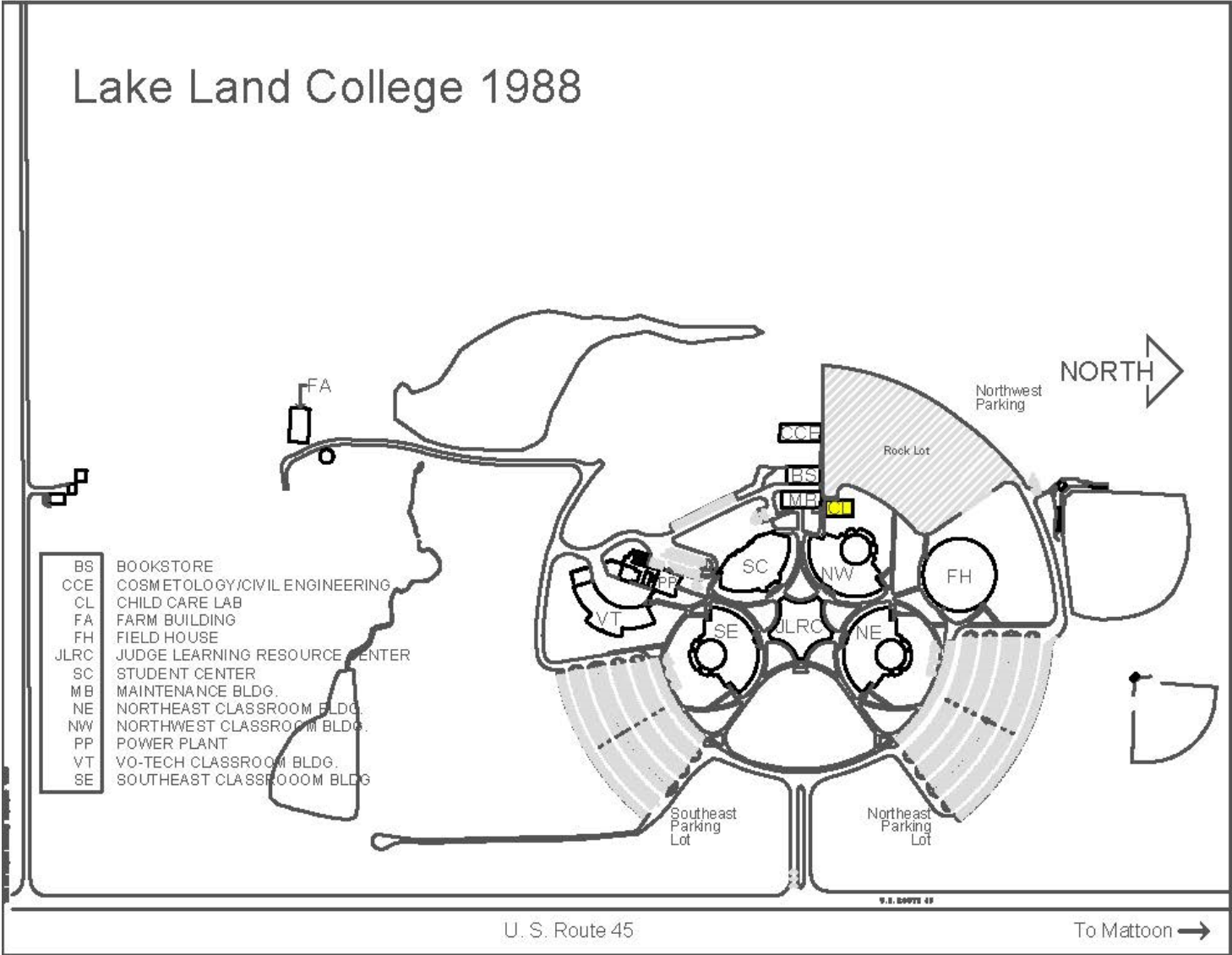


Figure 5 - Campus Development - Child Care Lab

## Campus History



### **Child Care Lab**

In 1988, with the use of local funds, Lake Land College built the 3072 GSF Child Care Lab. The brick veneer, wood-

framed structure housed a Child Care laboratory, a classroom and associated support spaces. An 80 percent efficient gas furnace with an “A” coil and condensing unit provide cool and warm air to this free-standing building. The roof was replaced in 2012.

The child care operation ceased effective June 30, 2017. Future usage of this building is yet to be determined.



# Campus History

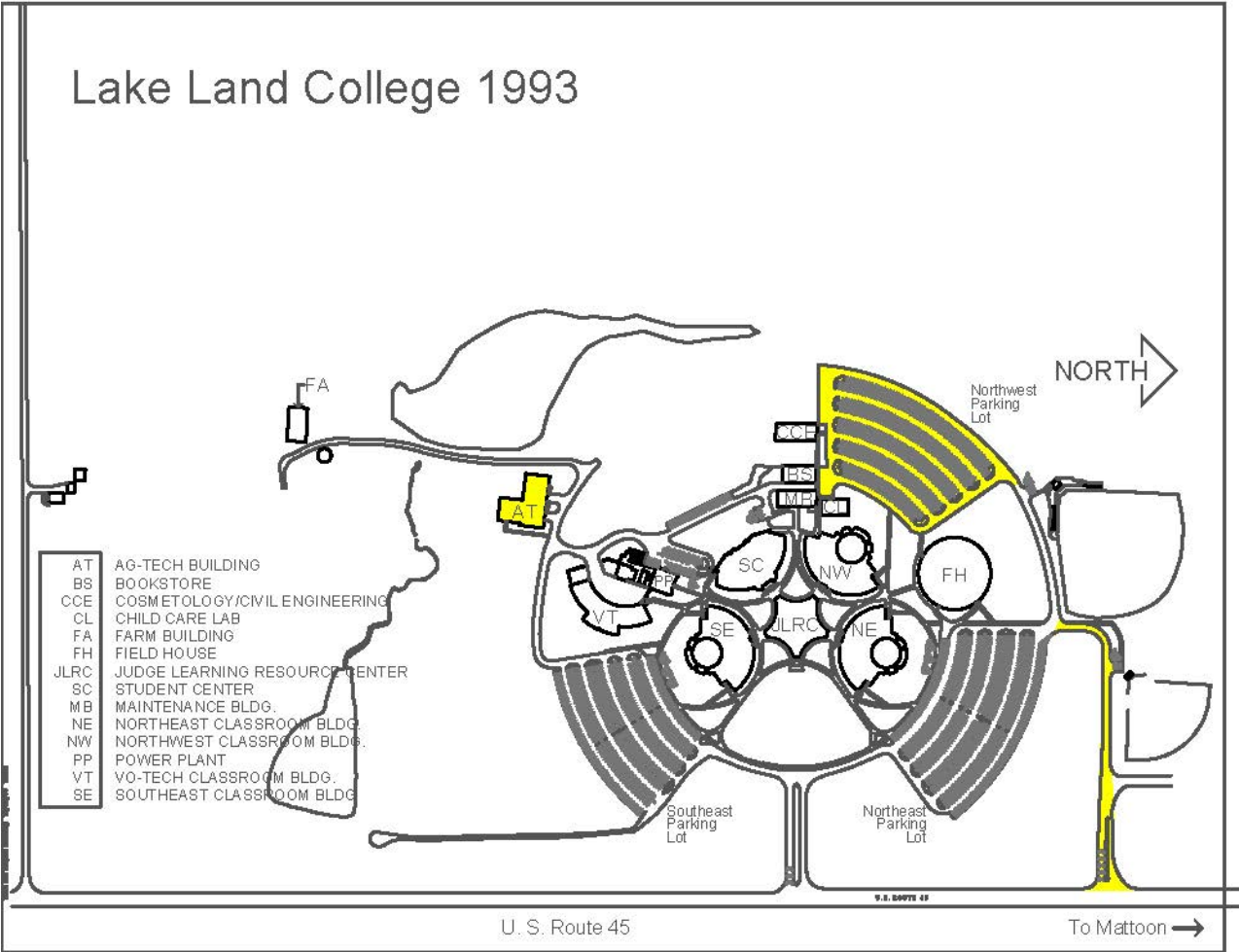


Figure 6 - Campus Development – Ag Tech



## Ag Tech Building

This 11,376 GSF pole barn structure was built in 1992 to house the new John Deere Program. A large pole framed building with brick wainscot, metal siding and a metal roof, this facility contains classroom and offices as well as shop areas. Programs in the Ag Tech Building

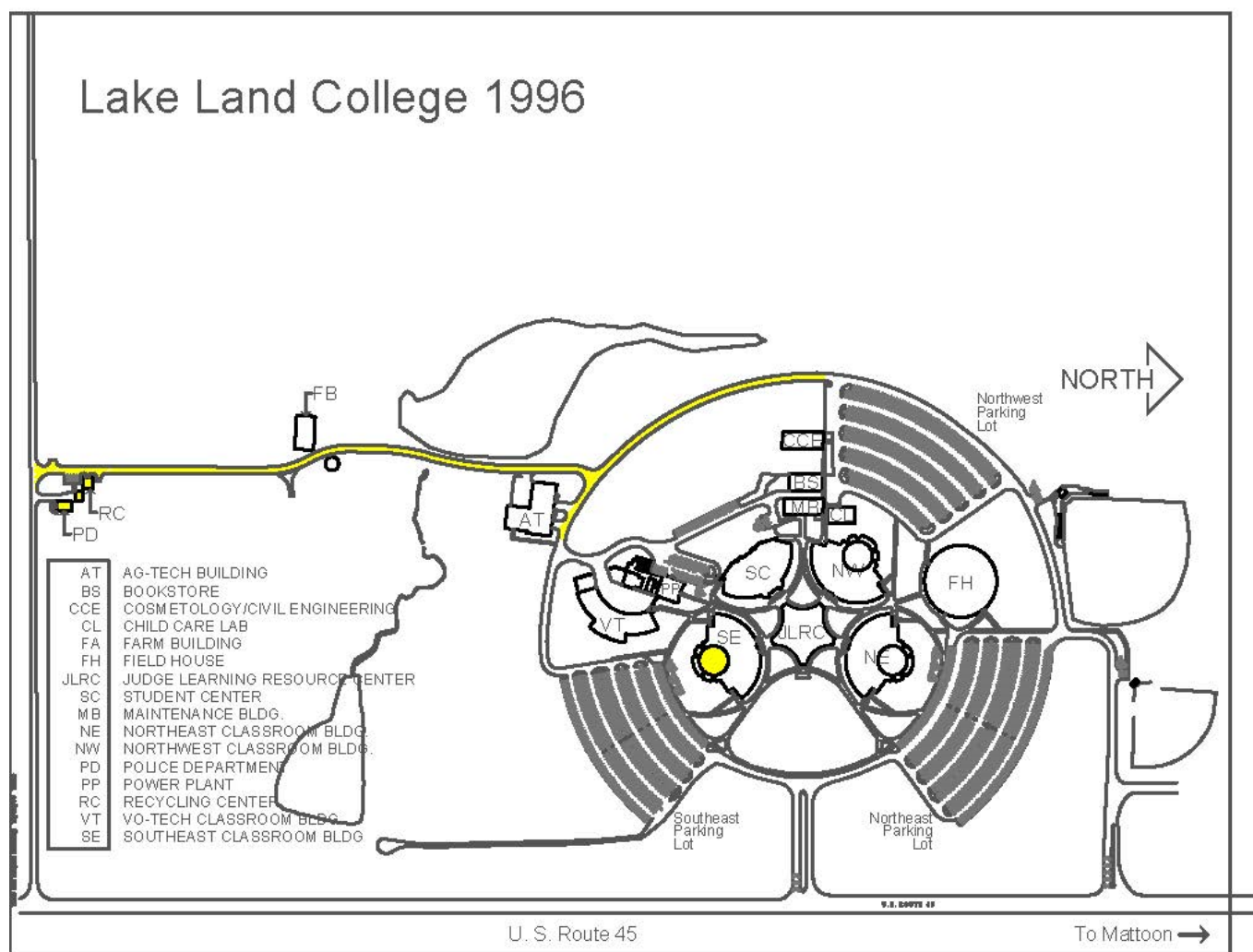
# Campus History

include John Deere Ag Tech and Ag Power Technology.

The Ag Tech Building was constructed outside the perimeter road and is independent of the other campus

mechanical systems. A new exhaust was installed, as well as an electrical upgrade to the building in 2015.

The building envelope is in good condition and is weather tight.



**Figure 7 - Campus Development – Police Department (and Webb Hall Infill)**

# Campus History



## Police Department

The 1994 acquisition of the Morgan property to the south of the main

campus included a farm house and two out buildings. The house became the new home of the Lake Land College Police Department. One outbuilding was in poor condition and has been demolished, the other is used as storage for the College. New windows were installed in October of 2010, and a new metal roof was installed in 2014.

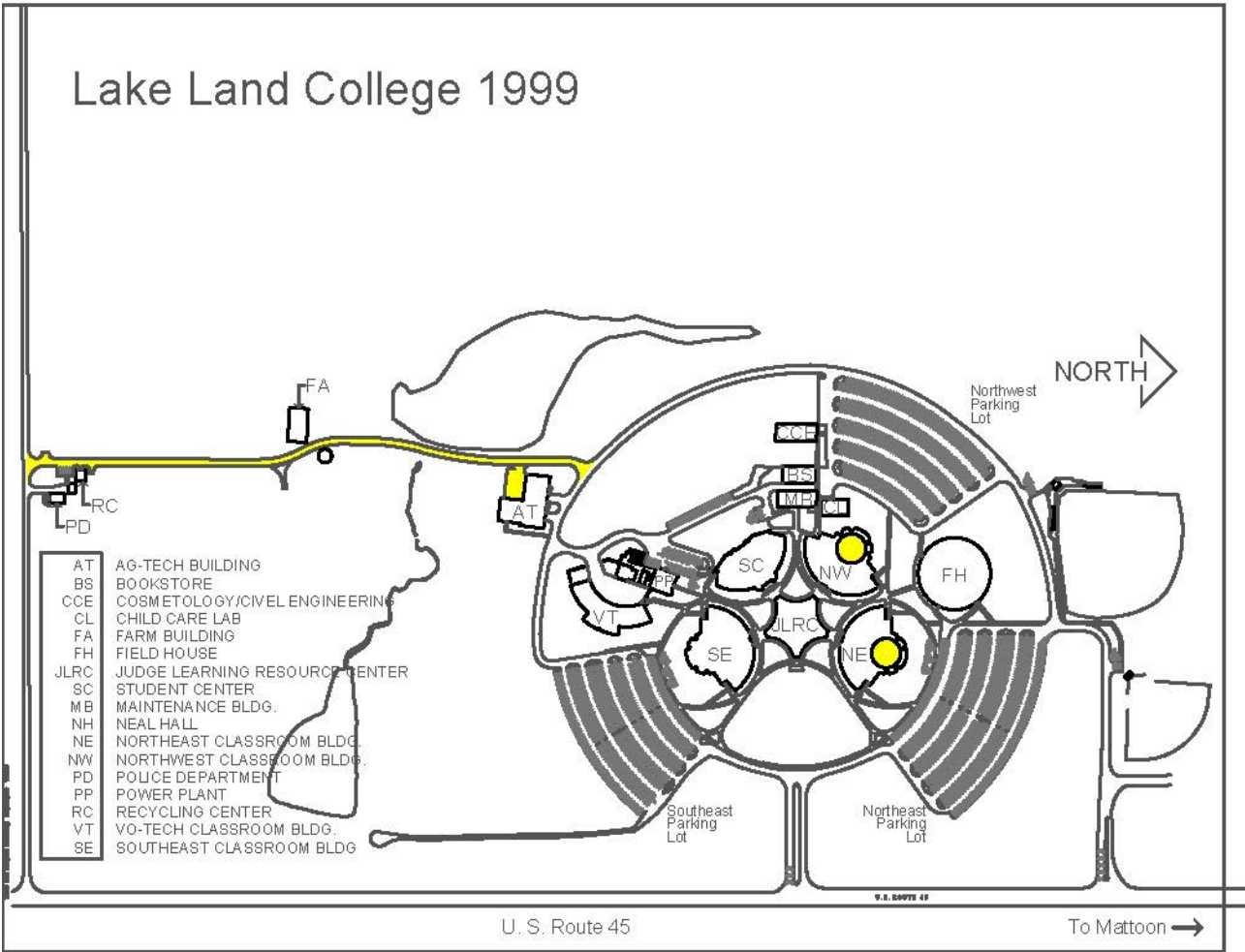


Figure 8 - Campus Development – Northeast and Northwest Infills

Campus History

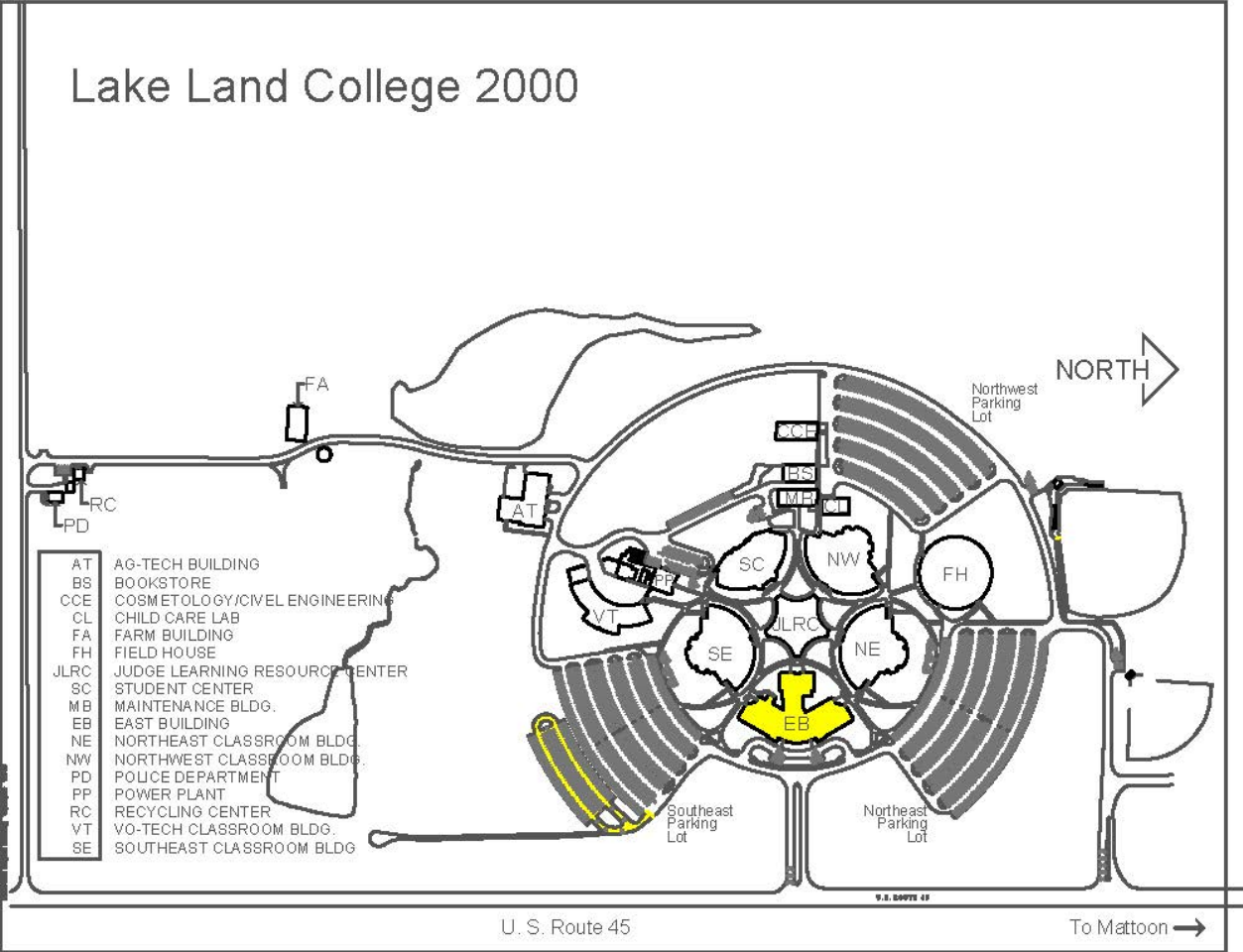


Figure 9 - Campus Development - Neal Hall

## Campus History



### **Neal Hall (formerly the East Classroom Building)**

Construction began in July of 1998 for the first new permanent building on Lake Land College's campus since the late 1970s. Completed in 2000, the 40,329 sq. ft. Neal Hall houses eight

general classrooms, eight labs, two conference rooms and ten offices. Neal Hall is the home for the Nursing and Art programs, as well as several science labs.

Neal Hall adds 9,736 sq. ft. of commons areas used by the students for study and for friendly interaction with other students and faculty.

The roof is original to the construction and the warranty has expired.



Campus History

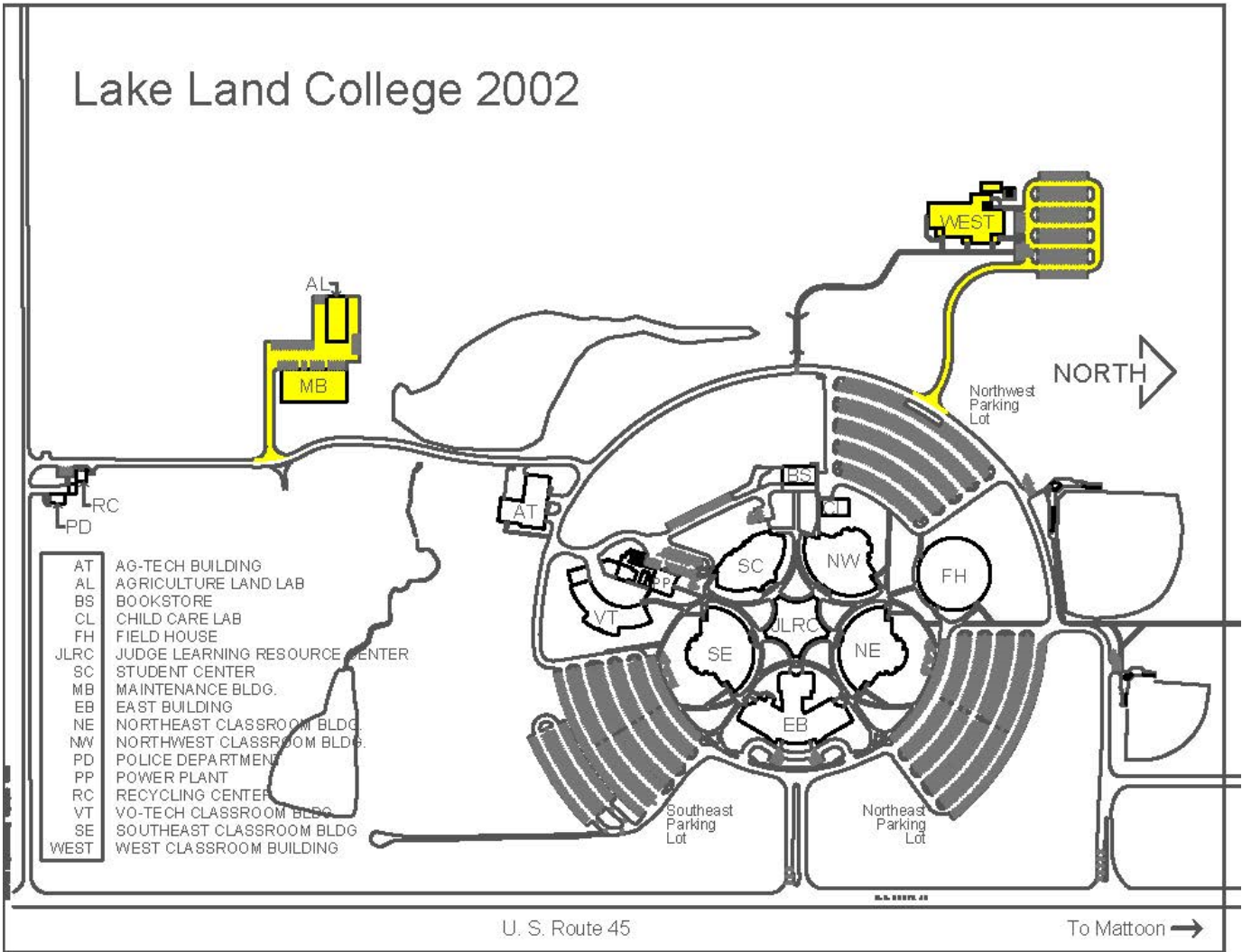


Figure 10 - Campus Development - West Building and Physical Plant and Farm Buildings

## Campus History



### **West Building – Phase I**

In 2002, Lake Land College dedicated its newest classroom building. Intended to be built in three phases, Phase I of the West Classroom Building at 24,225 sq. ft. houses the Civil Engineering, Agriculture and Cosmetology programs.

Phase I of the West Building has six general classrooms, seven labs, one conference room and ten offices. The West Building increases the campus commons area total by 4,086 sq. ft.

The roof is original to construction and the warranty has expired.



### **Physical Plant Building and Barn**

After 34 years of operating out of a temporary building, the Physical Plant was given new permanent facilities in 2002 when the College built the 20,000 sq. ft. Physical Plant Building. The new Physical Plant Building is a pre-engineered steel building with sheet metal shell and concrete slab on grade floor. Heat in the Physical Plant Building offices, print shop and electric shop and toilets is provided by 90+ efficiency gas furnaces. Heat in the greater shop is provided by hanging gas fired radiant heaters.

## Campus History

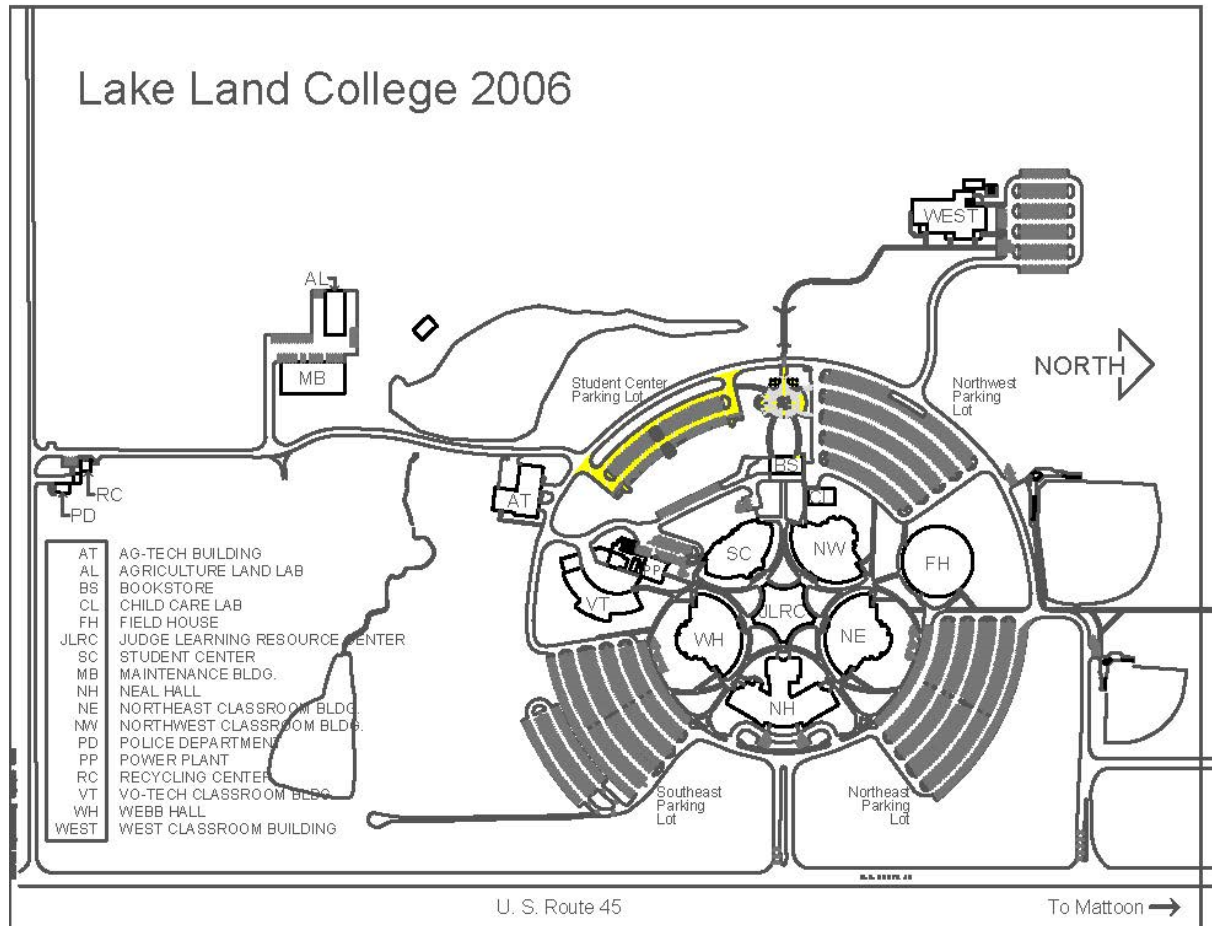
Cooling is provided throughout by standard air-conditioning units. Operations conducted from the Physical Plant Building include shipping and receiving, campus mail, the electrical shop, the print shop and ample space for long-term storage and surplus equipment.

The Barn, which is used to house equipment for the Agricultural Land Lab, is also a pre-engineered steel building of 9,600 sq. ft.





# Campus History



**Figure 11 - Campus Development – Alumni Park and Student Center Parking Lot**



## Alumni Park

Alumni Park opened in 2007 and honors all Lake Land College Alumni. The Park offers a place for students, faculty, staff, alumni and friends of Lake Land College to enjoy the campus and its natural surroundings. The park includes walkways paved with engraved brick

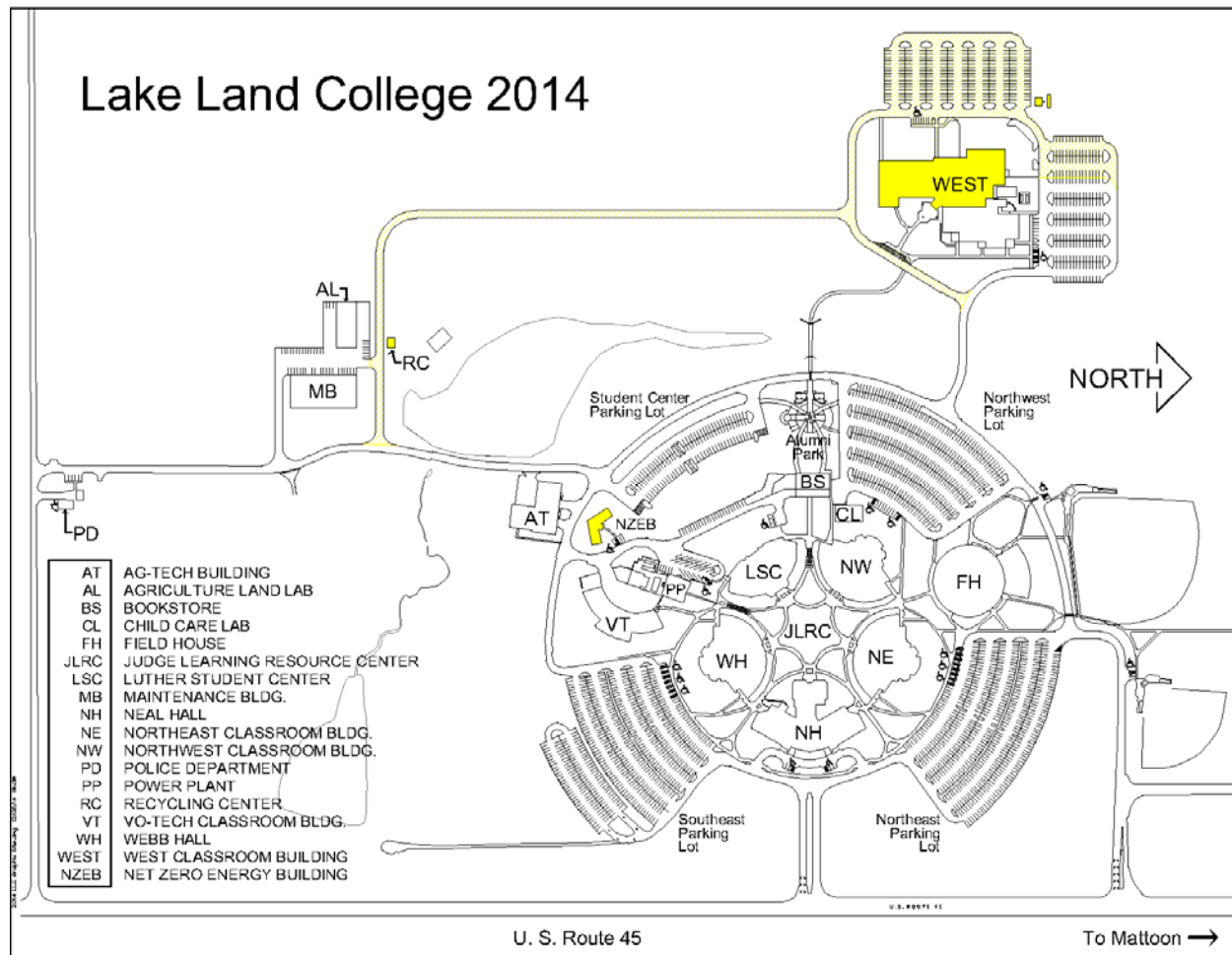
# Campus History

pavers, picnic tables and benches for the use and enjoyment of visitors.

## Student Center Parking Lot

In anticipation of the future Luther Student Center Addition, the College

built a parking area adjacent the proposed construction site. The parking area has helped alleviate parking shortages and will be used for materials and equipment staging during construction.



**Figure 12 - Campus Development - West Building Addition, Net Zero Energy Building and Recycling Center**

## Campus History



### **West Building Phases II & III**

Phases II and III of the West Building were constructed simultaneously. Completed in 2009, Phase II was designed to be compatible to the Phase I portion of the building in materials and form and connected to its existing circulation paths. The addition includes a new main entrance to the facility at a scale appropriate for creating a sense of entry to Lake Land College's newest classroom building.

Phase II of the West Building is the home for Lake Land College's many technical programs and the Illinois Department of Transportation's QC/QA

program. Technology programs that were relocated to this addition include Architectural Construction Technology, Drafting, Computer-Aided Drafting, Electronics Engineering Technology, the Electronics Technician program, Industrial Maintenance Technology, Computer Integrated Manufacturing Technology, Mechanical-Electrical Technology, Telecommunications, CISCO Networking, and Print Maintenance Technology. Space types include instructional and hands on laboratories, classrooms, computer labs, commons areas, faculty offices, conference rooms, and a variety of support spaces.

The various technical programs require many special accommodations including increased electrical supply and ventilation, materials storage and delivery and acoustical considerations. Due to the overlap between several of these programs it was vital to design the spaces to allow for the sharing of instructional equipment and partnering between instructors.

## Campus History



### **Net Zero Energy Building**

The Lake Land College Net-Zero Energy Building utilizes the best technology that we have currently in use, and has provided opportunities to try new technologies as they became available during construction, such as LED lighting.

The College has experienced sustained growth for more than forty years and the Human Resources (HR) and Marketing and Public Relations (MPR) departments have grown right along with it until they reached the point where operating in their former spaces in the Bookstore was simply untenable.

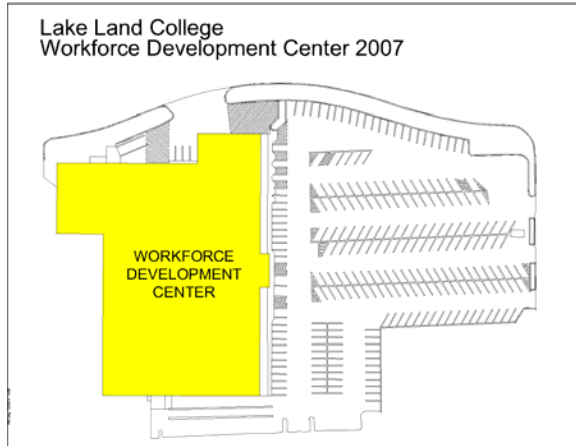


### **Recycling Center**

During the 2013 spring intersession, students in the Building Construction Technology (BCT) program had the opportunity to receive hands-on training by building Lake Land College's new Recycling Center.

The Recycling Center is located near the Physical Plant Building on the southwest side of campus and will be used as the main receptacle for all recyclable materials on campus.

# Campus History



**Workforce Development Center**

The College owned this property and sold the building on July 1, 2016, and now leases space in the building for the College's Workforce Development Center (WDC). Located at 305 Richmond Ave. East in Mattoon, the WDC occupies approximately 28,820 GSF of the building. The College sold the building on July 1, 2016.

The facility is conveniently located in the heart of Mattoon's business and retail district, adjacent Cross County Mall.



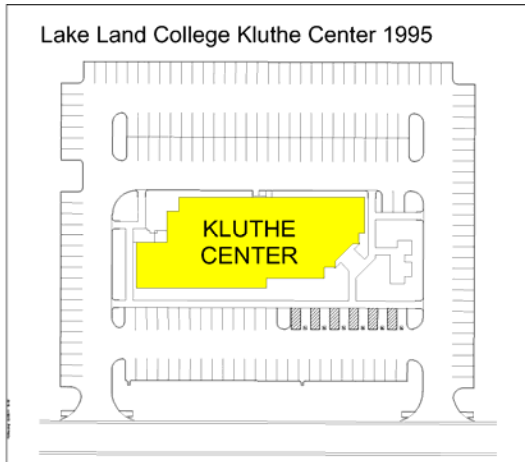
**Figure 11a - Workforce Development Center**

The building is a single story masonry and steel structure which houses the Center for Business and Industry (CBI), Commercial Driver's License Training (CDL), Adult Education, Pathways, Workforce Investment Act (WIA), CEFS Economic Opportunity Corporation (CEFS) and Corrections.





# Campus History



## Kluthe Center for Higher Education and Technology

While the main campus of Lake Land College was developing in Mattoon, a presence was also being established in Effingham with evening classes held at the Effingham High School and other locations throughout the city. In 1987, \$250,000 from the estate of Minnie Kluthe was earmarked for a permanent Effingham facility for Lake Land College, and local contributions and private donations raised another \$500,000. Application was made for a new capital project, a state payment of \$1.6 million was received in 1993 and a ground breaking ceremony was held that fall for a permanent Lake Land College extension site, to be known as The

## Kluthe Center for Higher Education and Technology

Construction began in 1994 and in August of 1995 a grand opening and ribbon cutting ceremony was held for the 24,000 square foot facility.



Classes were held in the Kluthe Center for the first time in the fall of 1995 and for over 20 years, the Kluthe Center has continued to serve the community by offering a broad range of classes in both general education and career technical programs.

The Kluthe Center is home to the Physical Therapist Assistant Program and the Massage Therapy Program. Massages clinics are held weekly as part of the student training process. The Center also offers the Certified Nurse

# Campus History

Assisting Program, Practical Nursing Program and Associate Degree in Nursing Program.

## Functionality

### Way Finding



### Pedestrian Circulation

Lake Land has aggressively pursued a program of sidewalk replacement which has kept the pedestrian ways safe and accessible through campus. Walkways are wide, smooth and durable and should remain serviceable for many years to come. Most areas of campus are served by at least one walkway though there are always opportunities for additional walks for convenience and safety. All sidewalks meet ADA requirements and crosswalks are striped

to heighten motorists awareness. As previously mentioned, the flow of pedestrian circulation is a source of ongoing concern. New students and visitors have a very difficult time navigating the campus. The circular layout of the campus tends to be very disorienting. Most people navigating the campus cannot identify the real world compass points (north, east, south and west) at any particular location on the inner campus. Given this lack of orientation, the buildings and parking areas named for geographic locations become meaningless, i.e. northeast, northwest, etc.

Directional assistance is currently provided by a series of back lighted signs around campus indicating paths of travel to individual buildings. Due to facility changes and new construction, several of these signs are outdated or incorrect. Way finding on the campus is particularly difficult because of the circular nature of the campus and the nearly identical buildings constructed in the original development program. Many

## Campus History

signs are located where the ability to read, comprehend and react in the few moments afforded while driving by causes confusion and driving hazards.

Also, adjacent to each entrance door is a smaller version of the back lighted signs that identifies the building.

Portable signs with interchangeable panels has proven to be a reasonably effective solution. The signs have a high degree of readability and at a glance direct a person from where they are to where they need to go. Initially installed for special functions such as Orientation or SAB events, the signs are being used by more groups to help direct people throughout the campus.

### **Vehicular Circulation**

Three vehicular entrances currently serve campus. The main entrance off of U.S. Route 45 enters approximately on the central east-west axis of the campus and approaches Neal Hall where the road tees and traffic proceeds to the northeast or southeast parking areas. The four lane, boulevard style main

entrance carries only a small fraction of the daily campus traffic.



The north entrance, by far the most utilized, is a two lane road which enters at the northeast corner of campus and joins the campus main circulation road at the corner of the northeast parking area.

The third entrance from county road 250N enters campus from the south and joins the circulation road at its southernmost point opposite the Student Center parking lot.

US Route 45 is three lanes at both the main entrance and the north entrance. At each entrance there is one northbound through lane, a southbound



## Campus History

through lane and a southbound left turn lane onto campus.

There have been motor vehicle collisions on numerous occasions at these entrances given to the confusion that arises when the traffic flow off campus is at its peak. Drivers anxious to proceed from campus often misjudge, or fail to see entirely, cross traffic and pull into the path of oncoming vehicles which are often traveling at high rates of speed. To date, there has been one casualty and severe injuries and much property damage.

This issue is constantly at the center of attention with students and staff. Many student research papers and newspaper articles have been devoted to it. The Illinois Department of Transportation (IDOT) is currently planning traffic control studies to determine additional traffic light feasibility.

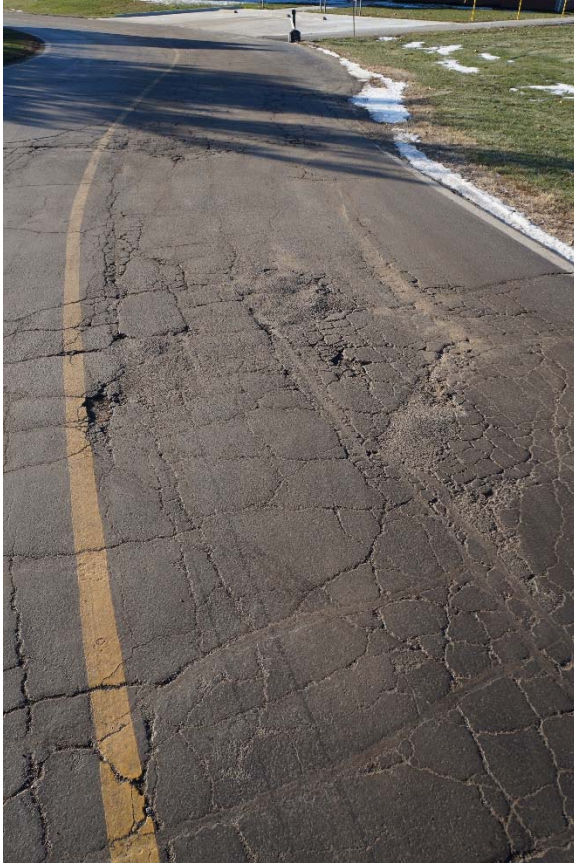
### *Campus Thoroughfares*

Circulation with the campus is provided by a number of two lane drives. The most notable is the circulation road, Podesta Drive. This road allows the

circumnavigation of approximately 60% of the main campus' perimeter. Access to various perimeter facilities is provided by additional two lane roads. In August of 2016, the Board of Trustees approved the naming of seven roadways on the College's main campus. The College has an ongoing program of crack repair and sealing for all roadways. Each year approximately 7000 lineal feet of cracks are repaired and all campus roadways are seal coated. Despite these efforts many roadways are in some stage of advanced deterioration.



## Campus History



The most likely cause of this deterioration is poor subsurface drainage. A brief inspection of the roadways after rain illustrates this point. Many areas are under water or are sites of significant runoff. It is these areas which show plainly visible signs of advanced deterioration. Some areas have such advanced alligatoring that crack repair is simply no longer a possibility. During the summer of 2017, the College repaired several parking lots

and roadways with a milling and repaving project, as well as pavement sealing and reflective crack repair.

Circulation patterns also create numerous difficulties for motorists and pedestrians. When entering at the main campus entrance a driver is faced with the choice of entering either the northeast or southeast parking areas. Though directional signage is provided it is unclear that you must navigate through those parking areas to access the main circulation road at the far opposite corner of each parking lot. Likewise, when motorists are leaving campus, often in haste, drivers must make their way back through the parking areas to reach the main entrance. Many pedestrians leaving their automobiles are encountered along the way providing opportunities for mishaps.

When entering campus at the north entrance drivers make a hard left turn at the baseball field and are immediately required to decide whether to continue into the northeast parking lot or to make

## Campus History

a sharp right hand turn across a pedestrian crosswalk to continue along Podesta Drive. Oncoming traffic at this intersection consists of drivers making a left turn to leave campus and cars in one of two lanes from the Northeast parking lot. Only two of these four means of egress via the north entrance have stop signs which are approximately 100 feet apart. Drivers are confused when approaching this intersection. This leads to congestion, unnecessary delays and a high potential for incidents.

When leaving campus at the north entrance, traffic regularly becomes backed up often as far back as the baseball field while motorists wait for cross traffic on U.S. Route 45. Many are pressured to take risks by the demands of their schedules or other impatient drivers, far too frequently leading to the aforementioned accidents.

### *Parking*

In conjunction with the College's program of crack repair and sealing for all roadways each year, a parking area

is treated as well. The locations are rotated over a period of several years so that every parking area is repaired and sealed every four years. Like the roadways, the parking areas all have some level of deterioration. The most likely cause of this deterioration is poor subsurface drainage. Though some drainage projects were completed to try to improve the conditions, many surfaces continue to deteriorate.

# Recommendations

## Overview of Recommendations

Well-designed, modern facilities that are equipped with the correct instructional tools are required to provide the best possible education to our customers.

The facilities should enable the functions of both academics and the services that support students in their academic mission. New buildings shall be constructed and existing buildings renovated to meet the College's needs and requirements.

The College currently has prioritized capital projects, which will be submitted for funding via the Resource Allocation Management Program (RAMP) document.

## Observations

Lake Land College, built primarily in the late 1960s and early 1970s, was an aging campus with an aging infrastructure in need of large scale repairs, replacements and upgrades. Renovation and remodeling projects have been an ongoing process, as

noted in the sections above, and have resolved many of the original construction, mechanical, electrical and plumbing issues but much work remains.

# Recommendations

Through the analysis of existing conditions and discussions with College personnel and consultants, we have identified the following core concepts for the development of the Recommended Plan:

- Campus Identity
  - Campus Art
- Unified Campus;
  - Unity that makes the campus feel like a campus.
  - Way Finding; Clear, understandable directional aids
  - Vehicular and Pedestrian Circulation; safe, accessible and efficient ways.
- Spaces; for Learning and Services
  - Modern, well equipped buildings with ample space for the intended function.
- People Places; which provide;
  - locations to meet new people, talk with friends, share ideas and collaborate
- Functionality; a high degree of user friendliness by providing:
  - Infrastructure; reliable, serviceable and energy efficient.

Particular emphasis should be placed on creating a safe campus environment for students, staff and visitors, and to

make accommodations for customers with special needs.

## Concepts

### Campus Identity

The original campus master plan was the definition of “unified campus.” Every building interacted with the others and reflected the nature of the development as a whole. Circulation was uniform and everything “fit.” This is one of its major distinctions and one of its chief problems.

More recent developments have placed buildings further away, but higher costs and inconvenience have been the price.

The architecture of Lake Land College is primarily that of the original campus concept set 50 years ago in the first master plan. While some elements appear somewhat dated, they are distinctive and should be recognized as unique to the campus.

People in the community recognize an image of Lake Land College immediately on sight. This is a good

## Recommendations

thing; its uniqueness is a quality to be embraced.

New construction should not attempt to deny or hide this identity but should be developed using new forms and materials in innovative ways while maintaining sensitivity to the original concept.

### Unified Campus

Prospective student and their families tend to develop significant feelings about the colleges they visit, typically slanted by how well it meets their expectations of what a college should be.

The character of a campus, and whether it has that expectation of the ideal look and feel, can be a critical differentiator in the final decision.

What makes a campus feel like a campus? Unity is the primary factor that makes a campus feel "like a campus." A harmonious interplay of buildings, open space, programming, security, and layout is essential to campus unity, and



it becomes one of the school's primary marketing tools. It inspires confidence in parents, and a sense of well-being and motivation in prospective students.



"The complete school in touch with the rest of the university represents the normal and correct form. The study of medicine must center around disease in concrete, individual forms. The ease with which the clinic and the laboratories may there illuminate each other is an incontestable advantage to both." Abraham Flexner, *Medical Education in the United States and Canada: A Report to the Carnegie Foundation for the Advancement of Teaching* (Boston: The Merrymount Press, D. R. Updike, 1910) p. 72.



## Recommendations

Updike's assertion holds true of higher education in general. Interaction within and between academic "zones" facilitates the sharing of ideas and discoveries. From a practical standpoint, it allows for the sharing of resources and keeps infrastructure costs down.

All campus buildings and spaces should be connected by ample walkways or roadways to ensure easy transition from one building to another. Parking areas and roadways should remain at the perimeter of the campus so as to maintain the cohesiveness of the campus buildings. A student should not have to traverse a large parking area to get from one class to another.

A consistent site vocabulary also contributes to unifying a campus. Signage and graphics, hierarchical paving and pedestrian circulation systems, site furniture, bollards (short vertical posts), receptacles, fencing, and curbing lend legibility, orientation, and clear boundaries and perimeters. Campus gateways, signs, and other visual cues like plantings and lighting

that assist visitors with finding their way around are also critical contributors to identity, creating important initial impressions. Informational kiosks animate a campus and provide visitors with orientation and updates on events. Reliable lighting provides a sense of security. Finally, the landscape itself gives the campus an inviting aesthetic and seasonal identity. The image of a campus is primarily identified by the overall development of the built environment, including the landscape and site elements.

### Spaces

New facilities shall be constructed and existing buildings are to be renovated and modernized to provide state of the art space for instruction and student support services. Reorganized facilities create convenient zones for programs and services.

The College makes requests for funding assistance from the state through the submission the College's Resource Allocation Management Program (RAMP) document. The RAMP

## Recommendations

document contains requests for specific new or renovated facilities. The RAMP document is submitted to The Illinois Community College Board, (ICCB) and upon approval of particular projects by ICCB, the project requests are submitted to the Illinois Board of Higher Education (IBHE) where they are blended with the requests from all state higher learning institutions. The projects are then submitted to the state for funding.

Planning for and providing facilities necessary to fulfill the educational requirements at Lake Land College is a major undertaking. The process required to develop space to serve the College through 2022 and beyond cannot be achieved through last minute provisions and little preparation. Major projects require time periods of three to four years to complete. This is why the College must continually update and adjust its capital plans and master plan as we seek to anticipate the changing job market of the communities in our district.

The College's program of development is both ambitious and dynamic and we are committed to developing new teaching spaces for the benefit of our students. Expectations regarding the quality, style and functionality of potential students and their families are ever rising. To continue to be the choice of our district's high school graduates, we must rise to those expectations.

The FY 2019 RAMP document will have requests for one expansion and one large scale renovation as follows:

### **People Places**

From its inception Lake Land College has planned for interaction spaces for the students and staff. Recessed outdoor seating areas and wide indoor commons areas allow many opportunities to meet new people, talk with friends, share ideas and collaborate on homework or other projects. They provide space for campus events and displays. Development should continue to make new places where individual or groups can seek a space study quietly



## Recommendations

or to socialize together without risk of disturbing those who want quiet.

A campus looks successful and alive when there is activity. People tend to congregate with other people. Creating People Places and making certain the locations have all the qualities that make them useful and successful is an ongoing priority for the College.

Lake Land College has two depressed seating areas on the inner campus which are products of the original Master Plan. In 2006, the Foundation completed construction of Alumni Park which features two cedar arbors, an original sculpture, a series of fountains and a small amphitheater which can be used for performances or classes.

A second phase of Alumni Park has been planned and awaits completion of the Student Center Addition and relocation of the bookstore. The pedestrian walkway which now extends west towards the foot bridge will extend east directly onto the College's main axis. New seating areas and landscaping will be introduced as will a

lawn area where group activities can be held.

Completion of the axial walkway will simplify what is now a convoluted process for pedestrians to make their way to the West Building from the main campus.

Also available on the grounds of the College are a 9-hole Frisbee golf course, as well as a cross-country track that are enjoyed by students, staff, and the community. The newest addition is the veterans park, which is located between Podesta Drive and the campus pond, and consists of hardscape areas, natural habitat and planting areas, and a paved walking path. The park was funded through a donation to the Foundation, and will also be used to recognize veterans of the community who have attended Lake Land College.

Future development of outdoor spaces should adhere to the following guidelines:

A space should be planned with a purpose in mind. It must be of appropriate scale and detail to provide

## Recommendations

for the needs of the users. A space for large activities must be large and durable. Spaces for smaller activities or groups should be thoughtful and while some level of privacy may be desired, an eye to visibility and security must be maintained.

Any outdoor space should be easily accessible and highly serviceable. Ease of use and maintenance of these spaces is essential for their continued success.

Generally, spaces for large groups or high levels of activity should be located immediately adjacent to highly travelled walkways. Smaller spaces for tranquil

activities can be more remotely located to maintain a quiet atmosphere. Ample seating should be provided in all areas.

## Initiatives

### Way-Finding

#### Pedestrian Circulation

Clearly deficient in the development of the campus is a comprehensive directional system to get students, staff and visitors around and to their ultimate destinations.

## Recommendations

### Campus Identity

New construction should not attempt to deny or hide this identity but should be developed using new forms and materials in innovative ways while maintaining sensitivity to the original concept.

### Campus Art

Art can be found in a number of locations throughout campus. In the LRC, photography, painting and drawing displays are frequent and the Student Center Building has photographs on display in Laker Point and the Administration wing.

Capital construction projects partially utilizing state funds have provided funding for campus art. Seven outdoor sculptures were placed throughout the grounds. These sculptures have created points of interest previously missing from otherwise plain buildings and lawn areas.

It is not uncommon to see students sitting near these pieces having lunch or a study session.

New capital projects will provide additional funds for art to be placed around campus. Indoor sculpture, paintings and photography are among the mediums available. The College should begin to make some preliminary decisions concerning what type of art they would like and where it should be placed.

Art is a wonderful thing to share with our students and staff. In this region of Illinois, art galleries and museums are far and few between. Art gives us a chance to further enrich the experiences students have while attending Lake Land College.

Additional funds for art will become available with subsequent capital projects such as the Luther Student Center Addition.

### Functionality

Once the need for facilities is established, it is necessary to put them together in a way that is well organized, efficient and enjoyable to students and

## Recommendations

staff from the moment they enter the campus until the time they leave.

As they enter the campus they should have a sense of arrival, a feeling of being welcomed. Inviting thoroughfares and pedestrian ways need to be arranged to make certain people get to their destination quickly and with minimal confusion.

Existing and new buildings and plazas must contribute to a sense that they are parts of a whole. The integration of buildings, walkways, landscaping, roadways and parking should look like they belong as parts of a single organized unit.

Pathways as well as parking lots should be inviting and should be organized in a way which creates a pleasant experience for users as they progress to their destination.

### Infrastructure

#### GIS/Master Site Plan/Future Development

A sharable, highly detailed map of the campus site and infrastructure is under

development and will benefit the College in a variety of ways.

A single repository for all site information will reduce upfront costs involved in preliminary planning for new facilities and maintenance projects. Users will be able to access constantly updated site information enabling them to complete their jobs more quickly and efficiently.

The immediate benefit will be saving time and money spent on looking through files, paper drawings or hundreds of electronic files to find the one with the needed information. A fully functional GIS system will be available wherever access to the internet is available providing answers in just a few clicks.

When excavating on campus it is quite common to accidentally damage undocumented or previously unknown underground piping and wiring. Incidents of this type are costly and invariably slow projects as contractors proceed more cautiously. This represents the greatest potential for cost

## Recommendations

savings to the College. A comprehensive catalog of buried infrastructure, mechanical systems, wiring and plumbing would prepare excavation contractors more thoroughly and limit this type of incident.



### **Mechanical Systems**

As noted in the Campus Facilities History, Lake Land College has completed renovation projects for the Field House, the Northeast and Northwest Buildings, the Judge Learning Resource Center, Webb Hall and Phase II of the West Building. Additionally, new mechanical systems which also work with the geothermal system have been installed in Neal Hall, The Student Center and the West building.

Renovations were proactive and comprehensive in replacing mechanical, plumbing and electrical systems to bring them up to codes and modern efficiency standards.



All new heating and air-conditioning systems will be added to the existing Andover control system. The Andover system will provide the ability for the College to schedule, trouble-shoot, monitor and remotely adjust the mechanical systems, on a room-by-room basis through any PC equipped with internet access and a web browser.

# Recommendations



## Electrical Systems

As with the mechanical systems, many electrical upgrades have taken place over the past five years. The Field House, the Northeast and Northwest Buildings, the Judge Learning Resource Center, Vo-Tech and Webb Hall have all received almost complete electrical renovations.

There is still work to be done on the West Building, Neal Hall and the Luther Student Center. This work will be done concurrently with any mechanical renovations to these same buildings. Work will include replacement of electrical distribution panels. New grounding busses will be added to all panels which presently do not have a grounding bus.

A project has been completed to replace many fixtures and to connect them to the building automation system.

## Communications and Data Systems

Telecommunications systems on the campus are in a constant state of expansion. By adopting the concept of “any media to anyplace” the College commits to installing new higher speed and greater capacity infrastructure. The fiber optic backbone is currently running at 1 GB, this too will need to be expanded to accommodate future needs.

Further information and detail are available from Information Systems and Services.

## Security Systems

### *Electronic Security Systems*

The College is engaged in a multi-year door access project to increase security on our campus.

## Recommendations

The door access hardware and software will integrate with the existing BAS. Each of the major buildings will have at least one proximity card reader at a main entrance. The exterior doors of all the major buildings will be equipped with electronic lock mechanisms and door contacts so that the buildings can be locked down in the event of an emergency. In keeping with fire codes, exiting will be allowed at all doors at any time. Students and staff will have a proximity card that, if valid, will allow them to enter the building during a specified time. After regular school hours, all the exterior doors will lock and a person will need a valid card to access the building after regular hours. During regular school hours, the doors will be kept unlocked.

The lockdown sequence will be password protected and web based. This will allow Campus Police officers as well as some College administration to initiate a lockdown protocol in the event of an emergency. During lockdown, only a few cards possessed by public safety

officers, some school administrators and some physical plant employees will be able to open a building's exterior doors.

### Roofs

Roofs will continue to be addressed on a case-by-case basis. Where roofs are known to be compromised or have grossly exceeded their anticipated service life, replacements will be made as budgets allow. There are currently seven roof areas which are out of warranty including portions of the Field House, the Power Plant, the Northwest Building, Neal Hall, Phase I of the West Building, Learning Resource Center, and the Luther Student Center.

## Proposed Facilities

### Rural Development Technology Center

The Lake Land College Kluthe Center for Higher Education and Technology in Effingham, Illinois was the College's first permanent extension center. Today, over 500 residents enroll in different credit and non-credit classes. The 24,174 square foot center

## Recommendations

serves the residents of the College district's southern region.



An additional facility is needed to complement the existing Kluthe Center and will greatly increase the College's ability to meet the growing needs of the residents of Effingham County and the surrounding area.

The Rural Development Technology Center, to be constructed in Effingham adjacent to the Kluthe Center, will consist of a 36,070 square foot building for use as an educational center for some of the College's technical and healthcare programs such as Massage Therapy, Emergency Medical Services and Heating, Ventilation, Air Conditioning and Refrigeration classes. A Hands-On-Training Laboratory will be included as well as General Education Classrooms. In addition, ancillary

spaces will include storage areas dedicated to each discipline plus office space for faculty and staff, commons areas, restroom facilities and mechanical and electrical equipment rooms.

Site development includes 300 additional parking spaces, landscaping, lighting and sidewalks.

The site will require a new electric service, new natural gas service, city water and sewerage.

### **Rehabilitation of Core Campus Buildings**

The original buildings on the Lake Land College campus were completed in the early 1970s. The College has recently completed energy savings renovations on most core buildings of the main campus though some comparatively minor renovations remain. This has been the first major renovation for most of these buildings since they were constructed.

Given the ever quickening pace of the increase of both energy and information



## Recommendations

technologies, we can expect the need for additional renovations to these buildings before another 40 years has passed. Due to the aforementioned budget issues the state has been understandably slow to help with funding for capital projects. It is conceivable that requested projects may be 20 years in the coming. We have therefore decided to leave this request in the RAMP document under these assumptions.

ICCB has not recommended funding this project.

### Further Information

For detailed budget and scope information for the capital projects described above, see the current version of Lake Land College's RAMP Document.

## Work in Progress

### Student Services Building Addition

The Luther Student Center Addition project consists of an addition to the existing Luther Student Center at Lake Land College to consolidate all student

support service functions in one location creating a “one-stop” operation. Student support services to be located within the addition include Admissions, Financial Aid / Veteran Services, Career Services, Counseling, Orientation and Disability Services, TRIO-Student Support Services, TRIO Destination College, and Student Life.

Due to a lack of state funding, this project has not proceeded. The College is currently examining revised plans to move forward with a “scaled back” version of the original plan for the addition along with remodeling a portion of the existing building aimed at modernizing and fully integrating the building into the College's geothermal loop.

The project originally provided an additional 52,690 gross square feet to the campus and will be designed in accordance with Leadership in Energy and Environmental Design (LEED) Silver Certification requirements at a minimum. This could include energy-efficient and environmentally-friendly

## Recommendations

systems, materials and building components that will meet strict national sustainable building design standards, and integration with Lake Land College's existing ground-sourced geothermal exchange system. – *Legat Architects*

# Recommendations

## APPENDIX A

## Square Foot reports and Building Summary

### LAKE LAND COLLEGE

#### Facilities Gross Square Footage

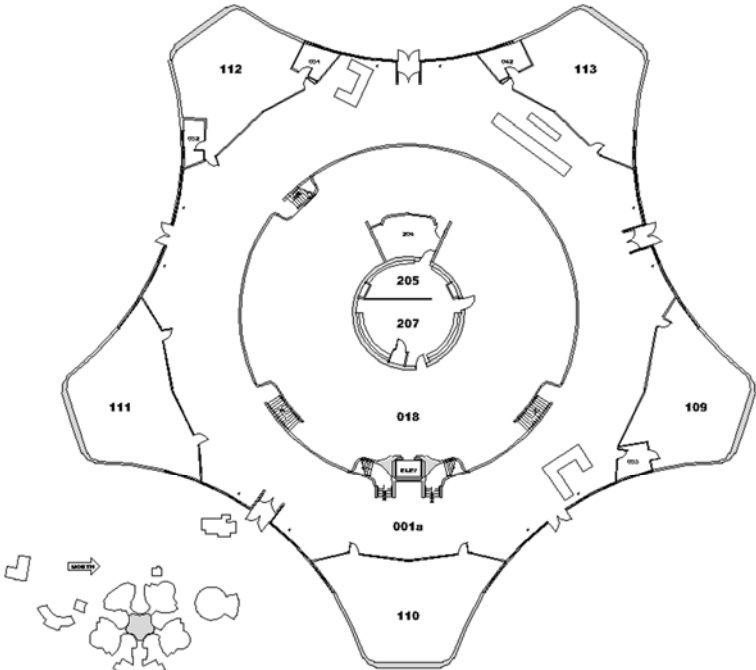
<b>Campus Buildings</b>		<b>Proposed Construction</b>	
Ag Tech	16,434	Kluthe Addition	36,070
Bookstore	5,213	Student Center Addition	52,681
Child Care Lab	3,273	Workforce Development Center	54,900
Farm	9,600	<b>Total</b>	<b>143,651</b>
Field House	54,799		
Judge Learning Resource Center	43,362		
Luther Student Center	27,700		
Neal Hall	46,282		
Northeast	36,262		
Northwest	36,043		
Physical Plant	29,671		
Police Department	3,219		
Police Garage	682		
Power House	4,771		
Recycling Center	2,577		
Storage Building	2,580		
Vo Tech	18,859		
Webb Hall	36,265		
West	84,012		
ZEB (Net Zero Energy Building)	4,056		
<b>Total</b>	<b>465,660</b>		
<b>Off Campus Buildings</b>			
Eastern Region Center Marshall	8,005		
Kluthe Center - Effingham	24,366		
Western Region Center - Pana	8,891		
Workforce Development Center	31,384		
<b>Total</b>	<b>72,646</b>		
<b>College Total</b>	<b>538,306</b>		

Table 1 - Building Square Footage

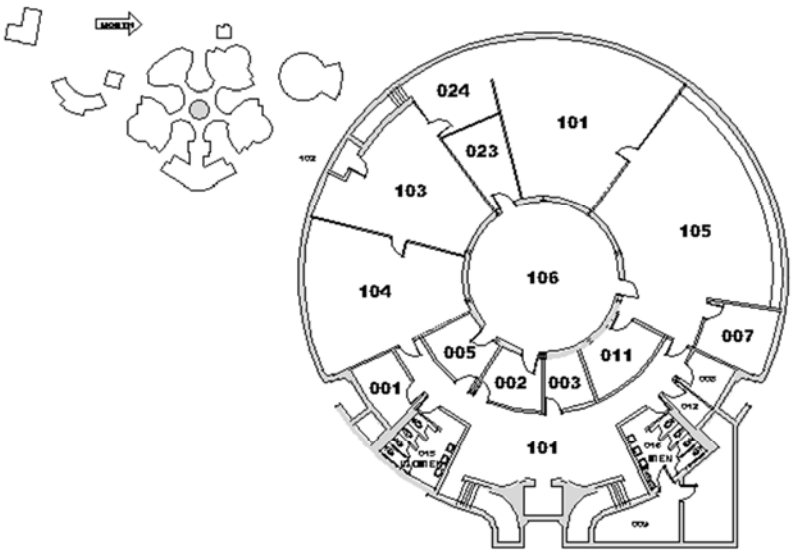
Appendices

APPENDIX B

Building Floor Plans

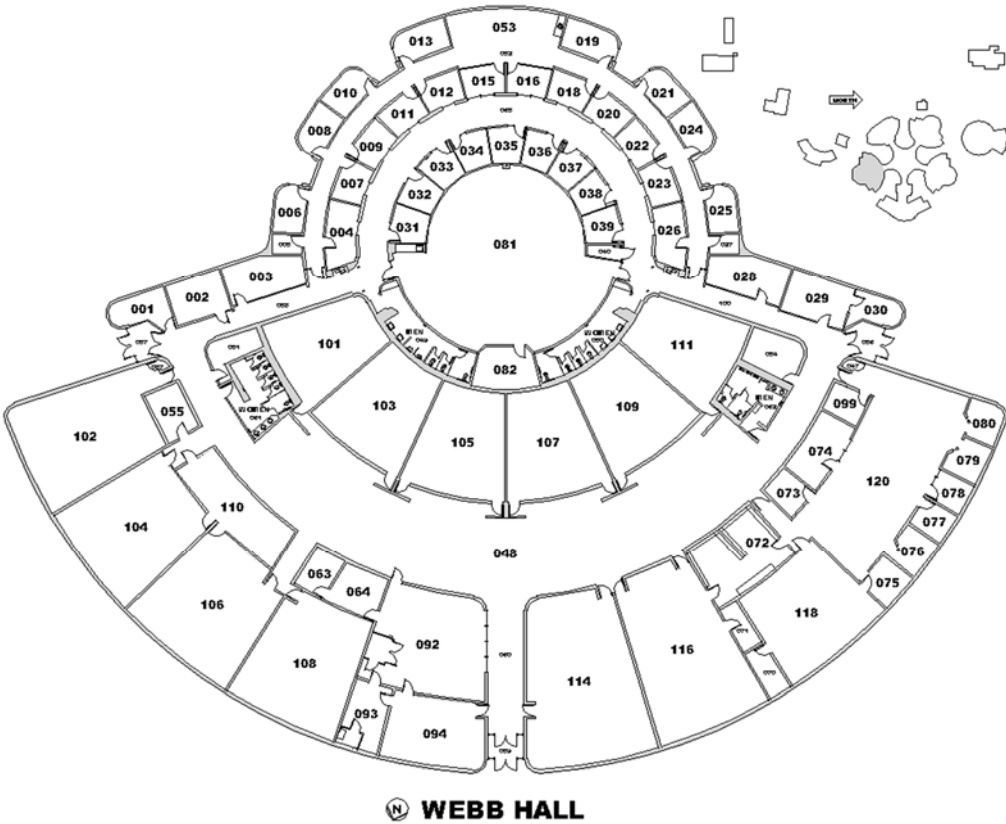


**LEARNING RESOURCE CENTER**  
MAIN LEVEL & MEZZANINE



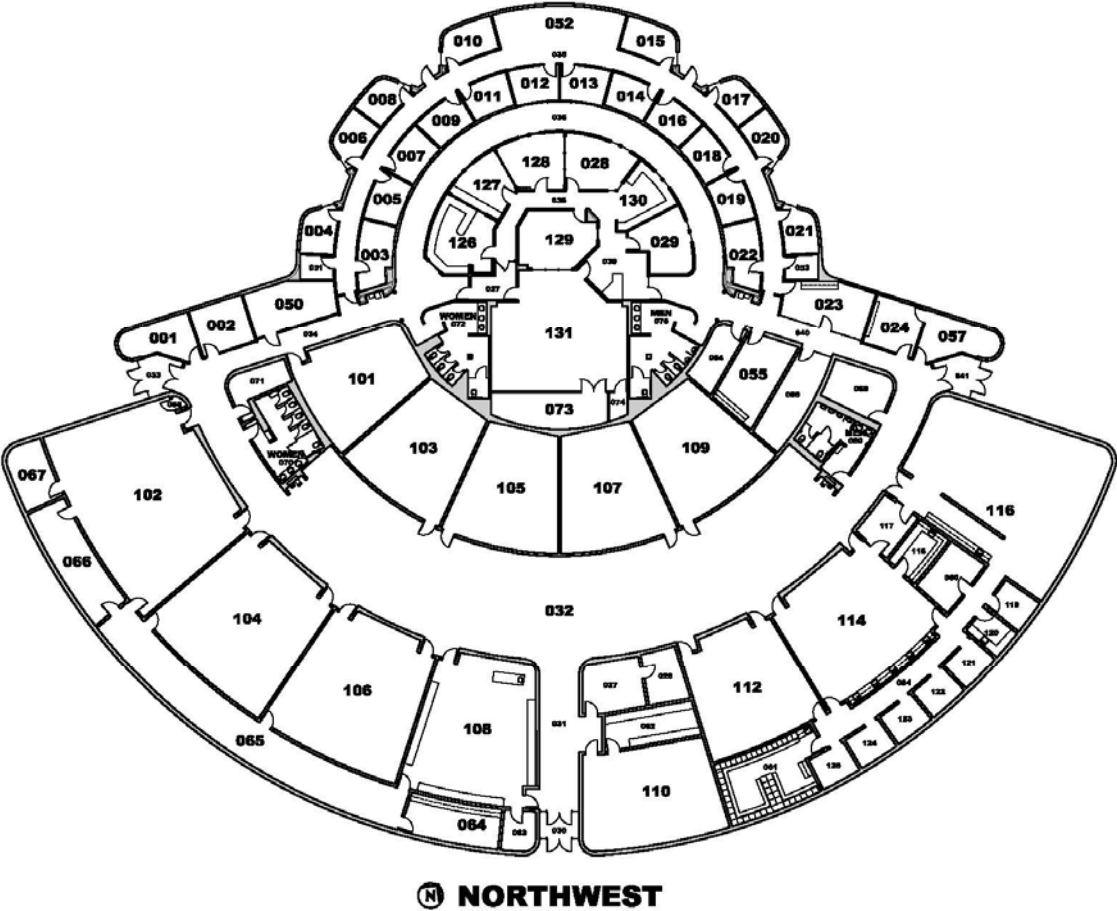
**LEARNING RESOURCE CENTER**  
LOWER LEVEL

Appendices

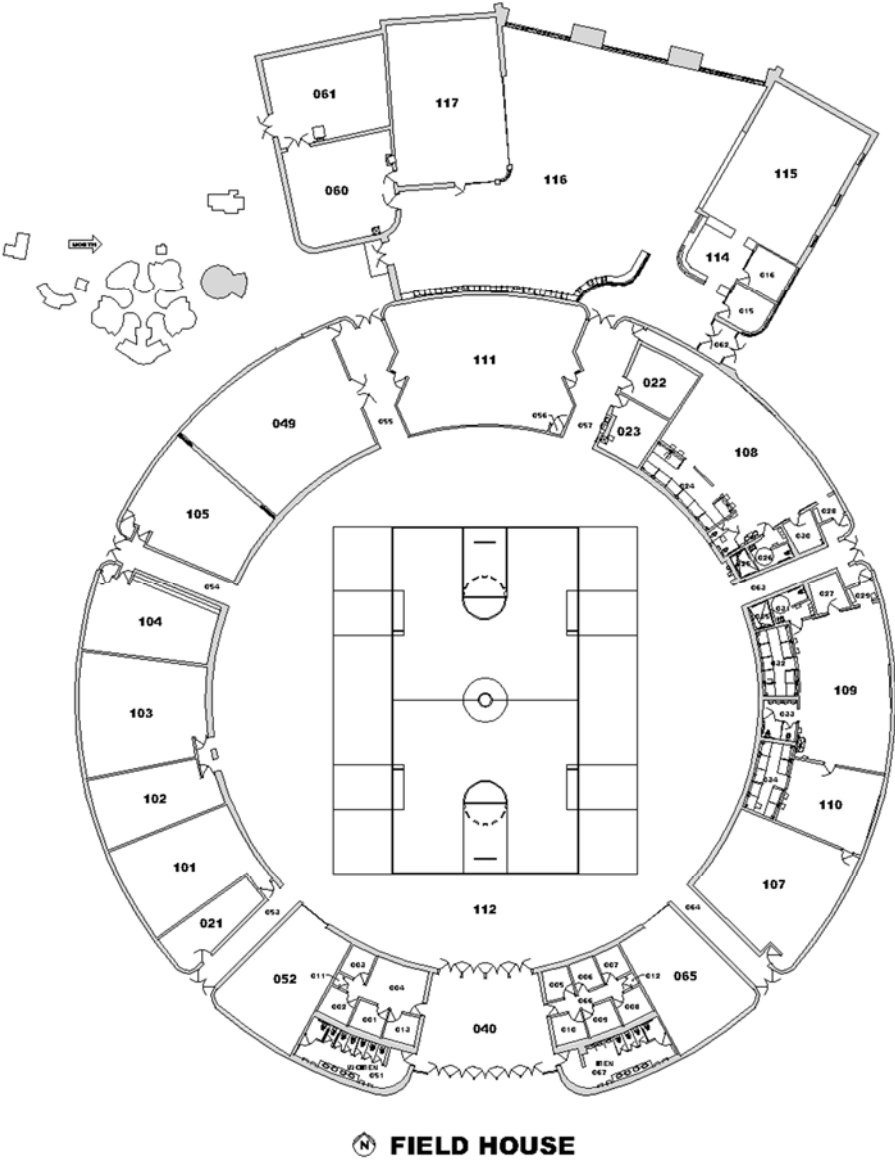




Appendices



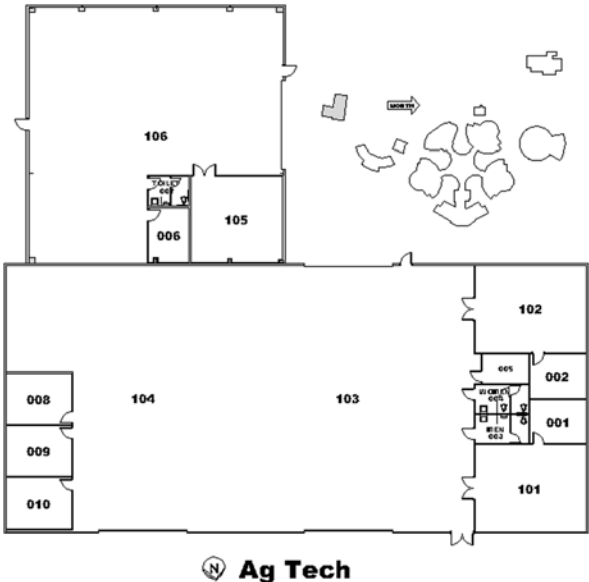
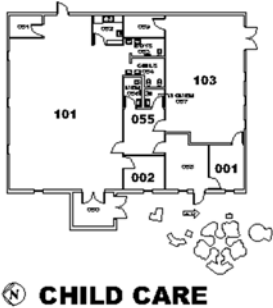
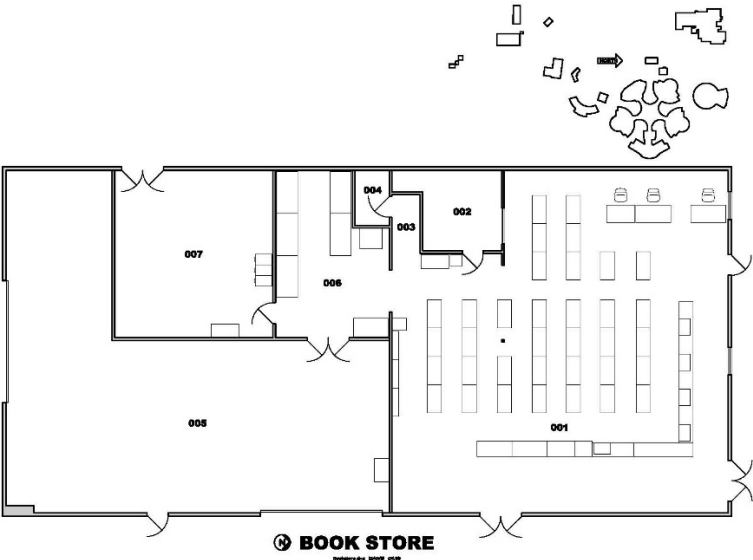
Appendices



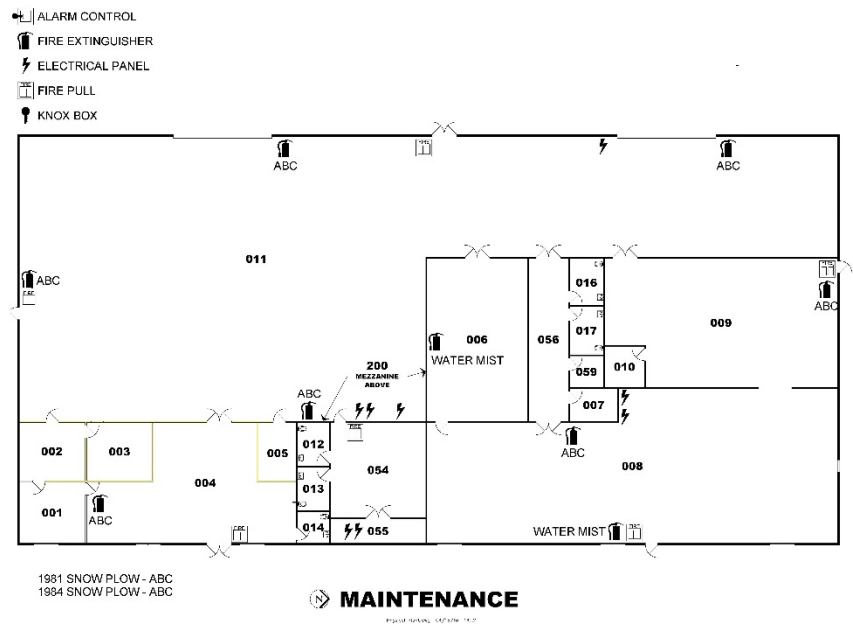
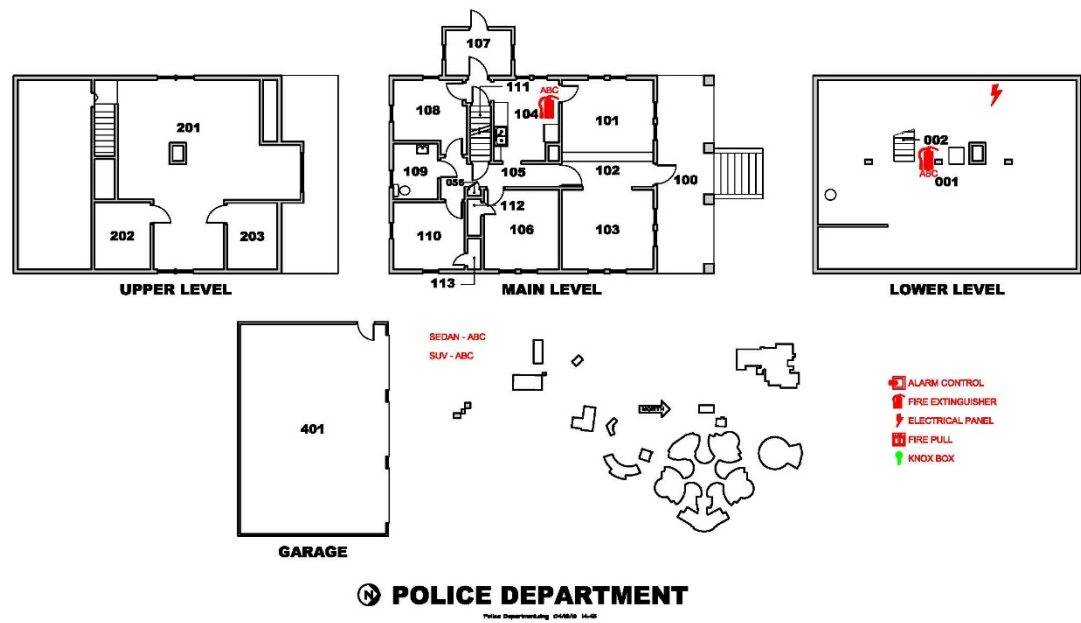




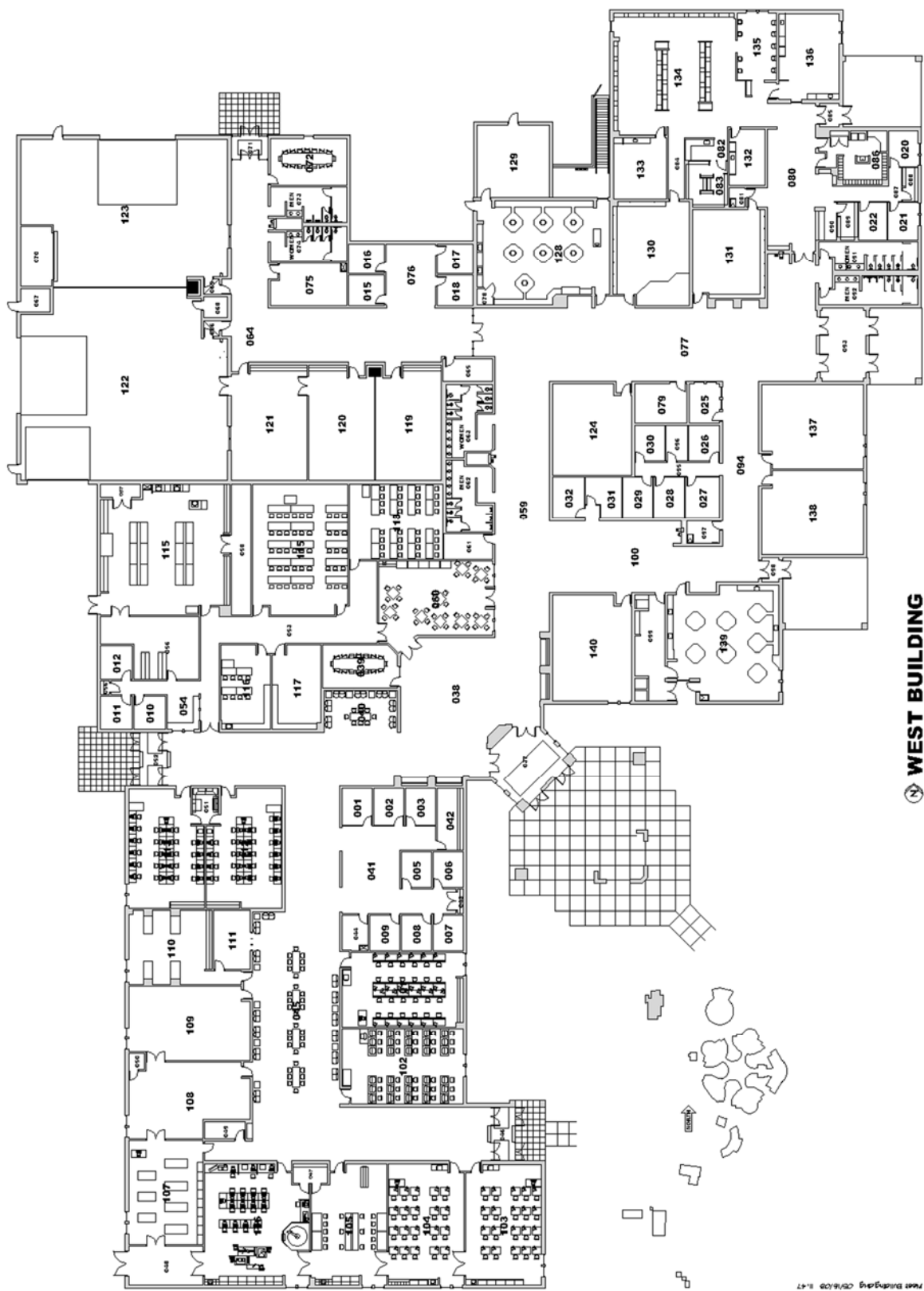
Appendices



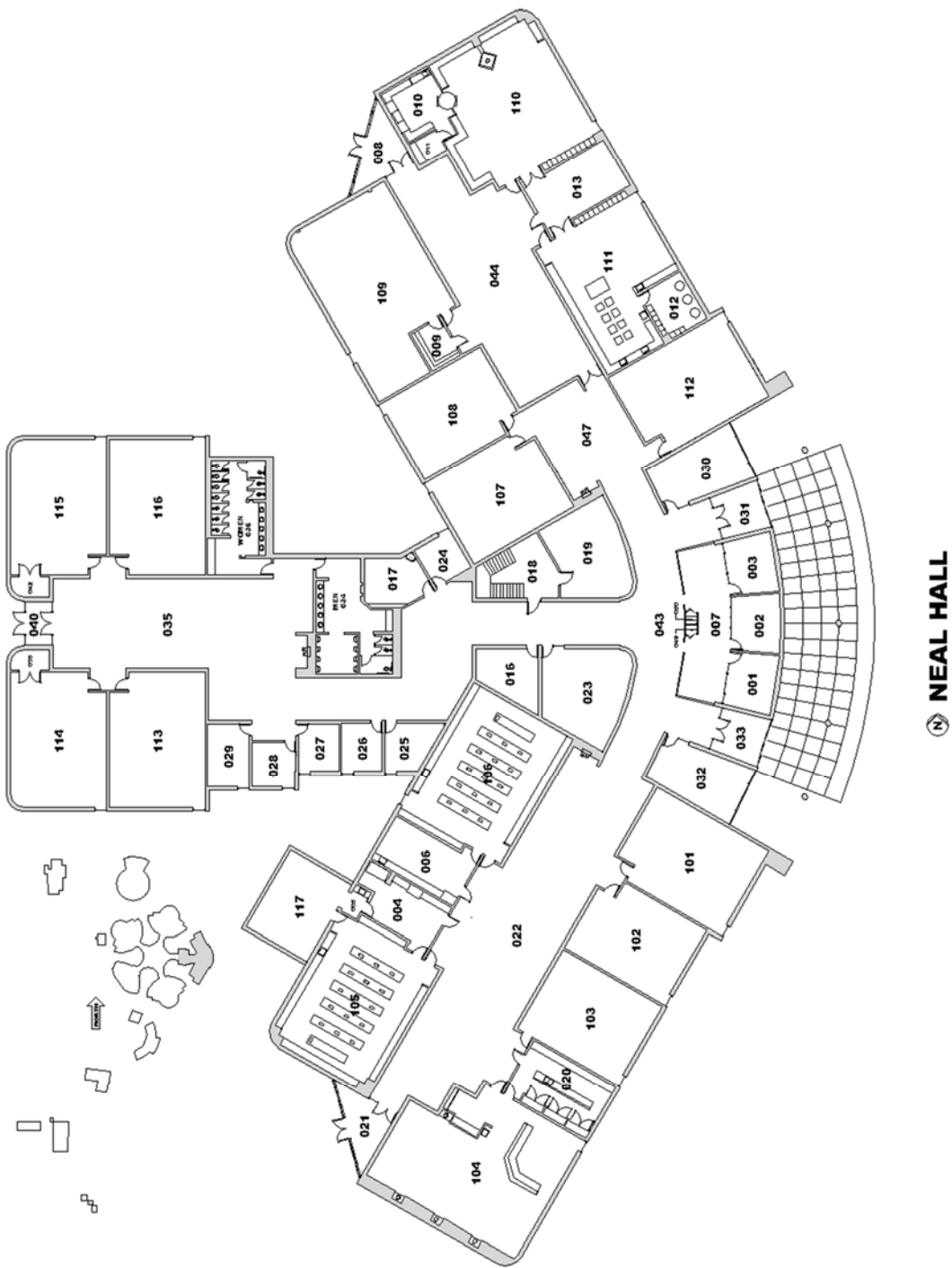
Appendices



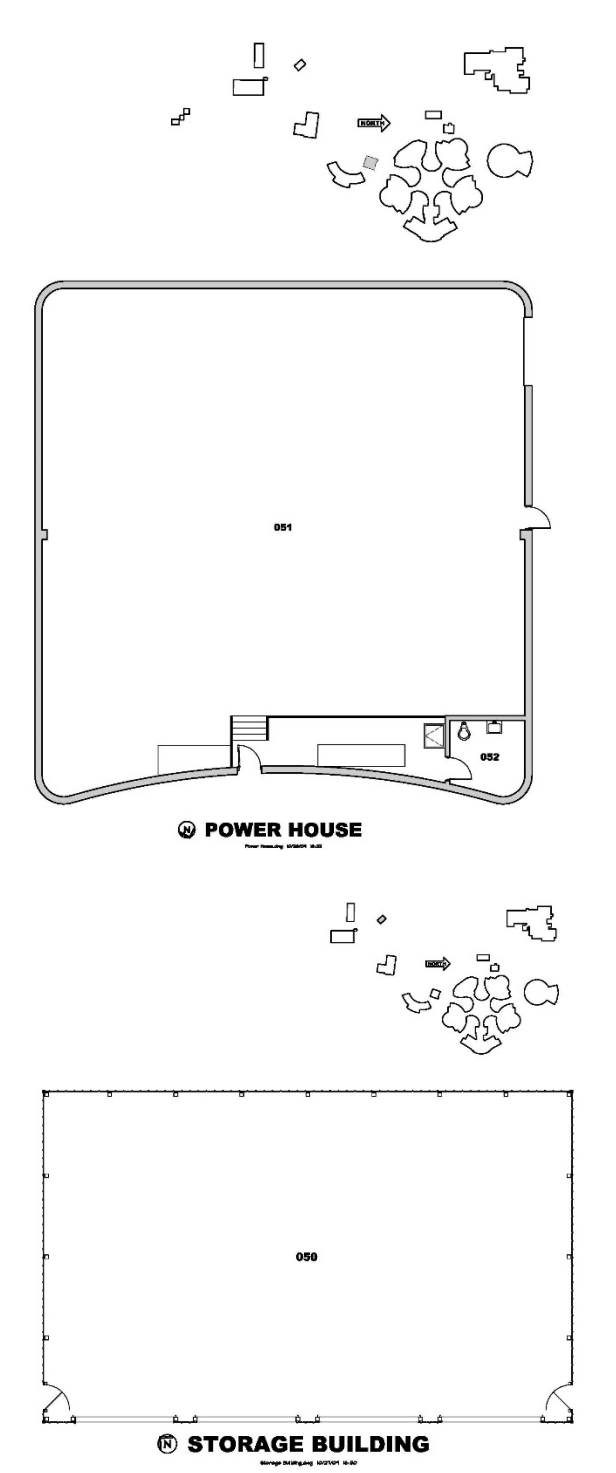
Appendices



Appendices



Appendices



**POWER HOUSE**  
Power Building 10/20/01 10:00

**STORAGE BUILDING**  
Storage Building 10/20/01 10:00



# MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: October 4, 2017

RE: Recommendation for Naming of Northwest Building Room 114

---

On June 1, 2017, the College Foundation submitted a recommendation for the naming of Northwest Building Room 114, also known as the Dental Hygiene Lab, as the Heartland Dental – Dental Hygiene Lab for a period of five years. Heartland Dental, Inc. made a \$250,000 cash gift to the Foundation which was used to provide an upgrade of facilities and equipment for the Dental Hygiene Lab. Additionally, through their purchasing power and discount from the vendors, the total impact was valued at approximately at \$850,000.

Per Board Policy 11.10, the Board of Trustees has the legal responsibility for officially naming, when appropriate, all properties and structures under its jurisdiction. The process requires that the Board Chair appoint an advisory committee composed of three Trustees, with the College President and the Executive Officer of the College Foundation serving as ex-officio members, for the purpose of reviewing recommendations for the naming of physical components at the College. During a Special Board meeting held June 8, 2017, Chair Storm appointed the members of the Buildings and Site Committee as the Naming Advisory Committee to consider this naming request. After an in-depth review during a Committee meeting held later on the same date, the Naming Advisory Committee voted to recommend to the Board approval of this naming request and subsequently submitted this recommendation to the Board as a non-action item during the June 12, 2017, regular Board meeting.

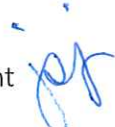
Per Policy 11.10, the required waiting period for the Board to vote on a naming recommendation will have been met by the date of the October 9, 2017, regular Board meeting. Thus, it is respectfully requested the Board approve the naming of the Northwest Building Room 114 as the Heartland Dental - Dental Hygiene Lab for a period of five years during its October 9<sup>th</sup> Board meeting.



# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

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

CC:

DATE: June 1, 2017

RE: Foundation Recommendation for Naming of Northwest Building Room 114

The Lake Land College Foundation is pleased to share that funds have been given and designated to be used to provide an upgrade of facilities and equipment for Northwest Building Room 114, the Dental Hygiene Lab. In addition, a Dental Hygiene Tutoring Center is being planned within the project scope. Heartland Dental, Inc. made the upgrade possible through a cash gift of \$250,000 and through their purchasing power and discount from their vendors for a total impact of \$850,000.

Heartland Dental has demonstrated their commitment to supporting their community and future dental professionals through this gift. There are 50 students enrolled in the Lake Land College Dental Hygiene program, with approximately 970 alumni graduating since 1968. Many of the alumni are now employed with Heartland Dental, the largest dental support organization in the United States with more than 750 supported dental offices located in 34 states. Heartland Dental also supported the inaugural Lake Land College Homecoming by hosting a continuing education opportunity for dental hygiene alumni, and plan to do so again in 2017 as part of the College Homecoming and 50th Anniversary celebration.

The impact of Heartland Dental on Lake Land College will be felt by dental hygiene students and faculty at Lake Land College for many years. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, the Lake Land College Foundation recommends naming Northwest Building Room 114, also known as the Dental Hygiene Lab, as the Heartland Dental Dental Hygiene Lab for a period of 5 years.

Thank you for your consideration and please feel free to let me know if you have any questions.

sb

# MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: October 4, 2017

RE: Recommendation for Naming of Park Area on Main Campus

---

On June 1, 2017, the College Foundation submitted a recommendation for the naming of a park located in an area between the campus pond and Podestá Drive on the campus main grounds as the Dr. William L. and Margaret Podestá Park. Funds for the park were given by Ms. Willie Podesta Young, daughter of Dr. William L. and Margaret Podestá, along with memorial gifts given at the time of her father's passing. Construction of the new park began this past summer following Board approval of the project in June 2017.


Per Board Policy 11.10, the Board of Trustees has the legal responsibility for officially naming, when appropriate, all properties and structures under its jurisdiction. The process requires that the Board Chair appoint an advisory committee composed of three Trustees, with the College President and the Executive Officer of the College Foundation serving as ex-officio members, for the purpose of reviewing recommendations for the naming of physical components at the College. During a Special Board meeting held June 8, 2017, Chair Storm appointed the members of the Buildings and Site Committee as the Naming Advisory Committee to consider this naming request. After an in-depth review during a Committee meeting held later on the same date, the Naming Advisory Committee voted to recommend to the Board approval of this naming request and subsequently submitted this recommendation to the Board as a non-action item during the June 12, 2017, regular Board meeting.

Per Policy 11.10, the required waiting period for the Board to vote on a naming recommendation will have been met by the date of the October 9, 2017, regular Board meeting. Thus, it is respectfully requested the Board approve the naming of the park located in an area between the campus pond and Podestá Drive on the campus main grounds as the Dr. William L. and Margaret Podestá Park.

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

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

CC:

DATE: June 1, 2017

RE: Foundation Recommendation for Naming of Campus Park

The Lake Land College Foundation is pleased to share that funds have been given and designated to be used to create a park in an area between the campus pond and Podestá Drive. The funds, now totaling nearly \$193,000, were given by Ms. Willie Podestá Young, along with memorial gifts given at the time of her father's passing, Dr. William L. Podestá. The late Melvin Lockard was also a major contributor to the fund.

Dr. Podestá attended McKendree College and graduated from St. Louis University Dental School in 1934 and began the practice of dentistry in Mattoon, Illinois. Margaret Doelling Podestá, most commonly referred to as Peg, graduated from EIU in 1958 and the University of Illinois in 1963. They married on Nov. 29, 1934 and both quickly became active supporters and volunteers in the community. Dr. Podestá later received a Bachelor of Arts degree from Eastern Illinois University in 1976.

Dr. Podestá entered the Army in 1941 as a Lieutenant in the Dental Corps. While awaiting orders, he was officer in charge of entertainment at the Cow Palace in San Francisco and, for a short time, was President Ronald Reagan's commanding officer. He was among 13 dentists chosen to head Plastic Eye Programs for the Army, Navy, Air Force, and Marines and served as Director of the Plastic Eye Program in the Pacific Ocean Theatre. While in the Army, Podestá was awarded several commendations including the Bronze Star. Mrs. Podestá also served a role in supporting the war efforts by serving as the receptionist for the Plastic Eye Clinic at Dibble General Hospital at Palo Alto, California, worked with the Motor Corps, First Aid Units, and the U.S.O. Dr. Podestá was discharged from active duty in 1946, but continued to serve in the Army Reserves until 1976, when he retired as a lieutenant colonel. After the war, he was one of five civic leaders responsible for the building of the National Guard Armory in Mattoon. Mrs. Podestá continued her service through the Red Cross as Secretary, Roll Call Chairman, and was the first person to organize house-to-house fundraising campaigns.

Education was always a top priority for Podestá's. Mrs. Podestá taught at Jefferson Junior High School in Mattoon for eight years and was the first woman to receive the Illinois Administrative Certificate in Curriculum in Coles County. Dr. Podestá was a 12-year member of the Mattoon school board, serving three terms as president.

**Eastern Region Center**  
224 South Sixth St.  
Marshall, Illinois 62441  
217-826-8490

**The Kluthe Center for Higher  
Education and Technology**  
1204 Network Center Blvd.  
Effingham, Illinois 62401  
217-540-3555

**Lake Land College**  
5001 Lake Land Blvd.  
Mattoon, Illinois 61938  
217-234-5253  
lakelandcollege.edu

**Western Region Center**  
600 East First St.  
Pana, Illinois 62557  
217-562-5000

**Workforce  
Development Center**  
305 Richmond Ave. East  
Mattoon, Illinois 61938  
217-235-2222

The Podestá 's were among some of the original supporters of the junior college concept and actively promoted the establishment of Lake Land College. The college was developed on land previously owned by the Podestá family. Dr. Podestá served on the Lake Land College Board of Trustees from 1970 to 1976, and 1978 to 1981. He was responsible for the establishment of the Dental Hygiene and Dental Assisting Program at the College. In 1988, Lake Land honored him with a Distinguished Service Award. In November 1998, the Lake Land College Board of Trustees voted to name the road around Lake Land College "Podestá Drive".

The Podestá 's were involved in and recognized by nearly every community organization in the Coles County area over the course of their lives. They were significant benefactors to these organizations, improving the lives of many in their community. Dr. Podestá made a significant contribution to the quality of life of Mattoon residents as the initiator and chairman behind fluoridation of the Mattoon water supply. Mrs. Podestá served on the Mattoon City Park Board, Mattoon Planning Commission, and Mattoon Library Board in addition to leadership positions in several community organizations. A former member of the Eastern Illinois University Foundation and as principal donors to the Burl Ives Art Building, the Podestá 's were the first husband and wife recipients of the EIU Distinguished Alumni Award in 1986.

Dr. William L. and Margaret Podestá served their country and community well. Their impact on Lake Land College and the surrounding community is felt even today. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, the Lake Land College Foundation recommends naming the park area described above, the Dr. William L. and Margaret Podestá Park.

Thank you for your consideration and please feel free to let me know if you have any questions.

sb

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Jon Althaus, Vice President for Academic Services *JA*  
DATE: October 3, 2017  
RE: Perkins Specialist

---

In order to better serve our student population and expand the reach of Perkins programming, I respectfully request that the current part-time Perkins Specialist be moved to a full-time position. A full-time position would be able to more adequately manage student assistance, support data collection, and increase outreach to district high schools. The position will be fully supported financially from the Carl Perkins Grant Funds.

# MEMO

TO: Lake Land College Board of Trustees

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

CC: Dr. Josh Bullock, President

DATE: October 3, 2017

RE: Request to approve Director of Foundation Operations position

---

The Lake Land College Foundation recently approved funding for the position of Director of Foundation Operations reporting to the Executive Director for College Advancement. This is a new position and therefore, requires Board of Trustee approval.

The position is designed to support fundraising efforts primarily in the areas of stewardship, prospect research, fundraising analysis, as a departmental liaison to various departments and meetings, and special events, allowing the Executive Director for College Advancement to focus more on major and planned giving activities, as well as leading the Foundation towards greater growth and support of the College. More of the day-to-day details of various projects and Foundation operations will be handled by this position, including serving as a back-up in the gift entry and receipting process which is currently being shared by the Executive Director.

Since 2015, the department has had personnel changes through attrition of a part-time support staff position when it became vacant, the reassignment of a full-time Director of Grant Development position, and the resignation of a long-time administrative assistant. This position will be responsible for many of the functions those positions previously served in the department.

The Foundation currently provides 50% of the salary and benefits for the Executive Director, Director of Alumni Relations and Annual Giving, and the Administrative Assistant to College Advancement. The Foundation will provide 100% of the salary and benefits for the Director of Foundation Operations.

I respectfully request the Board of Trustees move to create the Director of Foundation Operations so that the process to fill the position can begin quickly.



**INTERGOVERNMENTAL AGREEMENT BETWEEN  
BOARD OF TRUSTEES OF LAKE LAND COLLEGE DISTRICT NO. 517  
AND  
BOARD OF TRUSTEES OF SOUTHWESTERN ILLINOIS COLLEGE DISTRICT NO. 522**

This Agreement is made and entered into this X<sup>th</sup> day of XX, 2017, by and between the Board of Trustees of Lake Land College No. 517, Mattoon, Illinois ("Lake Land") and the Board of Trustees of Southwestern Illinois College District No. 522, Belleville, Illinois, ("Southwestern Illinois") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the Public Community College Act.

**WHEREAS**, Lake Land and Southwestern Illinois are Illinois Community Colleges organized and existing pursuant to the Illinois Public Community College Act (110 ILCS 805/1-1 *et seq.*) and further governed by the Administrative Rules of the Illinois Community College Board (23 Ill. Admin. Code Part 1501); and

**WHEREAS**, Part 1501.307(g) of the Administrative Rules of the Illinois Community College Board provides that an Illinois Community College District may extend curricula/credit courses into another Illinois Community College District with the approval of that District; and

**WHEREAS**, Lake Land wishes to extend curricula/credit courses pursuant to an agreement with the Illinois Department of Corrections in correctional facilities located outside Lake Land's district boundaries; and

**WHEREAS**, Southwestern Illinois desires to allow Lake Land to provide courses in Illinois Department of Corrections facilities located within Southwestern Illinois's district; and

**WHEREAS**, Lake Land and Southwestern Illinois' desire to enter into this Intergovernmental Agreement to allow Lake Land to provide such courses in Illinois Department of Corrections facilities located in Southwestern Illinois' district in accordance with the terms and conditions contained herein.

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings as set forth herein and for other good and valuable consideration, as follows:

**Section 1      Incorporation of the Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2      Authorization to Offer Programs**

Southwestern Illinois hereby authorizes Lake Land to provide the Programs as described herein in the identified Illinois Department of Corrections facilities in accordance with the terms of this Agreement.

**Section 3      Description of Programs to be Offered**



The Parties agree that Lake Land shall provide the following educational programs ("Programs") at the identified Illinois Department of Corrections facilities located within Southwestern Illinois' district:

Southwestern Illinois Correctional Center:

- Construction Occupations
- Custodial Maintenance
- Horticulture
- Warehousing
- Remedial
- Career Tech
- Any other such program requested by IDOC during the term of this agreement.

#### **Section 4      Term of Agreement**

The term of this Agreement shall be for five (5) years commencing on July 1, 2017 and terminating on June 30, 2022. Thereafter, this Agreement shall automatically renew unless either Party sends the other Party a written notice of nonrenewal at least 180 days prior to the termination date.

#### **Section 5      Early Termination**

Southwestern Illinois shall have the right to terminate this Agreement prior to the expiration of the initial term or any renewal term should Southwestern Illinois determine that it wishes to provide the Programs in the identified Illinois Department of Corrections facilities and Southwestern Illinois has been approved by the Illinois Department of Corrections to offer such programs under the terms and conditions set forth by IDOC. In such event, Southwestern Illinois shall provide Lake Land with a 180-day written notice of early termination.

In the event of such early termination, Southwestern Illinois shall allow Lake Land to complete the Contract for Services it has in effect with the Illinois Department of Corrections as of the effective termination date. Lake Land subsequently agrees not to enter into an initial contract, or contract extension with a duration of more than three years to provide educational services to any Illinois Department of Corrections facility covered under this agreement, without the express written consent of Southwestern Illinois.

#### **Section 6      Required Filings**

Southwestern Illinois and Lake Land agree to cooperate with each other with regard to any and all filings and paperwork which may be required by the Illinois Community College Board, the Illinois Department of Corrections, as well as any other body having jurisdiction over the Programs. The Parties further agree to execute a letter to the Illinois Community College Board in substantially the same form as attached to this Agreement as Exhibit A.

#### **Section 7      Miscellaneous Provisions**

- A. **Notices.** All notices required to be sent pursuant to this Agreement shall be sent in writing by means capable of providing confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) an acknowledged overnight carrier such as Federal Express or UPS with accompanying proof of delivery, or



(c) personal service. In addition, notice shall also be sent via email to the Parties as listed below:

LAKE LAND COLLEGE:  
Dr. Josh Bullock  
President  
Lake Land College  
5001 Lake Land Boulevard  
Mattoon, IL 61938  
[jbullock@lakelandcollege.edu](mailto:jbullock@lakelandcollege.edu)

SOUTHWESTERN ILLINOIS COLLEGE:  
Dr. Georgia Costello  
President  
Southwestern Illinois College  
2500 Carlyle Ave.  
Belleville, IL 62221-5859  
[georgia.costello@swic.edu](mailto:georgia.costello@swic.edu)

with a copy to counsel:  
Howard A. Metz  
Robbins-Schwartz  
55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
Email: [hmetz@robbins-schwartz.com](mailto:hmetz@robbins-schwartz.com)

- B. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless in writing and approved by the Parties' respective governing boards.
- C. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.
- D. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

**WHEREFORE,** The Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Trustees  
Lake Land College  
District No. 517  
Mattoon, Illinois**

**Board of Trustees  
Southwestern Illinois College  
District No. 522  
Belleville, Illinois**

\_\_\_\_\_  
Dave Storm, Chairperson

\_\_\_\_\_  
Nick Mance, Chairperson

\_\_\_\_\_  
Ann Deters, Secretary

\_\_\_\_\_  
Beverly Fiss, Secretary



In accordance with *Section 1501.307 g) 3)* of the System Rules of the Illinois Community College Board (ICCB), Lake Land College is requesting permission to offer and operate programs and services in a community college district other than its own, in this case the district of Southwestern Illinois College and is seeking approval from the ICCB for this request.

Since it is the desire of the parties to this agreement to expand educational programs and services to Illinois Department of Corrections (IDOC) correctional institutions in Southwestern Illinois College's district, but said institution has decided to forego offering of these services per the IDOC terms and specifications, Lake Land College has secured agreement with Southwestern Illinois College to offer these services.

The educational programs to be offered by Lake Land College as part of this agreement are approved by the ICCB and the Illinois Board of Higher Education (as appropriate). Below are the details of the agreement:

1. PROGRAM(S) BEING OFFERED
  - a. Construction Occupations
  - b. Custodial Maintenance
  - c. Horticulture
  - d. Warehousing
  - e. Remedial
  - f. Career Tech
2. LOCATION OF PROGRAM OFFERING(S)
  - a. Southwestern Illinois Correctional Center
3. PROGRAM CONTACT(S)
  - a. Dr. Jim Hull
  - b. Brandon Young
4. PROVISIONS OF AMENDMENT OR TERMINATION
  - a. See separate intergovernmental agreement

In addition, the parties understand that:

- An annual updated list of programs being provided at the IDOC must be provided to the ICCB by August 31<sup>st</sup> of each year, beginning after the completion of the first year, during the terms of the agreement.
- Lake Land College understands that a signed copy of this letter must be accompanied by the intergovernmental agreement / cooperative agreement / contract that is being executed / considered with The Illinois Department of Corrections, in order to be approved.
- This agreement must be reaffirmed by the Colleges and considered again by the ICCB every five years from the date of execution.

**THIS AGREEMENT** is entered into by and among the parties for the expressed purpose of providing programs and services at Illinois correctional institutions which exist outside of the Lake Land College district.

Lake Land College

Southwestern Illinois College

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

  
President

\_\_\_\_\_  
Date

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
October 09, 2017**

**The following employees are recommended for leave**

Byrum, Larissa	FMLA	09/06/17-1/30/17
Jackson, Tom	FMLA	09/06/17-9/29/17
Morris, Brian	FMLA	10/23/17-1/23/17
Rook, Frank	FMLA	09/05/17-12/5/17

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Meaker, Charles	Peer to Peer Assistant - SSE Primary Position is Lake Land Student Trustee	09/08/2017
<b>Part-time</b>		
Huddlestun, Carla	Adjunct Faculty Business Division Sub Primary Position is Adj Faculty Business	10/10/2017
Jobe, Bryan	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/25/2017
Jobe, Bryan	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	08/25/2017
Malcome, Logan	Tutor-Disability Services - Student Primary Position is Tutor-Student Carl Perkins	08/25/2017
Malcome, Logan	Tutor-Student Community Education Primary Position is Tutor-Student Carl Perkins	08/25/2017
Malcome, Logan	Tutor - Student Learning Assistance Primary Position is Tutor-Student Carl Perkins	08/25/2017
Thomas, Amelia	Adjunct Faculty Math and Science Primary Position is Adj Faculty Math/Science	09/15/2017
Yealick, Sabrina	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	08/25/2017
Yealick, Sabrina	Tutor-Student Community Education Primary Position is Tutor-Bachelor's-LRC	08/25/2017
<b>Part-time - Grant Funded</b>		
Denton, Debra	Perkins Test Proctor Primary Position is Adj Faculty Math/Science	09/05/2017
Jobe, Bryan	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/25/2017
Rudibaugh, Mike	Perkins Coordinator Primary Position is Geography/Earth Science Instr	09/25/2017
Satterfield, Ryan	Perkins Student Worker - Technology Primary Position is Wind Turbine Technician	09/13/2017



Yealick, Sabrina	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	08/25/2017
------------------	---	------------

**College Work-study**

Hatcher, Tatum	College Work Study – Alt Education Primary Position is Pathways Classroom Asst	08/21/2017
Malcome, Logan	College Work Study – Business Primary Position is Tutor Lrng Asst	08/24/2017

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Heuerman, Dustin	Perkins Coordinator	09/22/2017
<b>Part-time</b>		
Bornreger, Cody	Admissions Student Asst	09/21/2017
Brown, Rex	Print Shop Technician Asst	06/30/2017
Frazier, Darrius	Newspaper Editor	09/05/2017
Morrison, Jensyn	Adm & Rec Data Entry Asst	09/20/2017
<b>Unpaid</b>		
Davis, Michael	Work N Learn Business	05/12/2017

**New Hire-Employees****The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Jean, Aaron	Tech Team Volunteer	09/07/2017
Mumm, Tiffany	Dual Credit Instructor	09/22/2017
<b>Full-time</b>		
Arena, Amanda	Marketing Production Specialist	10/10/2017
Beagle, Richard	Assistant Network Administrator	10/10/2017
Hostetter, Holly	Custodian	10/16/2017
<b>Full-time - Grant Funded</b>		
Runde, Erica	Employment Specialist	10/12/2017
Siercks, Kenneth	Correctional Occupations Instr-St. Charles	09/25/2017
<b>Part-time</b>		
Dinc, Murat	Adjunct Faculty Technology	09/11/2017
Freesmeier, Donald	Adjunct Faculty Math/Science	08/21/2017
Gatons, Grace	Bookstore Rush Worker	08/15/2017
Gullidge, Bryce	Assistant Farm Manager	09/12/2017
Jobe, Bryan	Tutor - Student Learning Asst	08/25/2017
Merryman, Reilly	Physical Plant Assistant	09/07/2017

Schoonover, Crystal	ISS Clerical Data Entry	09/11/2017
Stamps, Ian	Adj Reading Instructor	08/21/2017
Sudkamp, Dustin	Graphic Designer Pre-Flighter	09/19/2017
Tiffin, Andrea	Allied Health LPN Substitute	09/15/2017
Woodruff, Megan	Bookstore Rush Worker	08/16/2017
Yealick, Sabrina	Tutor - Bachelor's Degree - Learning Asst	08/25/2017

**Part-time - Grant Funded**

Black, Thomas	Pathways Classroom Assistant	09/05/2017
Finley, Ardeth	Adult Education Classroom Assistant	08/28/2017
Kauffman, Layne	Perkins Student Worker-Agriculture	08/29/2017
Ruholl, Linda	Perkins Test Proctor	09/06/2017
Shuff, Kara	Pathways Classroom Assistant	09/06/2017

**College Work-studys**

Bannick, Brittany	College Work Study - Counseling	08/21/2017
Haworth, Konnar	College Work Study - Physical Plant	08/21/2017
Konesko, Ronald	College Work Study - Men's Basketball	08/30/2017
Lenz, William	College Work Study - Printshop	08/21/2017
Lewis, Brock	College Work Study - Physical Plant	09/18/2017
Malcome, Logan	College Work Study - Business	08/24/2017
Noll, Brenden	College Work Study - Business	08/24/2017
Pierson, Chloe	College Work Study - Business	09/07/2017
Pierson, Megan	College Work Study - Printshop	08/21/2017
Prather, Jonathon	College Work Study - CCS	08/21/2017
Rothrock, Brett	College Work Study - Business	08/30/2017

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Locke, Sarah	Peer to Peer Assistant-Humanities	09/05/2017
Sims, Gara	Work and Learn-Bookstore	09/05/2017

**Full-time**

Coleman, Mina	Corr Career Tech Instr-Robinson CC	
Durbin, Joseph	Corr Cust Maint Instr-Taylorville CC	09/29/2017
Hesseldenz, Amy	Computer Programmer	09/15/2017
Nicholson, Cindy	Corr Comm Cooking Inst- East Moline CC	09/29/2017

**Part-time**

Armstrong, Zachary	Bookstore Rush Worker	09/05/2017
Daily, Jacob	Fitness Center Specialist	09/22/2017
Frazier, Darrius	Newspaper Ed Student News	09/12/2017
Harris, Kylie	Bookstore Rush Worker	09/05/2017
Hedges, Jennifer	Financial Aid Outreach Coordinator	09/12/2017
Lotfdar, Saghi	Bookstore Rush Worker	09/05/2017

McRoberts, Sara	Newspaper Ed Student News	09/12/2017
Moody, Caleb	Admissions Student Assistant	09/21/2017
Moore, Trevor	Bookstore Rush Worker	09/05/2017
Morris, Brittany	Outreach Adv/Mentor TRIO Destination Coll	08/30/2017
Morrison, Jensyn	Adm & Rec Data Entry Asst	09/21/2017
Owens, Vern	Adj Doc College Funded Instr	08/12/2016
Piescinski, Leah	Admissions Student Assistant	09/21/2017
Scott, Sawyer	Bookstore Rush Worker	09/05/2017
Shriver, Jamie	ISS Clerical Data Entry	08/14/2017
Sloan, Caitlin	Bookstore Rush Worker	09/05/2017
Smith, Chandra	Counseling - Student Worker	08/18/2017
Snyder, Elijah	Admissions Student Assistant	09/21/2017
Wakefield, Emily	Library Assistant	08/24/2017
Wheeler, Allison	Newspaper Ed Student News	09/12/2017

**College Work-study**

Scott, Jacob	College Work Study-Student Life	09/12/2017
--------------	---------------------------------	------------

**Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bustillos, Autumn	Central Receiving Mailroom Assistant (FT) Transferring From Mailroom Assistant (PT)	10/10/2017
Roberts, Wrobria	Financial Aid Outreach Specialist Transferring From Central Receiving/Mailroom Asst	10/02/2017
<b>Full-time - Grant Funded</b>		
Urfer, Brent	Correctional Cust Maint Instr- Taylorville CC Transferring From Corr Cust Maint Instr-Robinson CC	10/02/2017
<b>Part-time</b>		
Henderson, Corinne	Marketing Communications Specialist Transferring From Library Assistant	10/02/2017
Pierce, Kelly	Financial Aid Outreach Coordinator (PT) Transferring From Financial Aid Outreach Specialist (FT)	10/02/2017