

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
October 8, 2018
Regular Meeting No. 622

Table of Contents

	Page
Agenda for October 8, 2018, Regular Meeting	3
Minutes for September 10, 2018, Regular Meeting	6
Supplemental Information for October 8, 2018, Regular Meeting	21

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



Regular Meeting No. 622
Monday, October 8, 2018, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of September 10, 2018, Regular Meeting.
2. Approval of Agenda of October 8, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

This information will be presented by College administration for approval with full assurance by management it has 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

4. Destruction of Tape Recordings of Two Sessions of Closed Session Held April 10, 2017.

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. Bruce Owen
E. Foundation	Ms. Doris Reynolds
F. Student Report	Ms. Tessa Philpot
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success - New Chapter of the National Society for Leadership and Success.	
2. Update on Preparations for Higher Learning Commission (HLC) Site Visit.	
3. Strategic Planning Mid-Year Report.	
4. Announcement of 2018-2019 Student Ambassadors.	21
5. Student Laureate Nomination.	22
6. Curriculum Committee Highlights.	23-25
7. Calendar of Events.	26-27
8. Correspondence.	28

B. Action Items.

	Board Book Page Number(s)
1. Presentation of Audit and Board Acceptance.	
2. Acceptance of Reporting of August 2018 Financial Statements.	29-34
3. Approval of Health Insurance Plan Recommendation.	35-36
4. Approval of Resolution No. 1018-002 - Intent to Continue Foundation Tax Levy.	37-39
5. Certification of Fall Student Government Association Election Results.	40-42
6. Approval of Proposed Revisions to Board Policy 07.12 – <i>Talented Student Scholarships</i> .	43-45
7. Approval of Lease Agreement with Black Hawk College for IDOC Welding Program.	46-52
8. Approval of New Caterer.	53-54

9. Approval of Human Resources Report.

55-58

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 621
Board and Administration Center, Room 11, Mattoon, IL
September 10, 2018

Minutes

Call to Order.

Chair Dave Storm, called the September 10, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 11, Board and Administration Center, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: None.

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.

Approval of Consent Items.

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

1. Approval of Minutes of August 13, 2018, Regular Meeting.
2. Approval of Agenda of September 10, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

This information was 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	\$	141,093.31
Building Fund	\$	60,418.64

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 2 of 15

Site & Construction Fund	\$	1,308,566.64
Bond & Interest Fund	\$	
Auxiliary Services Fund	\$	307,601.66
Restricted Purposes Fund	\$	325,344.88
Working Cash Fund	\$	
Audit Fund	\$	21,375.00
Liability Insurance Fund	\$	29,187.86
Student Accts Receivables	\$	7,753.53
Total	\$	2,201,341.52

For details of bills refer to:

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

4. Destruction of Tape Recording of March 13, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no updates at this time but that he will be attending the next ICCTA meeting in Peoria this coming weekend. Trustees Deters asked Trustee Sullivan if he had received any updates on recent proposals that would expand community colleges' options for investment strategies. Trustee Sullivan said he will inquire on this issue at the upcoming meeting.

Resource & Development.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee had not met since the last regular meeting and she had no report at this time.

Finance.

Lake Land College Board of Trustees
Minutes – September 10, 2018
Page 3 of 15

Trustee Deters, Finance Committee Chair, said the Committee had not met since the last Board meeting and there was no report at this time. She did say that the monthly financial statements will be discussed later in the agenda.

Buildings & Site.

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

Foundation.

Trustee Reynolds said she is the Foundation liaison and that she attends meetings of both the Foundation Board and Board of Trustees to enhance communication between the two Boards. She provided a brief history of the Foundation, citing its humble beginnings in 1970 and that the first donation of \$1,000 is now worth over \$21,000. Trustee Reynolds highlighted new scholarships and endowments; the number of scholarships awarded to Lake Land students during the last academic year; the number of scholarship recipients; recent events hosted by the Foundation; and upcoming Foundation events such as Homecoming Weekend. She said the Foundation exceeded last year's fundraising goal by raising \$1.67 million. Trustee Reynolds encouraged all Trustees and staff to participate in some way to support the Foundation's mission.

Student Report.

Student Trustee Philpot provided an update on activities with the Student Government Association, Student Ambassadors and Laker Athletics. She also said she will be attending an upcoming meeting as the alternate youth representative for the Governor's Cabinet Youth Commission with the Illinois Community College Board (ICCB), and that she looks forward to reporting to the Board during a future meeting on this experience.

President's Report.

Dr. Bullock said:

- The Allied Health division graduated its first class of the Medical Assisting certificate program in August. Every graduate from the program passed their certification exam. Congratulations to Molly Yeske and the entire Allied Health division.
- Construction/renovation of the new Board and Administration Center is complete and all staff have officially moved in to their new offices. All faculty and staff are welcome to tour the renovated facility.
- For Fiscal Year 2018, a total of \$1,824,810 remains outstanding for the Illinois Department of Corrections contract. This reflects invoices from March through June. In addition, a total of \$118,175 remains outstanding from the Juvenile Justice contracts which reflect May and June invoices.
- For Fiscal Year 2019, no payments for the Illinois Department of Corrections contract or the Juvenile Justice contract have been received. A total of \$815,021 has been billed to

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 4 of 15

the Department of Corrections thus far while a total of \$69,947 has been billed to Juvenile Justice.

- For Fiscal Year 2019 credit hour reimbursement, we have received one payment thus far (in July) in the amount of \$699,298. A total of \$3,622,551 remains outstanding for the year.
- For Fiscal Year 2019 equalization, we have received two payments thus far (in September) totaling \$985,770. A total of \$4,928,845 remains outstanding for the year.

Non-action Items.

Faculty Focus on Advancing Student Success - Agriculture Division Named National Association of Agriculture Educators (NAAE) Outstanding Postsecondary Agriculture Program.

Mr. Ryan Orrick, Division Chair Agriculture/Agriculture Instructor, presented on innovative programming in this division. He highlighted that the Agriculture Division was recently selected as the region's National Association of Agriculture Educators (NAAE) Outstanding Postsecondary Agriculture Program Award recipient for 2018. Chair Storm congratulated Mr. Orrick and the Ag Division faculty and staff.

Update on Preparations for Higher Learning Commission (HLC) Site Visit.

Ms. Kathy Black, Division Chair Business/Business Instructor, and Ms. Emily Ramage, Director of Grants and Academic Operations, presented on preparations underway for the Higher Learning Commission (HLC) site visit scheduled for November 5-6, 2018, and the College's Assurance Argument that has been prepared for the HLC Reaccreditation Review.

Fall 2018 – Tenth Day Enrollment Report.

Dr. Tina Stovall, Vice President for Student Services, presented on the Fall 2018 Tenth-Day Enrollment Report.

Policy Revisions for Minor Corrections.

Trustees reviewed a list of 11 policies that have been recently revised as a result of the Board Policy Manual annual review to correct grammatical errors, typos, or outdated information such as position title changes or department title changes. Dr. Bullock said these minor revisions did not alter the original intent of the various policies and thus were made without Board approval.

Annual Report on Special Tuition Waiver Requests.

Trustees reviewed an annual report highlighting special tuition waiver requests approved by either the Board or the President during FY 2018.

Calendar of Events.

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 5 of 15

Trustees reviewed a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Renaming of Zero Energy Building (ZEB) Hall as Lensink Hall.

Trustees heard a request from Dr. Bullock to rename the Zero Energy Building (ZEB) as Lensink Hall in honor of the outstanding service and professional contributions to the College by Mr. Scott Lensink, the College's sixth president. Trustees reviewed the process that had been followed per Board Policy 11.10 since Trustee Sullivan initially submitted the formal naming request in February of 2018. Dr. Bullock said that during the April 9, 2018, Board meeting, Trustee Owen, on behalf of the Naming Advisory Committee (Buildings and Site Committee), recommended to the Board the renaming of ZEB Hall as Lensink Hall. He said that per Board Policy 11.10, the Board has been required to wait at least 120 days prior to taking action upon the Naming Advisory Committee's recommendation and this time requirement has now been fulfilled.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented the renaming of the Zero Energy Building, or ZEB Hall, as Lensink Hall in honor of the outstanding service and professional contributions to the College by Mr. Scott Lensink, the College's sixth president.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Acceptance of Reporting of July 2018 Financial Statements.

Trustees reviewed the July 2018 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements. Mr. Gleckler presented highlights of the financial statements and narrative report.

Trustee Deters moved and Student Trustee Philpot seconded to approve the July 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 6 of 15

Motion carried.

Acceptance of 2019 Trustee Election Information and Acceptance of Letters of Designation.

Ms. Jean Anne Grunloh, Senior Executive to the President, presented information regarding the 2019 Trustee Election to be held on April 2, 2019. Trustees learned that two six-year terms and one four-year vacancy will appear on the Lake Land College ballot. Ms. Grunloh said candidates may begin circulating petitions on Tuesday, September 18, 2018; petitions may be obtained from the Office of the President no earlier than Tuesday, September 18, 2018; and the filing period will be December 10-17, 2018.

Trustees reviewed a proposed letter of designation which would authorize Ms. Grunloh to act as the Local Election Official on behalf of Board Secretary Ms. Ann Deters. Trustees reviewed three additional designation letters for administrative assistants of the leadership team to act as representatives for accepting petitions and/or the filing of objections during the upcoming Trustee election. Trustees heard a request from Ms. Grunloh to accept the four letters of designation as presented.

Trustee Deters moved and Trustee Steward seconded to accept the letters of designation as presented for the April 2, 2019, Trustee Election.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.22 – Planned Retirement.

Dr. Bullock said proposed revisions were submitted as first reading for initial consideration during the August 2018 regular Board meeting and were reviewed by the Resource and Development Committee. He said the administration has received no requests for additional changes and thus he requested that the Board approve these proposed changes as presented.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met in August of 2018 to review the proposed Policy changes. She said the Committee's consensus was to recommend to the Board approval of the proposed revisions as presented.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the proposed revisions as presented to Board Policy 05.22 – *Planned Retirement*.

There was no further discussion.

Roll Call Vote:

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

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 7 of 15

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

Approval of Special Tuition Waivers.

Trustees reviewed a memorandum from Dr. Bullock requesting the Board approve special tuition waivers for five different events to be held in fiscal year 2019. Dr. Bullock said these events include the Business and Computer Contest; WYSE Academic Challenge; Miss Illinois 2019; Adult Week Activities; and the Principals, Deans and Counselors meeting.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the special tuition waiver requests related to five separate upcoming events in FY 2019.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot 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 2019 Tort Levy Expenditures/Risk Management. Trustees reviewed details of the proposed Tort document. Mr. Gleckler said the proposal for FY 2019 was being presented with one change from FY 2018 – the addition of 20% of the time for the position of Intervention and Compliance Coordinator.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the FY 2019 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Acceptance of Gift-in-Kind Donation from the Foundation.

Trustees reviewed a recommendation from Ms. Jackie Joines, Executive Director for College Advancement, that the Board accept a gift-in-kind donation of a Dimension 1200 SST Rapid Prototype Machine with parts, cleaning tank and materials valued at approximately \$7,900. Dr. Bullock said this gift was first generously donated to the Foundation by Littelfuse Inc. of Champaign.

Trustee Reynolds moved and Trustee Sullivan seconded to accept from the College's Foundation the gift-in-kind donation of a Dimension 1200 SST Rapid Prototype Machine with

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 8 of 15

parts, cleaning tank and materials valued at approximately \$7,900 for educational purposes in Workforce Development and the Technology Division. This donation was originally gifted to the College's Foundation by Littelfuse Inc. of Champaign.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Acceptance of FY2019 ISBE Growing Agricultural Science Teachers (GAST) Grant.

Trustees reviewed a recommendation from Ms. Emily Ramage, Director of Grants and Academic Operations, that the Board accept the above-referenced grant in the amount of \$14,000. Dr. Bullock said this grant promotes the profession of Agriculture Education through recruitment and retention activities. Trustees learned this is the 11th year that the Illinois State Board of Education (ISBE) has offered this grant program and the 11th consecutive award to Lake Land College. With this funding, the College will provide paid internships for up to 10 Lake Land College and district high school agriculture students to gain relevant work experience.

Trustee Owen moved and Trustee Steward seconded to accept the FY 2019 Growing Agricultural Science Teachers Grant award from the Illinois State Board of Education in the amount of \$14,000.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Memorandum of Understanding with AFSCME Council 31.

Trustees heard a recommendation from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for the Board to approve a MOU with American Federation of State, County and Municipal Employees (AFSCME) Council 31. He said the MOU is per the request of the union which believed that fair share fee language should be removed from the Collective Bargaining Agreement as a result of the Janus v. AFSCME Council 31 decision by the U.S. Supreme Court. Trustees reviewed details of the MOU.

Trustee Owen moved and Trustee Sullivan seconded to approve as presented the Memorandum of Understanding with the American Federation of State, County and Municipal Employees (AFSCME) Council 31 to remove the provisions in Article II Union Rights, Section 3 Fair Share, from the Collective Bargaining Agreement and in compliance with the U.S. Supreme Court decision in Janus v. AFSCME Council 31.

Lake Land College Board of Trustees
Minutes – September 10, 2018
Page 9 of 15

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Bid for Medical Dispense Machine.

Trustees reviewed a recommendation from Ms. Karla Hardiek, Division Chair Allied Health /Nursing Instructor, for the Board to approve the bid from Pocket Nurse Enterprises, Inc. in the amount of \$31,116.25 for a med dispense machine. Trustees also reviewed the bid tabulation sheet. Mr. Jon Althaus, Vice President for Academic Services, said this was the only supplier identified who was able to meet bid specifications and, therefore, qualified to submit a bid.

Trustee Reynolds moved and Student Trustee Philpot seconded to accept the bid from Pocket Nurse Enterprises, Inc. in the amount of \$31,116.25 for a med dispense machine.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Bid for the Structural Steel Supplier for Luther Student Center Project – Bid Package #2.

Mr. Gleckler said that the College recently issued bid package #2 for the expansion and renovation of the Luther Student Center and that this bid package included four components: structural steel, steel erection, concrete, and earthwork. He said that since each component had individual bid requirements, the administration was submitting this agenda item and the following three agenda items as separate recommendations for Board approval. Mr. Gleckler also said that overall for bid package #2, the total value of the low bids received is below the cost estimate the administration was assuming based on the design and cost estimator calculations for the work solicited. Mr. Gleckler also discussed ideas the administration is considering to encourage receipt of more submitted bids for the next bid package associated with the Luther Student Center project.

Trustees then heard a recommendation from Mr. Gleckler for the Board to award the bid for the structural steel supplier component of the Luther Student Center project as part of bid package #2 to Grunloh Construction of Effingham in the total amount of \$459,000. Trustees reviewed details of the bid tabulation sheet.

Trustee Deters moved and Trustee Sullivan seconded to approve the bid received from Grunloh Construction of Effingham in the amount of \$459,000 for the structural steel supplier component of the Luther Student Center project and as part of bid package #2.

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 10 of 15

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Bid for Steel Erection for Luther Student Center Project – Bid Package #2.

Trustees reviewed a recommendation from Mr. Gleckler for the Board to award the bid for the steel erection component for the Luther Student Center project to Grunloh Construction of Effingham in the total amount of \$186,000. Trustees reviewed details of the bid tabulation sheet.

Trustee Owen moved and Trustee Cadwell seconded to approve the bid received from Grunloh Construction of Effingham in the amount of \$186,000 for the steel erection component of the Luther Student Center project and as part of bid package #2.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Bid for Concrete Contractor for Luther Student Center Project – Bid Package #2.

Trustees heard a recommendation from Mr. Gleckler for the Board to award the bid for the concrete contractor component of the Luther Student Center project to Grunloh Construction of Effingham in the total amount of \$496,000. Trustees reviewed details of the bid tabulation sheet.

Trustee Deters moved and Trustee Steward seconded to approve the bid received from Grunloh Construction of Effingham in the amount of \$496,000 for the concrete contractor component of the Luther Student Center project and as part of bid package #2.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Bid for Earthwork for Luther Student Center Project – Bid Package #2.

Trustees reviewed a recommendation from Mr. Gleckler for the Board to award the bid for the earthwork component of the Luther Student Center project to Grunloh Construction of

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 11 of 15

Effingham in the total amount of \$113,000. Trustees reviewed details of the bid tabulation sheet.

Trustee Steward moved and Trustee Owen seconded to approve the bid received from Grunloh Construction of Effingham in the amount of \$113,000 for the earthwork component of the Luther Student Center project and as part of bid package #2.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report. Dr. Bullock highlighted a few of the personnel changes.

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

The following employees are recommended for leave

Kakara, Suzanna	FMLA	09/06/2018-09/24/2018
Williams, Chris	FMLA & Intermittent	07/30/2018-08/13/2018

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Parker, Lisa	Dual Credit Instructor Primary Position is Dual Credit Coordinator	08/14/2018
Part-time		
Ballard, Jasmine	Honors Instructor - EMS Primary Position is EMS Programs Coordinator	08/17/2018
Borah, Jena	Tutor-Disability Services - Bachelor Primary Position is Adj Reading Instructor	08/23/2018
Borah, Jena	Tutor - Bachelor's Community Education Primary Position is Adj Reading Instructor	08/23/2018
Borah, Jena	Tutor - Bachelor's Degree - LAC Primary Position is Adj Reading Instructor	08/23/2018
Durbin, Abigail	Adj Reading Instructor Primary Position is IEL Instructor	08/20/2018
Heicher, Rachel	Adjunct Faculty Social Science	08/20/2018

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 12 of 15

Hendryx, Trevor	Primary Position is Adj Faculty Humanities Newspaper Editor - Student Newspaper	08/07/2018
Hunter-Perkins, Kim	Primary Position is Adj Faculty Technology IEL Instructor	08/20/2018
Shook, Ciara	Primary Position is Adj Faculty Humanities Adjunct Faculty Humanities	08/20/2018
Sotomayor, Edgardo	Primary Position is Dual Credit Instructor Tutor-Disability Services - Student	08/23/2018
Sotomayor, Edgardo	Primary Position is Bookstore Rush Worker Tutor-Student Community Education	08/23/2018
Sotomayor, Edgardo	Primary Position is Bookstore Rush Worker Tutor - Student Learning Assistant Center	08/23/2018
Smith, Jody	Primary Position is Bookstore Rush Worker Adjunct Faculty Technology Division	08/16/2018
Williamson, Dannette	Primary Position is Dual Credit Instructor Adjunct Faculty Humanities Division	08/20/2018

Part-time - Grant Funded

Borah, Jena	Tutor - Bachelor's Carl Perkins	08/23/2018
Huang, Hsin Hui	Primary Position is Adj Reading Instructor Perkins Student Worker - Counseling	08/01/2018
Hurt, Betheny	Primary Position is Counseling - Clerical Worker Adjunct DOC College Funded Instructor	08/20/2018
Metzger, Teresa	Primary Position is Corr Career Tech Instr- SCC Adult Education Instructor	08/20/2018
Redd, Michelle	Primary Position is BNA Clinical Instr Adult Ed Pathways Substitute Instructor	08/22/2018
Shelton, Brian	Primary Position is Pathways Classroom Assistant Pathways Substitute Instructor	08/22/2018
Sotomayor, Edgardo	Primary Position is Pathways Classroom Assistant Tutor-Student Carl Perkins	08/23/2018
	Primary Position is Bookstore Rush Worker	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Lenz, William	College Work Study Print Shop	05/19/2018
Oliver, Steven	Newspaper Editor	05/31/2018
Pryor, Justin	ISS Student Employee/Intern	08/15/2018
Semple, Lynn	PTA Administrative Assistant	07/31/2018

New Hire-Employees

The following employees are recommended for hire

Position	Effective Date
----------	----------------

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 13 of 15

Unpaid Volunteer

Elder, Nicole	Work and Learn - Print Shop	08/30/2018
Elmendorf, Gerald	Work and Learn - TRIO Talent Search	08/24/2018
Hanger, Hayley	Counseling Services Unpaid Intern	08/20/2018
Jenkins, Destany	Dual Credit Instructor	08/16/2018
King, Elizabeth	Dual Credit Instructor	08/20/2018
Krausen, Rachele	Career Services Intern - Unpaid	08/20/2018
Livingston, Bradley	Tech Team Intern	08/20/2018
Metzger, Michelle	Dual Credit Instructor	08/27/2018
Miner, Brianna	Peer to Peer Assistant - Social Science	08/20/2018
Pals, Morgan	Dual Credit Instructor	08/17/2018
Parker, Delana	Dual Credit Instructor	08/16/2018
Silas, James	Work and Learn - Humanities	08/28/2018
Zike, Philip	Tech Team Intern	08/20/2018

Full-time

Wilkinson, Brent	Director of International Studies Program	09/17/2018
------------------	---	------------

Full-time - Grant Funded

Bloemer, Tammy	Outreach Advisor/Mentor TRIO Destination College	09/11/2018
Winkleman, Jason	Correctional Construction Management Instr Murphysboro	08/20/2018

Part-time

Aiken, Pearl	Newspaper Editor - Student Newspaper	08/07/2018
Biggs, Tabitha	Groundskeeper	08/06/2018
Borah, Jena	Adj Reading Instructor	08/20/2018
Boulu, Bernie	Bookstore Rush Worker	08/08/2018
Browne, Amberle	Adjunct Faculty Math and Science	08/20/2018
Clark, Tanner	Bookstore Rush Worker	08/08/2018
Daugherty, Jessica	Financial Aid Outreach Coordinator	08/07/2018
Derby, Ricky	Groundskeeper	08/15/2018
Deters, Carla	Administrative Assistant to Allied Health	07/30/2018
Durbin, Abigail	IEL Instructor	08/20/2018
Gates, Linda	Adjunct Faculty Social Science	08/17/2018
Glenn, Sally	Adjunct Faculty Humanities	08/20/2018
Hackler, Madolyn	Newspaper Editor - Student Newspaper	08/07/2018
Hart, Ann	Adjunct Faculty Humanities D	08/20/2018
Harvey, Matthew	Newspaper Editor - Student Newspaper	08/07/2018
Hendryx, Trevor	Adjunct Faculty Technology	08/16/2018
Huffman, Kristen	Adjunct Faculty Math and Science	08/20/2018
Hunter-Perkins, Kim	Adjunct Faculty Humanities	08/13/2018
King, Katie	Allied Health Clinical Instructor	08/21/2018
McKee, Caeleb	Tutor - Student Learning Assistance Center	08/24/2018
Miller, Andrew	Groundskeeper	08/06/2018
Noble, Liberti	Bookstore Rush Worker	08/08/2018

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 14 of 15

Patino, Emily	Adjunct Faculty Humanities	08/20/2018
Phillips, Derek	Adjunct Faculty Social Science	08/20/2018
Reel, Courtney	Newspaper Editor - Student Newspaper	08/07/2018
Vonderheide, Lexi	Bookstore Rush Worker	08/13/2018
Workman, Bethany	Allied Health LPN Clinical Instructor	08/17/2018

Part-time - Grant Funded

Allen, Angela	Adjunct DOC College Funded Instructor	08/15/2018
Budde, David	Adjunct DOC College Funded Instructor	08/20/2018
Davis, Rodney	Adjunct DOC College Funded Instructor	08/20/2018
Duzan, Tamera	Adult Education Instructor	08/21/2018
Hutchings, Elizabeth	Adjunct DOC College Funded Instructor	08/15/2018
Redd, Michelle	Pathways Classroom Assistant	08/22/2018
Shelton, Brian	Pathways Classroom Assistant	08/22/2018
Walker, Karen	Adjunct DOC College Funded Instructor	08/20/2018

College Work Studys

Ohm, Kyla	College Work Study - College Advancement	08/28/2018
Ruholl Utley, Emily	College Work Study - Kluthe	08/20/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Bonebrake, Kassidy	Womens Basketball Asst Coach	08/27/2018
Full-time		
Millsap, Marki	Acad Services Spec Dual Credit	08/17/2018
O, Taeyol	Dir International Studies	08/31/2018
Poffinbarger, Lee	Std Svcs Spc III – Admissions-Retiree	08/31/2018
Pollock, Michael	Computer Programmer	08/22/2018
Rios, Lisa	Corr Career Tech Instr-Dixon CC	07/31/2018
Volk, Amber	Corr Ofc Asst – Lawrence CC	08/24/2017
Watson, Rick	CET Instr IDOT QMTP	08/12/2018

Part-time

Bryant, Jennifer	Workforce Development Receptionist	07/19/2018
Fisher, Ricky	Police Officer	07/31/2018
Funneman, Allison	Library Assistant Tech Services	08/30/2018
Goeckner, Kristie	Allied Hlth LPN Cln Instr	08/20/2018
Humphreys, Laura	Pathways Classroom Assistant	08/31/2018
Minor, Craig	Allied Health BNA Cln Instr	08/20/2018
Pierce, Kelly	Financial Aid Outreach Coordinator	07/26/2018

Transfers/Promotions

The following employees are recommended for a change in position

Lake Land College Board of Trustees
 Minutes – September 10, 2018
 Page 15 of 15

	Position	Effective Date
Full-time		
Browning, Braddi	Academic Service Specialist Transferring from Adm Asst Fieldhouse	08/27/2018
Part-time		
Lenz, William	Print and Courier Assistant Transferring from College Work Study	08/12/2018

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Other Business. (Non-action)

Chair Storm announced a photo would be taken of the Board of Trustees and President's Cabinet to commemorate the first meeting being held in the new Board and Administration Center.

There was no additional discussion.

Adjournment.

Student Trustee Philpot moved and Trustee Owen seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:27 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/

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Jon Van Dyke, Dean of Admission Services

DATE: September 25, 2018

RE: 2018-2019 Student Ambassadors

CC: Tina Stovall, Vice President for Student Services

The 2018-2019 Student Ambassadors were selected in September after a challenging process of reviewing 32 excellent applicants. The interview committee was amazed by the number of candidates who exemplify the Lake Land College Vision and Values.

Fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College. The 15 ambassadors will receive a \$500 scholarship. Listed below are the names and hometowns 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!

SAM BRICKER	Greenfield IN
EUSEBIO BRISENO	Arthur IL
MADISON CARSON	St. Elmo IL
KOURTNEY CORDES	Effingham IL
BLAIR CUPPS	Burlington KY
MADDIE FUGATE	Mahomet IL
PARKER GANN	Paris IL
ASHLYN GILPIN	Dallas City IL
DANELLE HELTON	Shelbyville IL
PAYTON HINES	Quincy IL
ASHLEY MILLER	Olympia IL
SETH MITCHELL	Olney IL
MURRAY PERKINS	Buchanan TN
TESSA PHILPOT	St. Elmo IL
SYDNEY TRAINOR	Shelbyville IL

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: September 28, 2018

RE: 2018 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 2018 Lake Land College Student Laureate nominee will be Ms. Tessa Philpot. As a member of the Student Government Association, Student Ambassador and Student Trustee, Tessa has demonstrated strong leadership and service to Lake Land College students and excellence in curricular and extracurricular activities. Tessa 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 17, 2018.

I would like to recognize Tessa as the Lake Land College nominee 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 17, 2018
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 2018.

Please share this listing with the Board of Trustees at their regular meeting of October 8. I will be available to answer any questions you or the Board may have.

Attachment

Curriculum Committee Highlights April 2018 – September 2018

Course Changes

ADN 042 Nursing II (Credit Hour)
ADN 053 Pharmacology I-Lecture Hour)
ADN 074 Pharmacology II (Credit Hour)
ADN 075 Pharmacology III (Credit Hour)
CIS 069 Cross Platform Game Development (Title Change)
ITT 063 Innovation I (Repeatability)
MAT 115 General Education Pathway (Course Segments)
MAT 116 General Education Mathematics (Course Segments)
MAT 124 Statistics Pathway (Content Change)
MAT 125 Statistics (Content Change)
PHY 110 Concepts of Physics (Content Change)
WND 041 Wind Technology (Content Change)
TEC 076 Inspection and Quality Control (Lecture/Lab Hour)

Course Additions

COC 061 Construction Leadership Skills
COC 062 Construction Safety
COC 063 Construction Contracting
COC 064 Construction Estimating
COC 065 Construction Project Management
EMS 061 Fundamentals of Paramedicine
EMS 064 Paramedic Care Skills I
EMS 068 Clinical Experience I
EMS 071 Fundamentals of Paramedicine II
EMS 074 Paramedic Care Skills II
EMS 078 Clinical Experience II
EMS 084 Paramedic Care Skills III
EMS 086 Fundamentals of Paramedicine III
EMS 088 Clinical Experience III
EMS 092 Fundamentals of Paramedicine IV
EMS 094 Paramedic Care Skills IV
EMS 098 Paramedic Capstone Internship
HRT 051 Horticulture Management
HRT 052 Horticulture Business Records
HRT 053 Horticulture Marketing
HRT 054 Horticulture Estimating
MAP 092 Clinical Skills
MAP 096 Capstone
PLM 040 Introduction to Plastics
PLM 041 Injection Molding
PLM 042 Extrusion Forming
PLM 076 Plastics Manufacturing

PSY 272 Intimate & Family Relationships
TEC 081 Occupational and Math Skills

Curriculum Program Additions

AAS.PLM Plastics Manufacturing
CRT.PLM Plastics Manufacturing
CRT.XCOM Construction Management
CRT.XHRM Horticulture Management
NDP.XMSP Manufacturing Skills I

Curriculum Program Changes

AAS.ADN Associate Degree Nursing (Credit Hours)
AAS.PS Paramedical Services (Credit Hours)
CRT.COMTC Computer Technician (Course Changes)
CRT.PS Paramedical Services (Credit Hours)
NDP.CT Computer Systems (Course Changes)
NDP.MSP Manufacturing Skills (Credit Hours)

Calendar of Events

Monday, October 8, 2018	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, November 12, 2018	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Wednesday, December 5, 2018	11 a.m. – 1 p.m. Lake Land College Employee Holiday Luncheon Field House
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, December 10, 2018	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, January 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, January 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, February 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, February 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, March 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, March 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011

	Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, April 8, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

President Bullock and
Board of Trustees -

Thank you so much for
the beautiful planter you
sent to Mom's funeral.
Your thoughtfulness and
understanding during this
difficult time has been
greatly appreciated.


Sincerely,
Jeff + Sherri

During a time
like this
we realize how much
our friends and relatives
really mean
to us....

Your expression
of sympathy will always
be remembered

Family of Sara Branson

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: September 25, 2018

RE: August 2018 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of August for Fiscal Year 2019.

Areas of Concern:

- There are not any budgetary areas of concern at this point in FY2019.

Overall Variances:

- *Revenue* – Total August revenue was \$1,155,091 resulting in an unfavorable variance of \$2,107,365 compared to the budgeted level. This unfavorable variance is attributable to timing due to not receiving the credit hour or equalization payments from the State of Illinois during the month of August. In addition, the first part of the CTE grant from the State has not been received yet either. And finally, we did not receive Effingham County tax payments in August as we anticipated.
- *Expenditures* – Total August expenditures were \$1,815,931 resulting in an overall favorable variance of \$244,415. While favorable variances exist throughout the major expenditure categories, the largest August favorable variance is in the area of Salary and Wages with a variance of \$146,164.08.

Revenue Variances:

- *Local Sources* – Unfavorable variance of \$1,092,962 due to timing of receipt of the Effingham County tax receipts. These receipts will actually be reflected on the September financials based on when they were received.
- *ICCB Credit Hour Grant* – We did not receive a payment during the month of August so there is an unfavorable variance in the amount of \$207,947 for the month.

- *ICCB Equalization Grant* - Due to receiving the August payment during the month of August, there is an unfavorable variance in the amount of \$492,885. This is due to timing and should catch up over the course of the fiscal year.
- *Tuition & Fees* – August unfavorable variance for tuition of \$258,255 and \$38,167 for fees. This is mainly due to timing as these areas are favorable year to date by \$124,082 and 180,489 respectively.
- *Other State Sources* – Year to date this area is unfavorable by \$291,502 due to not yet receiving the CTE funding from the State of Illinois as of this time.
- *Other Revenue* – August had an unfavorable variance of \$20,407 and year to date remains unfavorable by \$72,778. This is due to the CBI revenue being less year to date than anticipated. This will likely even out as this is more of a timing of when classes were actually conducted.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in August of \$146,164 and is favorable \$185,173 year to date.
- *Employee Benefits (overall)* – Overall, there was a slight unfavorable variance in employee benefits in August in the amount of \$19,399. Year to date this line is unfavorable by \$31,635. This is primarily a timing issue and should even out over the next few months.
- *Instructional* – Had a favorable variance in August of \$161,319. This bulk of this favorable variance is in salaries and wages (\$98,441) and materials and supplies (\$53,535). Year to date this area is favorable by \$266,478.
- *Academic Support* – Had a slight unfavorable variance in August of \$7,927. Year to date this area has a favorable variance of \$15,694.
- *Student Services* – Had a favorable variance in August of \$34,845 that is primarily due to a favorable variance in salary and wages in the amount of \$33,089. Year to date this area is favorable by \$98,612.
- *Public Service/Continuing Education* – This area had a slight unfavorable August variance of \$4,981 which was due to salary and wages and employee benefits (unfavorable by \$2,034 and \$3,947 respectively). Year to date this area has a favorable variance in the amount of \$4,146.
- *Operations & Maintenance* – This area had a favorable August variance of \$20,854. Salaries were favorable by \$17,063 and contractual services were favorable by \$14,709, while utilities were unfavorable by \$6,146 and capital outlay was unfavorable by \$10,250 due to the timing of when sidewalk repairs were paid.

- *Institutional Support* – Had a favorable overall August variance of \$45,598; however, salaries and wages, benefits and contractual services all had unfavorable variances for the month (due to timing). Year to date this area has a favorable variance of \$598,079.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance for the month of August of \$5,293. Year to date, this line is favorable by \$244,422.

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 YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,124,767.64	1,270,931.72	146,164.08	Salary and Wages	2,913,667.32	3,098,840.98	185,173.66
173,475.98	154,076.26	(19,399.72)	Employee Benefits	644,226.56	612,590.84	(31,635.72)
50,916.15	72,165.87	21,249.72	Contractual Services	72,756.88	211,988.23	139,231.35
304,389.90	372,272.80	67,882.90	General Materials and Supplies	392,196.51	1,144,132.94	751,936.43
6,361.74	19,487.37	13,125.63	Travel and Meeting Expenses	8,382.68	51,240.27	42,857.59
31,845.79	32,306.18	460.39	Fixed Charges	274,935.49	273,905.35	(1,030.14)
105,769.99	99,624.33	(6,145.66)	Utilities	185,262.63	199,248.67	13,986.04
11,980.85	3,700.00	(8,280.85)	Capital Outlay	13,041.84	42,100.00	29,058.16
1,129.99	35,781.89	34,651.90	Contingency Funds	2,169.99	94,931.89	92,761.90
-	-	-	Other Expenditures	-	-	-
1,810,638.03	2,060,346.42	249,708.39	Total	4,506,639.90	5,728,979.17	1,222,339.27


Lake Land College
FY2018 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$1,824,951	\$1,939,098	\$114,147	\$10,971,545		\$10,971,545	\$10,971,545
Salary and Wages - Acad. Support	\$67,471	\$74,248	\$6,777	\$372,603		\$372,603	\$372,603
Salary and Wages - Stud. Svcs	\$272,975	\$305,744	\$32,770	\$1,588,486		\$1,588,486	\$1,588,486
Salary and Wages - Public Svc.	\$68,894	\$53,722	(\$15,172)	\$349,192		\$349,192	\$349,192
Salary and Wages - Maintenance	\$160,771	\$199,549	\$38,778	\$1,298,144		\$1,298,144	\$1,298,144
Salary and Wages - Inst. Support	\$518,605	\$526,480	\$7,875	\$3,410,486		\$3,410,486	\$3,410,486
Total Salary and Wages	\$2,913,667	\$3,098,841	\$185,174	\$17,990,456	\$0	\$17,990,456	\$17,990,456

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$357,168	\$352,373	(\$4,795)	\$2,457,938		\$1,973,963	\$1,973,963
Employee Benefits - Acad. Support	\$12,803	\$12,006	(\$797)	\$74,498		\$83,404	\$83,404
Employee Benefits - Stud. Svcs	\$67,821	\$64,860	(\$2,960)	\$402,438		\$421,340	\$421,340
Employee Benefits - Public Svc.	\$13,105	\$8,743	(\$4,362)	\$54,276		\$53,853	\$53,853
Employee Benefits - Maintenance	\$51,043	\$53,901	\$2,858	\$330,424		\$301,434	\$301,434
Employee Benefits - Inst. Support	\$142,287	\$120,708	(\$21,579)	\$762,845		\$930,711	\$930,711
Total Employee Benefits	\$644,227	\$612,591	(\$31,636)	\$4,082,419	\$0	\$3,764,705	\$3,764,705

LAKE LAND COLLEGE

Memo

To: Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: September 28, 2018

Re: Health Insurance 2019 Plan Renewal Recommendation

We have been working with our Health Care Consultant, J.W. Terrill, to review the employee health insurance renewal through our insurance provider, Aetna, for the 2019 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. These recommendations have been reviewed and approved by the Health Insurance Committee at Lake Land College.

If we were to not make any plan design changes, the premium rate increase for the 2019 plan year would be 22%, costing the college an estimated additional \$898,132 as compared to the 2018 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 7.1%.

Overall Plan Design Changes:

- Increase stop loss threshold from \$100,000 to \$125,000
- Spousal exclusion for spouses on plan that have health insurance option(s) through their own employer

PPO Plan Changes:

- *Increase deductibles and out of pocket maximums*
 - Increase single in-network and out-of-network deductibles by \$500 for single coverage and \$1,000 for family;
 - Out of pocket maximums increase by \$500 for single coverage and \$1,000 for family coverage.
- *Reduce in-network coinsurance level in line with benchmarking statistics*
 - Decrease in-network coinsurance level from 90% to 80%
- *Increase prescription drug co-pay levels in line with benchmarking statistics*
 - Increase drug co-pays from a \$10/\$25/\$40/\$70 plan to \$10/\$30/\$60/\$90 plan

With these plan changes, the overall rate increase will be reduced from 22.0% to 7.1%, a cost avoidance for Lake Land College of approximately \$608,280. Additionally, this represents a cost avoidance for an employee with family coverage on the PPO plan by \$1,897 for the plan year. For an employee with family coverage on the HSA plan, the cost avoidance is over \$1,200. With the 7.1% premium rate increase, the estimated increased cost for the 2019 plan year will be \$289,851 as compared to the 2018 plan year. As a reminder, for FY2019 we

budgeted health insurance with the assumption of a 7.6% cost increase so this increase is within our budgetary projection.

The recommended plan changes help bring Lake Land College's insurance plan designs into better alignment with other benchmark comparisons. The Health Insurance Committee was provided a thorough analysis of these plan design options and voted in favor of pursuing these changes for the 2019 plan year. Given these factors, I recommend that the Board of Trustees approve a premium rate increase of 7.1% for the 2019 health insurance plan year renewal through Aetna.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services

CC:

DATE: September 24, 2018

RE: Resolution of Intent to Continue Foundation Tax Levy

Attached is the Resolution of Intent to Continue the Foundation Tax Levy for the coming tax year. Lake Land is eligible to annually levy for the Foundation tax since the college is eligible to receive equalization grant money and since our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 29.12 cents per \$100 EAV. Therefore, the College is able to levy 11.12 cents per \$100 EAV for the 2018 tax year.

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

<u>Cents per \$100 EAV</u>
2017 – 29.62
2016 – 29.97
2015 – 29.63
2014 – 26.81
2013 – 26.43

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

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

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

Attachment

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1018-002

DATE: 10/8/18

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 29.12 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 11.12 cents per \$100 of equalized assessed valuation to 29.12 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2018 tax year.

Adopted this 8th day of October, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

Board Chair

ATTEST:

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 8th day of October, 2018.

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 _____, 2018.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: September 28, 2018

RE: Student Government Elections

On September 12 and 13, 2018, the Student Government Association (SGA) conducted an election for the 2018-2019 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. 120 students participated in the election.

The list below identifies the eight 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.

Eusebio Briseno	Nursing	Arthur
Nathanael Browning	Pre-Dental	Mattoon
Allison Maxedon	Graphic Design	Mattoon
Courtney Lee	Pre-Medicine	Shelbyville
Citlali Hoyos	Dental Hygiene	Effingham
Mya Garcia	Cosmetology	Neoga
Danielle Epley	Secondary Education	Pana
Cameron Noel	IT Network Administration	Kansas

Judges certifying the election:

Megan Woodruff, President, Student Government Association

Tessa Philpot, Student Trustee

Valerie Lynch, Director of Student Life

LAKE LAND COLLEGE

MEMO

TO: Dr. Tina Stovall
 FROM: Valerie Lynch, Director of Student Life
 DATE: September 14, 2018
 RE: Student Government Freshman Elections 2018

The Elections for Freshman Student Government Association were held on Wednesday, September 12 & Thursday, September 13, 2018 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, texts, and on Lake Land College's Facebook page. Students were allowed to vote for up to five candidates for freshman SGA. A total of eight students ran for the eight positions available on the board. A total of 120 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:

* Eusebio Briseno	53
* Nathanael Browning	48
* Allison Maxedon	45
* Courtney Lee	43
* Citlali Hoyos	37
* Mya Garcia	34
* Danielle Epley	33
* Cameron Noel	31

Write-Ins:

Aisley Haythorne	2
Bryce Lohman	2
Mitch Rhodes	2
Joel Beck	1
Darius Frazier	1
Logan Malcome	1
Zach Price	1
Justin Pryor	1
Thomas Quick	1
Deana Shelton	1
Race Underwood	1



Valerie Lynch
Director of Student Life



Megan Woodruff
SGA President



Tessa Philpot
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: September 28, 2018

RE: Proposed change in minimum SAT score for the Presidential Scholarship

In Fall 2017, the Board of Trustees approved the addition of a minimum SAT score for qualification for the Presidential Scholarship as part of Board Policy 07.12 – Talented Student Scholarships. The SAT was added based on the decision by the Illinois State Board of Education to provide the SAT as the statewide college entrance examination beginning with high school graduates in the class of 2018.

Upon initial implementation, Lake Land College identified 1240 as the minimum SAT total score to qualify based on information provided by ACT and The College Board identifying 1240 as the SAT score concordant with an ACT composite score of 26, the long-standing qualifying score for the Presidential Scholarship. In Summer 2018, The College Board released updated concordance tables introducing 1230 as the new minimum SAT total score concordant to an ACT composite score of 26.

In order to ensure consistency in qualifying scores for the Presidential Scholarship, I would like to ask that the Board of Trustees approve a change in Board Policy 07.12 allowing an SAT total score of 1230 or higher to meet the requirements for the Presidential Scholarship effective for students receiving the Presidential Scholarship for the next two two-year cycles: 2019-2021 and 2020-2022. Because this is the only proposed change to Board Policy 07.12, I would like to ask that the board waive second reading and consider approval at their October 8, 2018, meeting.

In accordance with Board Policy 07.12, the Talented Student Award guidelines are scheduled for review and approval by the Board of Trustees again in Fall 2020.

Thank you.

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 awarded for a maximum of two consecutive calendar years to in-district high school graduates who have a class rank in the top 15%, an ACT composite score of at least 26, or an SAT total score of at least ~~1240~~ 1230.

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 85th 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 85th percentile or above on the G.E.D. test.

The Livestock Judging Scholarship and 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.

The number and administration of 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 November 13, 2017

Revised

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: October 1, 2018

Re: Welding Facility Lease with Black Hawk College

Please find attached an agreement for Lake Land College to lease, for the period of one year, a welding facility from Black Hawk College located in Kewanee, Illinois. The Illinois Department of Corrections has approached Lake Land College asking us to deliver a welding program for 8 inmates per cohort at the Kewanee Life Skills Re-Entry Center (LSREC). However, the LSREC does not have welding facilities available inside the fence to house this program.

IDOC has asked that we utilize the facility owned by Black Hawk located approximately 2 miles from the prison. IDOC will bear the lease cost (\$72,000) fully as part of our contract for services at Kewanee. The Black Hawk facility is state of the art and will be more than adequate to provide our education as requested.

The attached lease has been negotiated with Black Hawk and is presented for your review. We respectfully request that the Board approve this lease as presented.

BLACK HAWK COLLEGE FACILITY USAGE AGREEMENT

This Agreement is made October 8, 2018 by and between Black Hawk College (“BHC”) and Lake Land College.

Recitals

A. BHC owns the Premises (as set forth on **Exhibit A**) and Lake Land College wishes to use the Premises for the purposes described in this Agreement, and both parties are willing to enter into a usage agreement for the Premises based upon the terms and conditions contained in this Agreement.

Agreement

In consideration of the mutual promises set forth herein, the sufficiency of which is acknowledged by the parties, it is agreed by and between BHC and Lake Land College as follows:

1. **Premises.** BHC agrees to provide to Lake Land College the exclusive use of the Premises for the purposes described (the “Program”), for the days and times set forth on **Exhibit A**.
2. **Common Areas.** Lake Land College shall have the exclusive right to use for its Program and Program participants any and all parts of the common areas of which the Premises is a part. The common areas shall include, but shall not be limited to hallways, elevator, entrances, restrooms, parking lot and stairways. BHC may impose rules, from time to time, regulating or controlling the use of the common areas. Lake Land College shall be responsible for and shall indemnify and hold BHC harmless as set forth in Section 10 for any and all damage to the common areas resulting from the use of the common areas by Lake Land College, the Illinois Department of Corrections (“IDOC”) and its Program participants.
3. **Rent.** During the Term, Lake Land College shall pay BHC the rent amount set forth on **Exhibit A**.
4. **Use.** Lake Land College will use the Premises only for the conduct of the Program and in a manner for which the Premises was intended to be used. BHC may impose rules, from time to time, regulating or controlling the use of the Premises. In the event Lake Land College wishes to decorate the Premises for the Program, or in any other way materially change the setup of the Premises, Lake Land College must receive advance approval in writing from BHC, which BHC may withhold in its sole discretion. In the event approval is granted, Lake Land College shall return the Premises to its original condition. Lake Land College will not post any signs, cards or posters for the Program except in areas designated for such posting by BHC. All materials are subject to approval by BHC. Lake Land College agrees not to interfere in any way with the ordinary use by BHC or others of any portion of the building or grounds in which the Premises is located, and Lake Land College acknowledges that other events may be scheduled during the Program in these locations. Lake Land College agrees that it and its Program participants shall in no way injure, damage, or deface the Premises, the equipment located in the Premises, or the remaining portion of the building in which the Premises is located, if any. Lake Land College shall be responsible for and shall indemnify and hold BHC harmless as set forth in Section 10 for any and all costs and expenses of any such injury, damage or defacement.
5. **Utilities and Other Services.** BHC shall at its expense provide all utilities and janitorial services for the Premises that would be required for the normal use of the Premises. BHC shall not provide any personnel for the Program. Specifically, BHC will not provide instructors, proctors or security personnel unless agreed to by the parties as set forth on **Exhibit A**. To the extent BHC security personnel are present on the Premises during the operational hours of the Program, Lake Land College agrees that such personnel are not responsible for oversight or

security of the Program, anyone employed by Lake Land College or the Program's participants. If personnel are provided by Lake Land College, such personnel shall be subject to the control of Lake Land College and Lake Land College shall provide BHC with written information regarding the identity of such personnel.

6. Term, Cancellation and Termination.

6.1 Term. This Agreement shall be effective for the term set forth on Exhibit A (the "Term").

6.2 Cancellation Prior to Program. In the event Lake Land College wishes to cancel this Agreement, Lake Land College must notify BHC in writing, which may include email, prior to the start of the Program. The Program may be rescheduled without penalty on a space available basis, at the discretion of BHC.

- BHC is not liable for any costs incurred by Lake Land College as a result of such cancellation.
- BHC reserves the right to deny or cancel any Program in an emergency situation or if it is deemed by BHC that persons or property might be endangered and/or the event might in any way be prejudicial to others or not in the best interest of BHC and/or the Community.
- Lake Land College shall be held harmless if the Illinois Department of Corrections terminates the Program through no fault of Lake Land College and this agreement shall become null and void. In the event IDOC discontinues funding and cancels the Program, Lake Land College shall give notice to BHC within 5 business days of receiving such cancellation notice from IDOC and shall be responsible for any rents due for usage of the Premises during that time.

6.3 Breach, Cure and Termination. In the event Lake Land College, through its act or omission, materially breaches this Agreement, BHC shall provide Lake Land College with written notice of the material breach. Lake Land College shall have ten (10) days in which to cure the breach. In the event the breach remains after the cure period has expired, BHC may elect to terminate this Agreement by giving Lake Land College written notice of the termination and the date of termination, which shall be no sooner than the expiration of the cure period. Any misrepresentation by Lake Land College to obtain this Agreement with BHC shall be grounds for immediate termination of this Agreement by BHC at its discretion.

7. Assignment and Subletting. Lake Land College shall not sublet, assign or in any manner transfer this Agreement or interest therein. The Parties expressly agree Lake Land College has no such authority to sublet, assign or transfer this Agreement or interest therein and any contract or agreement made with a third party in violation of this subsection shall be null and void.

8. Insurance. Lake Land College shall maintain insurance with a reputable insurance company licensed to do business in the State of Illinois at Lake Land College's sole cost and expense. A certificate of insurance shall be provided to BHC no later than 48 hours prior to the Program evidencing the existence of the following coverages:

A. Commercial General Liability

1. General Aggregate Limit - \$2,000,000
2. Products – Completed Operations Aggregate Limit - \$2,000,000
3. Personal and Advertising Injury Limit - \$1,000,000
4. Each Occurrence Limit - \$1,000,000

B. Automobile Liability

1. Each Accident - \$1,000,000.

C. Workers Compensation - Statutory

D. Employers Liability

1. Bodily Injury By Accident - \$500,000 each accident
2. Bodily Injury By Disease - \$500,000 each employee
3. Bodily Injury By Disease - \$500,000 policy limit

The effective date of giving of the notice shall be the day the notice is sent, and the date of receipt of such notice shall be upon receipt of the notice if delivered by hand or overnight courier, or three (3) days after the date of mailing.

11.3 Captions. The captions of this Agreement are for convenience only and are not to be construed as part of this Agreement and shall not be construed as defining or limiting in any way the scope or intent of the provisions hereof.

11.4 Severability. If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remaining terms and provisions of this Agreement shall not be affected thereby, but each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

11.5 Law Applicable. This Agreement shall be construed and enforced in accordance with the laws of Illinois.

11.6 Closure of Premises due to Unforeseen Circumstances. In the event of or impossibility of performance due to strikes, accidents, acts of God, power failure, war, terrorists threats, government regulation, civil disorder, or other emergencies that make it inadvisable, illegal or impossible to provide the BHC facilities, the agreement will be terminated and BHC shall be excused from performance and liable for only repayment of deposit.

This Agreement is effective as of the date first written above.

Black Hawk College

Lake Land College

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

Note: The section numbers referenced below refer to the Sections in the Agreement that reference Exhibit A. In the event no information is needed to be added to Exhibit A, indicate by using "n/a" for that item.

Premises (Section 1): Black Hawk College Welding and Skilled Trades Center, 530 E. 3rd St., Kewanee, Illinois, 61443

Program Purposes (Section 1): IDOC Welding Program

Dates/Times of Program (Section 1): To be determined with at least three (3) weeks advance notice.

Rent Amount (Section 3): \$71,900 per year, based on \$85/hour for building rental and equipment usage for 15 hours per week for 52 weeks plus \$5600 for supplies, to be paid in monthly installments of \$5,991.66 per month, in advance, on the 10th day of each month.

BHC Provided Personnel (Section 5): None

Term of Agreement (Section 6): One year starting with date of signature



PARTICIPANT CONSENT, BLANKET WAIVER AND RELEASE FROM LIABILITY BLACK HAWK COLLEGE SPONSORED, NON-SPONSORED EVENTS AND TRAVEL

I acknowledge that participating in any Black Hawk College sponsored, non-sponsored events and travel, related activities and other events (referred to as "Events") involves an above average risk of personal injury to me and my property, and I knowingly and voluntarily agree to the terms and conditions outlined in this PARTICIPANT CONSENT, BLANKET WAIVER AND RELEASE FROM LIABILITY. In consideration and exchange for being permitted to participate in any Events, I agree to the following:

I am in good health and have no physical conditions that affect my ability to participate in any Events and have not been advised otherwise by a medical practitioner. I am covered by medical insurance, individually or as part of an organization. I agree that before I participate in any portion of any Events, I will inspect the related facilities, site, and equipment. I will immediately advise Event personnel of any unsafe condition that I observe. I will refuse to participate in any Events until all unsafe conditions have been remedied. I will abide by any safety guidelines made available to me. I consent to the use and publication of my name and image in all forms of media while participating in any Events. I agree to abide by all Black Hawk College policies and procedures, including but not limited to the Student Code of Conduct and the third party sponsors policies and procedures.

I assume full responsibility for all risks associated with my participation in all Events and the risk of injury or damage caused by the condition of any property, facilities, or equipment used during any Events, which may not be foreseeable by anyone at any time. I hereby release, waive, discharge and agree not to sue Black Hawk College, their employees, trustees, members, officers, directors, agents, volunteers or participants in any Events and any other Event sponsors or organizers, along with their respective parent companies, affiliates, and their successors and assigns (collectively referred to as the "College"), for and from any injuries, death, losses, damages, liabilities, or expenses that are caused or alleged to be caused by their negligent acts or omissions, or the condition of the property, facilities or equipment used for any Events.

I agree to indemnify, defend, and hold harmless all participants in all Events and the College and their employees, trustees, members, officers, directors, agents, or volunteers from and against any claims, causes of action, damages, judgments, liabilities, fees (including attorney's fees), costs and expenses incurred by the College as a result of my unlawful actions or failures to act during any Events.

I agree to wear appropriate safety equipment, as may be established by industry or community standards and common safety practices, during all activities and competitions at all Events. In connection with any injury or other medical conditions I may experience during the Event, I authorize medical treatment deemed necessary by medical personnel if I am not able to act on my own behalf. I agree not to sue any applicable medical practitioners who are at the Event who may provide medical treatment to me at any Event for malpractice.

This BLANKET WAIVER AND RELEASE FROM LIABILITY is a legally binding agreement and will be construed broadly to provide a waiver and release to the maximum extent permissible under applicable law. Any provisions found to be void or unenforceable shall be severed from this agreement, and not affect the validity or enforceability of any other provisions. The provisions of this agreement shall apply to all current and future Events.

I agree that if there should ever be a dispute of any kind between me and Black Hawk College or other Event sponsors or organizers then any such dispute will be decided by binding arbitration pursuant to the rules of the American Arbitration Association and that any and all legal proceedings shall take place only in Rock Island County, Illinois. This agreement shall be enforced and construed according to the laws of the State of Illinois.

I HAVE READ THIS DOCUMENT AND UNDERSTAND ITS CONTENT. I UNDERSTAND THAT BY SIGNING BELOW, I HAVE GIVEN UP SUBSTANTIAL RIGHTS. I HAVE VOLUNTARILY SIGNED THIS RELEASE. I AGREE THIS DOCUMENT IS NOT ONLY BINDING ON ME BUT WILL ALSO BE BINDING UPON MY PERSONAL REPRESENTATIVES, EXECUTORS, HEIRS AND NEXT OF KIN.

Signature of Participant _____ Date _____

Printed Name _____ Address _____

Phone _____ Email _____

PARENT or GUARDIAN CONSENT (If participant is under age 18): I am the parent or legal guardian of the participant and I agree that the foregoing agreement shall be binding on me and the minor participant.

Signature of Participant's Parent or Guardian _____ Date _____

IN CASE OF EMERGENCY

Printed Name _____ Relationship _____

Address _____

Home#: _____ Cell#: _____ Other#: _____

Original: Send to Purchasing Department, Q1- 244B

Copy: Retained by Requesting Department

LAKE LAND COLLEGE

MEMO

TO: Bryan Gleckler, Vice President for Business Services
FROM: Chris Kramer, Director of Auxiliary Services
DATE: September 14, 2018
RE: Big Al's Shake-Ups as a New Caterer

Several employees and student groups have shown interest in having Big Al's Shake-Ups as an approved caterer for Lake Land College. They have submitted their catering agreement form and have met the insurance requirement. Their carnival set up can be seen at all local county fairs in Illinois as well as neighboring states and is based out of Charleston.

I respectfully request approval of this caterer for Lake Land College for the next fiscal year.

cmk

LAKE LAND COLLEGE

Catering Agreement

This agreement is made and entered into as of the 12 day of SEPTEMBER, 2018 by and between Lake Land College ("College") and BIG AL'S SHAKE-UPS ("Caterer").

College grants to Caterer a non-exclusive right to provide catering services to College; and, Caterer desires to provide these catering services.

- 1) The term of this agreement shall begin after Board of Trustee approval through the end of the current fiscal year (June 30.)
- 2) Caterer can use the College owned warming units.
- 3) Caterer must utilize the brand of beverage(s) approved by College. Exclusive contracts may be signed by College and Caterer will be notified of any change in selection and/or approval.
- 4) College requires prices to be no higher than similar units in the Mattoon area. Total financial obligation must be submitted up front, no tipping on invoice.
- 5) Caterer, at their expense, will comply with all laws, statutes, regulations, ordinances, rulings, or enactments of any governmental authority that are applicable to the work or which in any way pertain to this agreement including but not limited to taxation, public health and employment.
- 6) The employees and any agents of Caterer will comply with and observe all applicable rules and regulations concerning conduct on the Premises which College imposes upon their employees and agents.
- 7) Caterer will operate on a profit or loss basis, and shall (not) require subsidy payment from College in the event of losses incurred by Caterer. College cannot estimate and does not guarantee a specific volume of business, if any.
- 8) College will provide performance feedback to Caterer on a regular basis and together will resolve any issues that arise.
- 9) Caterer or College may terminate this agreement with 30 days written notice with cause. Sufficient notice shall be give to either party to resolve any issues to avoid this termination.
- 10) Caterer will be responsible for removal of all garbage and refuse from its operation to the dumpster located on the premises of College and will participate in any recycling programs of College.
- 11) At all times during the term of this Agreement, Caterer shall, provide a current Food Service Permit, and at its expense, provide public liability insurance, including products liability coverage, in a company approved by College. Such insurance shall provide for coverage of not less than \$2,000,000 for injury or death to any one person and not less than \$500,000 for property damage. A current certificate evidencing the issuance of such policy must be submitted to College and maintained during the terms of this Agreement.

Bryan Gleckler, VP Business Services

Caterer

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
October 08, 2018**

The following employees are recommended for leave

Dawdy, Kim	FMLA Intermittent	10/01/2018-05/31/2019
Parrish, Katie	FMLA	10/15/2018-01/06/2019
Siercks, Ken	FMLA	09/25/2018-10/25/2018

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Martinez, Yesica	Work and Learn - Business Primary Position is College Work Study-Business	09/19/2018
Vail, Corey	Peer to Peer Assistant - Business Primary Position is College Work Study-Business	09/18/2018
Part-time		
Altman, Galen	IDOT Quality Mgmt Training Program Primary Position is Adj Faculty Technology	12/03/2018
Croft, Hank	Tutor - Associate - Learning Assistant Primary Position is Tutor - Associate-Lrng Asst	08/23/2018
Croft, Hank	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	08/23/2018
Croft, Hank	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	08/23/2018
Graham, Beth-Anne	Tutor – Associate Lrng Asst Primary Position is College Work Study-Business	09/06/2018
McKee, Caeleb	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/24/2018
McKee, Caeleb	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	08/24/2018
Yealick, Sabrina	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	08/23/2018
Yealick, Sabrina	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	08/23/2018
Part-time - Grant Funded		
Croft, Hank	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	08/23/2018

McKee, Caeleb	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/24/2018
Mustafa, Munia	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	09/06/2018
Myers, Kendra	Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant	09/11/2018
Myers, Kendra	Adult Education Instructor Primary Position is Pathways Classroom Assistant	09/11/2018
Yealick, Sabrina	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	08/23/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Kingery, Rachael	Adjunct Reading Instructor	06/30/2018
Niccum, Camille	Adjunct Faculty Business	09/07/2018
Uphoff, Beulah	CBI Instructor	09/07/2018
Part-time		
Earl, Arthur	Adjunct Faculty Technology	09/07/2018
Rothrock, Brett	College Work Study Business	09/24/2018
Switzer, Christopher	College Work Study Business	06/01/2018
Tingley, Joey	CBI Instructor	09/07/2018
Walk, Aaron	Counseling Services Unpaid Intern	05/31/2018

Position Recommendation

The following position has been recommended by the Lake Land College President's Cabinet

Academic Services Specialist for Dean of Guided Pathways – Paraprofessional – Level III

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Blandford, Laurie	Work and Learn - CBI	09/10/2018
Carman, Kourtney	Work and Learn - Adult Ed	09/18/2018
Hendrix, John	Assistant Softball Coach Unpaid	08/27/2018
Ohnesorge, Collin	Peer to Peer Assistant - Technology	09/08/2018
Scott, Nicole	Work and Learn - Criminal Justice	09/04/2018
Wheeler, Elizabeth	Dual Credit Instructor	09/20/2018
Full-time - Grant Funded		
Cavanagh, Mason	Correctional Office Assistant-Kewanee	09/10/2018

Lawless, Thomas	Correctional Horticulture Instructor- Murphysboro	09/24/2018
Taira, Lora	Assoc Dean Corr Programs-Decatur CC	10/15/2018

Part-time

Brown, Lakrisha	Special Needs Note Taker	08/20/2018
Croft, Hank	Tutor - Associate - Learning Assistance	08/23/2018
Danley, Mary	College Consultant	12/03/2018
Lawrence, Clint	Police Officer	09/15/2018
Perry, Jimmie	Mailroom Assistant	09/18/2018
Skinlo, Michelle	Adjunct Faculty Math/Science	08/20/2018
Yealick, Sabrina	Tutor - Bachelor's Degree - Learning Asst	08/23/2018

Part-time - Grant Funded

Jones, Bridgette	Outreach Advisor/Mentor, TRIO Des	08/30/2018
Miller, Rachel	Perkins Student Worker-Agriculture	08/27/2018
Myers, Kendra	Pathways Classroom Assistant	09/11/2018
Perie, Amy	Pathways Classroom Assistant	09/17/2018
Reichert, Rita	Adjunct DOC College Funded Instructor	10/15/2018
Richardson, Hannah	Tutor - Associate's TRIO	08/21/2018
Spanhook, Kimberly	Adult Education Instructor	08/20/2018

College Work Study's

Anderson, Lily	College Work Study - Student Life	09/13/2018
Deremiah, McKenzie	College Work Study - Social Science	08/24/2018
Lewis, Halie	College Work Study-College Advancement	08/20/2018
Martinez, Yesica	College Work Study - Business	08/30/2018
Menna, Christina	College Work Study - SSE	09/18/2018
Moody, Caleb	College Work Study - Humanities	08/28/2018
Toothman, Elijah	College Work Study - TRIO Talent Search	08/23/2018
Vail, Corey	College Work Study - Business	09/10/2018
Wilson, Allison	College Work Study - Math/Science	09/10/2018
Winnett, Koltin	College Work Study - Men's Basketball	09/24/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Burden, Danielle	Counseling Services Unpaid Intern	08/31/2018
Davis, Heather	Work and Learn - Counseling	05/31/2018
Dunne, Sarita	Work and Learn - Counseling	09/07/2018
Fitzpatrick, Alan	Veteran's Work Study	09/07/2018
Garner, Alexis	Financial Aid Intern	08/09/2018
Lientz, Sean	Work and Learn - Student Life	09/07/2018
McQueen, Megan	Counseling Services Unpaid Intern	08/31/2018
Miller, Ashley	Peer to Peer Assistant-Human	06/01/2018

Nees, Franklin	Peer to Peer Assistant - Business	05/20/2018
Ohnesorge, Dylan	Peer to Peer Assistant -Technology	09/07/2018
Webb, Amber	Counseling Services Unpaid Intern	08/31/2018
White, William	Work and Learn - Technology	09/07/2018
Woods, Kyle	Peer to Peer Assistant - Business	09/07/2018

Full-time

Larson, Leonard	Correctional Warehousing Instructor- Sheridan CC - Retiree	09/25/2018
Seaman, Randy	Service Worker-Retiree	10/01/2018

Part-time

Annis, David	Adj Faculty Ag Division	01/01/2017
Aper, Randall	Adj Faculty Ag Sub	09/07/2018
Claybaugh, Ellise	Counseling Services Specialist	08/31/2018
Daniels, Todd	Adj Faculty Technology	09/07/2018
Derby, Ricky	Groundskeeper	08/24/2018
Dundee, Wade	Adj Faculty Humanities	09/07/2018
Eldridge, Michael	Adj Doc College Funded Instr	09/07/2018
Grigg, Alesia	Adj Faculty SSE	09/07/2018
Gullidge, Bryce	Asst Farm Mgr	06/01/2018
Hall, Lana	Adj Faculty Business	01/01/2018
Hampsten, Sarah	Graphic Designer Pre-Flight	09/07/2018
Jarrett, James	Adj Faculty SSE	09/07/2018
Jurgens, Robert	Adj Faculty Ag Sub	09/07/2018
Mann, Amy	Adj Faculty Humanities	09/07/2018
McClearey, Sean	Adj Doc College Funded Instr	09/17/2018
Meeker, Allison	Dual Credit Coordinator	09/24/2018
Oliver, Steven	Tutor-Student Community Ed	09/11/2018
Reider, Kristina	Adj Faculty SSE	09/07/2018
Ruff, David	Adj Faculty Humanities	01/01/2018
Smith, Terry	Adj Faculty Technology	09/07/2018
Westfall, Emily	Counseling - Clerical Worker	08/31/2018

College Work Study's

Lewis, Brock	College Work Study - Physical Plant	05/14/2018
Morris, Jennifer	College Work Study - SSE	09/07/2018

Transfers/Promotions

The following employee is recommended for a change in position

Full-time

Hall, Sarah	Payroll Specialist Transferring From Accounting Assistant (pt)	10/09/2018
-------------	---	------------