

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
October 12, 2020
Regular Meeting No. 646

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

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



Regular Meeting No. 646

Monday, October 12, 2020, 6:00 p.m.

Meeting Location: Webb Hall, Room 081, Mattoon

Citizens, faculty and staff may attend the meeting via teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Trustees and members of the President's Cabinet will be physically present at the meeting location. Due to the COVID-19 health pandemic and following the guidelines in Governor Pritzker's Restore Illinois plan, in-person attendance by members of the public will be limited so that no more than 50 people will gather in this room. Seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting by being physically present will be expected to:

- Conduct a health self-assessment by completing the [COVID-19 Campus Visit Screening Form](#) prior to arrival.
- Wear face masks covering the nose and mouth.
- Maintain social distancing of 6' from others at all times.
- Follow all applicable guidelines in accordance with Lake Land College's [Return to Campus Plan](#).
- Enter campus via Entrance 2. Upon arrival, each person will be directed to the [COVID-19 Check-In Station](#) where a staff member will verify each person has a face mask and has completed the online [COVID 19 Campus Visitor Screening Form](#) and received a green light.

For more information, please visit: <https://www.lakelandcollege.edu/covid-19/>.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, October 12, 2020, and sent to officeofthepresident@lakelandcollege.edu.

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 14, 2020, Regular Meeting.
2. Approval of Agenda of October 12, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
4. Destruction of Tape Recording of April 8, 2019, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan Mr. Kevin Curtis
B. Resource & Development	Mr. Mike Sullivan
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Gary Cadwell
E. Foundation	Ms. Doris Reynolds
F. Student Report	Mr. Lucas Dudit
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Request for Approval of Resolution No. 1120-006 to Authorize Property Tax Abatement for the Altamont/Effingham County Enterprise Zone Application.	24-28
3. Announcement of 2020-2021 Student Ambassadors.	29
4. Student Laureate Nomination.	30
5. Curriculum Committee Highlights.	31-34
6. Calendar of Events.	35-36
7. Correspondence.	37

B. Action Items.

	Board Book Page Number(s)
1. Approval of Agreement with Institutional Review Board at Eastern Illinois University.	38-40
2. Approval of Resolution No. 1020-003 - Intent to Continue Foundation Tax Levy.	41-43
3. Approval of Resolution No. 1020-004 to Adopt the SURS Deferred Compensation Plan & Approve the Employer Participation Agreement.	44-55
4. Approval of Resolution No. 1020-005 for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Faculty Association into Spring 2021 Term.	56-63
5. Certification of Fall Student Government Association Election Results.	64-66
6. Acceptance of Reporting of August 2020 Financial Statements.	67-72
7. Approval of Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna.	73-74
8. Approval of Bid for Printing and Mail Preparation for the Fall 2020 and Spring 2021 College Magazine.	75-76
9. Approval of Service Agreement for Digital Marketing Services.	77-86
10. Renewal of Guidelines for Talented Student Awards.	87-92
11. Approval of New Student Club – Active Minds.	93-98
12. Acceptance of Governor's Emergency Education Relief (GEER) Grant Award.	99
13. Approval of Resource Allocation Management Plan (RAMP).	100-112

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14. Approval of Welding Facility Lease with Black Hawk College for the Kewanee Life Skills Re-Entry Center. 113-119
15. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

[Return to Open Session - Roll Call]
16. Approval of Faculty Tenure Recommendations as Discussed in Closed Session.
17. Appointment of Interim Vice President of Student Services for a One-Year Term as Discussed in Closed Session.
18. Approval of Human Resources Report as Discussed in Closed Session. 120-122

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 645
Webb Hall, Room 081, Mattoon, IL
September 14, 2020

Minutes

Call to Order.

Chair Reynolds called the September 14, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Mike Sullivan; Ms. Denise Walk; Mr. Tom Wright and Student Trustee Lucas Duduit.

Trustees Absent: Mr. Dave Storm.

Others Participating via Teleconference: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of August 10, 2020, Regular Meeting.
2. Approval of Minutes of August 13, 2020, Special Meeting.
3. Approval of Agenda of September 14, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	243,474.97
Building Fund	\$	38,534.41
Site & Construction Fund	\$	735,222.01
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	83,059.09
Restricted Purposes Fund	\$	372,587.41
Working Cash Fund	\$	-
Audit Fund	\$	23,000.00
Liability Insurance Fund	\$	32,565.32
Student Accts Receivables	\$	33,957.51
Total	\$	1,563,000.72

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of March 11, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no report at this time.

Resource & Development.

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

Finance.

Dr. Bullock, on behalf of Trustee Storm, said the Committee had not met since the last regular Board meeting and there was no report at this time.

Buildings & Site.

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

Foundation.

Chair Reynolds highlighted progress on the Foundation and Alumni Center Building project, plans underway for a 50-year celebration of the Foundation, donor outreach and alumni outreach.

Student Report.

Student Trustee Dudit highlighted PTK activities and recognized Lake Land faculty and staff for their noticeable assistance to help students prevail in the virtual learning environment.

President's Report.

Dr. Bullock said:

- Congratulations to Molly Yeske, Medical Assistant Program Instructor, and the Medical Assistant Program. For the third year in a row, the students in this program had a 100% pass rate on the first attempt at the state test. A perfect 38 of 38 students passed!
- The Laker Nest Bookstore was one of six college bookstores nationwide highlighted in the 15th annual *Store Design Showcase* issue of *The College Store Magazine*. Congratulations to Chris Kramer, Amanda Arena and the entire bookstore staff!
- Since the August Board meeting, we have received \$60,146.19 from the Illinois Department of Corrections (IDOC) for the FY 2020 outstanding amount. Currently a total of \$3,209,647.64 remains outstanding from IDOC and \$287,706.64 from the Illinois Department of Juvenile Justice (IDJJ) for FY 2020.
- The College has not received any IDOC or IDJJ reimbursements for FY 2021. Current FY 2021 outstanding balances include \$1,067,243 for IDOC and \$80,559 for IDJJ for services billed through August 2020.
- The College received \$1,619,504 in credit hour reimbursement and \$1,578,038 in equalization since the August board meeting. The state is currently paid through September 2020 for FY 2021 credit hour and equalization payments.
- The College received property tax payments of \$841,680 in August and \$209,323 so far in September for a total of \$5,606,632 YTD.

Business Items.

Non-action Items.

Strategic Planning Bi-Annual Report.

Ms. Jean Anne Grunloh, Senior Executive to the President, provided a brief overview of this report and highlighted the strengths and opportunities for the College based on an analysis of the College-level key performance indicators. Ms. Grunloh recommended extending the current three-year planning cycle into FY 2022 to enhance implementation of the two current focus areas of Data Analytics and Guided Pathways to Success. Trustees were asked if they had any concerns with this strategy. Each trustee expressed support to extend the FY 2019-2021 planning cycle into FY 2022.

Fall Tenth Day Enrollment Report.

Trustees heard a presentation from Dr. Tina Stovall, Interim Vice President for Student Services, regarding the Fall 2020 Tenth Day Enrollment Report.

Annual Report of Special Tuition Waiver Requests.

Trustees reviewed the annual report of tuition waiver requests related to special events held in FY 2020. This report also included an update on the additional tuition waivers authorized by the Board in FY 2020 as various enrollment and/or program incentives.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

2021 Trustee Election Information and Acceptance of Letters of Designation.

Ms. Grunloh said two six-year terms held by Mr. Gary Cadwell and Mr. Tom Wright will appear on the Lake Land College ballot for the 2021 Trustee Election as part of the consolidated election. Ms. Grunloh said the candidate election packet may be downloaded from the Board of Trustees' webpage or requested from the President's Office by contacting her via phone or email. Ms. Grunloh highlighted pertinent election dates including:

- The Trustee election will be held April 6, 2021.

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- Candidates may begin circulating petitions on September 22, 2020.
- The filing period will be December 14-21, 2020.

Ms. Grunloh also requested the Board approve a letter of designation which would authorize her to act as the Local Election Official on behalf of Board Secretary Mr. Gary Cadwell. Additionally, Trustees were asked to approve eight other designation letters for additional staff members to act as representatives for accepting petitions and/or the filing of objections during the upcoming Trustee election.

Trustee Sullivan moved and Trustee Curtis seconded to accept as presented the letters of designation for the April 6, 2021, Trustee Election.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Special Event Tuition Waiver Requests.

Trustees reviewed requests from Mr. Jon Althaus, Vice President for Academic Services, Ms. Lisa Shumard-Shelton, Director of Dual Credit and Honors Experience, and Dr. Stovall for the approval of special event tuition waivers for five different events to be held in fiscal year 2021 including:

- Business and Computer Contest.
- Academic Challenge (formerly known as the WYSE Challenge).
- Principals, Deans and Counselors meeting.
- Miss Illinois 2021.
- National Manufacturing Day events hosted by Effingham County Chamber, Coles Together and local manufacturers.

Trustees learned that many of these events will likely be held in a virtual format this year due to the pandemic.

Trustee Cadwell moved and Trustee Wright seconded to approve as presented special tuition waiver requests related to five separate special events to be held in FY 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

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Motion carried.

Approval of Tort Document.

Dr. Bullock said the Tort Immunity Act allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding the College's Tort Levy Expenditures/Risk Management Plan for FY 2021. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Dr. Bullock said the proposal for FY 2021 includes the following key changes from FY 2020:

- The addition of the Training & Development Coordinator in which 50% of his/her job duties are related to tort liability. The addition of this position resulted in some slight modifications of duties in the Sr. Human Resources Generalist position.
- The Intervention & Compliance Coordinator/Men's Basketball Coordinator was removed as that position has changed.

Trustee Curtis moved and Trustee Sullivan seconded to approve the FY2021 Tort Levy Expenditures/Rick Management Plan as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Acceptance of Reporting of July 2020 Financial Statements.

Trustees reviewed the July 2020 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provided a summary of all operational expenditures year to date as compared to budgeted amounts and a salary and benefits summary. Mr. Nuxoll provided a brief overview of the significant variances.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the July 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

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Approval of Proposed Revisions to Board Policies 11.04 – *Discrimination and Harassment* and 07.29 – *Student Complaints*.

Trustees reviewed a request from Dr. Stovall for the Board to waive first reading and approve proposed revisions to the above-referenced policies. Proposed revisions to both policies were included in the Board Book for Trustee review.

In July, the Board approved revisions to Policy 11.04.01 - *Prohibiting Sex-Based Misconduct* to ensure compliance with new Title IX regulations that were announced by the U.S. Department of Education on May 6 and published in the Federal Register on May 19, with an effective date of August 14, 2020. Dr. Stovall said revisions to policies 11.04 and 07.29 are also needed to align with changes to Policy 11.04.01.

Dr. Stovall requested the Board waive first reading due to the short timeline and to bring these three policies into alignment.

Trustee Cadwell moved and Trustee Sullivan seconded to waive first reading and approve proposed revisions as presented to Board Policies 11.04 – *Discrimination and Harassment* and 07.29 – *Student Complaints*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Lease Renewal with the City of Paris.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a one-year lease renewal agreement between the College, as Lessee, and the City of Paris as Lessor, for the period of August 1, 2020, through July 31, 2021. Mr. Nuxoll said the lease agreement is for property located at 314 South Central Avenue, Paris, Illinois and the monthly rent amount is \$350.00. Trustees learned the original three-year lease agreement expired on July 31, 2020, but included two one-year automatic renewal options, and we are acting on the first of the two one-year renewal options with this agreement.

Trustee Sullivan moved and Trustee Cadwell seconded to accept as presented a one-year lease renewal agreement between the College, as Lessee, and the City of Paris as Lessor, for the period of August 1, 2020, through July 31, 2021. The lease agreement is for property located at 314 South Central Avenue, Paris, Illinois, with a monthly rent amount of \$350.00.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Acceptance of Gift-in-Kind Donations from Sarah Bush Lincoln Health System and the Lake Land College Foundation.

Trustees reviewed a recommendation from Ms. Christi Donsbach, Executive Director of College Advancement, that the Board accept the donation of gift-in-kind equipment including dental patient chairs and monitors, statim sterilizers, X-ray machines, and dental stools valued at \$26,425.00 from the College's Foundation. Dr. Bullock said these items will be used for the Dental Hygiene program and were generously donated by Sarah Bush Lincoln Health System to the Foundation.

Trustee Walk moved and Trustee Wright seconded to accept as presented the donation of gift-in-kind equipment including dental patient chairs and monitors, statim sterilizers, X-ray machines, and dental stools valued at \$26,425.00 from the College's Foundation. The Board expresses its appreciation to Sarah Bush Lincoln Health System of Mattoon for originally making this generous donation to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Acceptance of TRiO Student Support Services Program Grant Award.

Trustees reviewed a request from Ms. Emily Ramage, Director of Grants and Academic Operations, for the Board to accept the TRiO Student Support Services Program Grant award from the U.S. Department of Education. Trustees learned:

- This will be the fourth five-year grant cycle for the College to utilize this program.
- The College will receive \$275,105 for the first year of the project, which is expected to continue for five years. This equates to a total of \$1.38 million dollars for the entire project.
- The College will use the grant award to serve 160 low-income, first-generation, and/or disabled students through a comprehensive plan targeting five required services of academic tutoring, advice and assistance in course selection, financial aid information and assistance, financial and economic literacy education, and transfer assistance to a four-year institution.

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Dr. Bullock congratulated Ms. Ramage and the TRiO planning team including Amber Niebrugge, Director, TRiO SSS Program and TRiO SSS staff members Amber Webb and Ashli Wicker, for developing this successful proposal.

Trustee Cadwell moved and Trustee Curtis seconded to accept the TRiO Student Support Services Program Grant award from the U.S. Department of Education, which includes a five-year grant cycle, receipt of \$275,105 for the first year of the project and an expected total of \$1.38 million dollars for the entire project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Bid for Advanced Multipurpose Patient Simulator Funded by Perkins Program for EMS and Medical Assisting Programs.

Trustees reviewed a request from Ms. Ramage for the Board to approve the bid from Gaumard of Miami, Florida, in the amount of \$78,394.00 for the purchase of a high-fidelity simulation mannequin for the Emergency Medical Services and Medical Assisting programs. Trustees learned the requested high-fidelity mannequin satisfies a program accreditation requirement, and the current mannequin is outdated, failing, and without warranty. Dr. Bullock said Perkins grant funds will be used to support the purchase.

Trustee Curtis moved and Trustee Sullivan seconded to approve the bid from Gaumard of Miami, Florida, in the amount of \$78,394.00 for the purchase of a HAL® S3201 Advanced Multipurpose Patient Simulator, a high fidelity simulation mannequin for use by the Emergency Medical Services and Medical Assisting programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Memorandum of Understanding with Lake Land College Paraprofessional Association.

Trustees reviewed a proposed Memorandum of Understanding (MOU) with the Lake Land College Paraprofessional Association to address changes as a result of new Title IX regulations implemented this fall. Dr. Bullock said the proposed MOU aligns the contractual language in

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Article VII of the CBA with the new Title IX regulations and updated board policies 11.04 and 11.04.01.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the Memorandum of Understanding with the Lake Land College Paraprofessional Association.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Two Memorandums of Understanding with Lake Land College Custodial Association.

Trustees reviewed two proposed Memorandums of Understanding with the Lake Land College Custodial Association. Dr. Bullock said the first MOU in the Board Book addressed changes as a result of new Title IX regulations implemented this fall and aligns the contractual language in Article XXVI of the CBA with the new Title IX regulations and updated board policies 11.04 and 11.04.01. Dr. Bullock said the second MOU addresses changes in working conditions this fall due to the pandemic.

Trustee Walk moved and Trustee Wright seconded to approve as presented two Memorandums of Understanding with the Lake Land College Custodial Association.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Memorandum of Understanding with American Federation of State, County, and Municipal Employees (AFSCME), Council 31.

Trustees reviewed a proposed Memorandum of Understanding that has been approved and signed by leadership with AFSCME, Council 31. Dr. Bullock said this MOU is necessitated by the fact that this Union has won the right to be the sole and exclusive bargaining agent for the vocational instruction employees at the Illinois Department of Corrections facility at Lincoln Correctional Center. In addition, the MOU provides that the four AFSCME bargaining employees who provide vocational training at Lincoln Correctional Center receive a one-time wage increase of 1% effective July 1, 2020, based upon their prior fiscal year salaries.

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Trustees learned this aligns with the pay increase for all AFSCME employees providing educational services for the College.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the Memorandum of Understanding with the American Federation of State, County, and Municipal Employees (AFSCME), Council 31.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Resolution No. 0920-002 to Approve Fourth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2023.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2023. Chair Reynolds said Dr. Bullock’s annual performance evaluation for FY 2019-2020 had been completed and reviewed by all Trustees.

[The agenda item was noted that a complete copy of the proposed resolution and fourth, addendum were available at: <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/> or by contacting the College’s Office of the President at 217-234-5222. The agenda item was also noted that copies of the President’s original employment contract and the first, second and third addendums were available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College’s Office of the President at 217-234-5222.]

Trustee Wright moved and Trustee Walk seconded to approve as presented Resolution No. 0920-002 - Approving Fourth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2023. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Human Resources Report.

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Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

Trustee Cadwell motioned and Trustee Curtis seconded to approve the following standard Human Resources Report as presented.

The following employees are recommended for FMLA leave.

Board policy 05.14.12

Andrea Daily	08/11/2020-11/02/2020
Don Hardwick	08/17/2020-10/16/2020

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

Brenda Venatta Catey	09/03/2020-10/01/2020
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The following positions has been recommended by the Lake Land College President's Cabinet

Scholarship Coordinator-Level 12, Support Staff
Dean for Workforce Solutions and Community Education-Level 17, Administration
Coordinator of Employment and Compensation-Level 13, Support Staff

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Caldeira, Lara	Fitness Center Specialist Primary Position is Bookstore Rush Worker	09/02/2020
Caldeira, Lara	Covid-19 Checkpoint Screener Primary Position is Bookstore Rush Worker	08/24/2020
Campbell, Deandra	Covid-19 Checkpoint Screener Primary Position is Bookstore Rush Worker	08/24/2020
Croft, Hank	Test Proctor Primary Position is Tutor - Associate-Lrng Asst	09/02/2020
Kilzer, Barbara	Ofc Asst to Allied Health Prog Primary Position is Adj Faculty Allied Health	08/12/2020
Larry, Julian	Adj Faculty Social Science Primary Position is Perkins Specialist-Coach	08/24/2020
Mason, Harley	Covid-19 Checkpoint Screener Primary Position is Bookstore Rush Worker	08/24/2020
Meadows, Janet	Test Proctor Primary Position is Proctor/Training Aid	09/02/2020
Richardson, Hannah	Tutor – AAS Disability Services Primary Position is Tutor - Associate's TRIO	08/24/2020
Richardson, Hannah	Tutor - Associate Community Education Primary Position is Tutor - Associate's TRIO	08/24/2020

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Richardson, Hannah	Tutor - Associate - Learning Asst	08/24/2020
	Primary Position is Tutor - Associate's TRIO	
Saunders, Mackenzie	Covid-19 Checkpoint Screener	08/24/2020
	Primary Position is Bookstore Rush Worker	
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener	08/24/2020
	Primary Position is Bookstore Rush Worker	

Part-time - Grant Funded

Richardson, Hannah	Tutor - Associate Carl Perkins	08/24/2020
	Primary Position is Tutor - Associate's TRIO	
Satterfield, Ryan	Adult Education Adjunct Faculty	08/20/2020
	Primary Position is Adj Faculty Technology	
Small, Kevin	Adult Education Adjunct Faculty	08/18/2020
	Primary Position is Adjunct for CBI	
Staley, Jennifer	Adult Education Adjunct Faculty	08/20/2020
	Primary Position is Adult Ed Welding Instructor	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Hardiek, Karla	Division Chair/Allied Health	08/23/2020
Part-time		
Binnion, Hannah	College Work Study	03/08/2020
Bruns, Maureen	College Work Study	12/30/2019
Elmendorf, Gerald	TRIO Student Specialist	07/12/2020
Froese, Morgan	College Work Study	05/17/2020
Martinez Montes de Oca, Yesica	Tutor	05/12/2020
Martinez Montes de Oca, Yesica	Bookstore Rush worker	05/10/2020
Underwood, Race	Tutor	12/15/2019

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Byers, Jessica	Nursing Instructor	08/10/2020
Hadjaoui, Ahmed	Custodian	09/15/2020
Knearem, Katherine	Payroll Specialist	09/21/2020
Ruholl, Katelyn	Simulation Lab Coordinator	08/21/2020
Snyder, Jay	Custodian	09/15/2020
Uphoff Nees, Christina	Training & Development Coordinator	09/21/2020
Part-time		
Beier, Sidney	Bookstore Rush Worker	08/17/2020

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Caldeira, Lara	Bookstore Rush Worker	08/06/2021
Caldwell, Nancy	Adj Faculty Humanities	08/24/2020
Caldwell, Victoria	Bookstore Rush Worker	07/28/2020
Campbell, Deandra	Bookstore Rush Worker	08/03/2020
Clark, Macy	Bookstore Rush Worker	07/30/2020
Cole, Carson	Covid-19 Checkpoint Screener	08/26/2020
Cushing, Jaime	Clinical Dentist	08/01/2020
Diltz, Emma	Dual Credit Program Assistant	09/02/2020
Fouty, Mackenzie	Groundskeeper	08/03/2020
Hall, James	Digital Communications Specialist	09/08/2020
Hetland, Cherie	Financial Aid Outreach Coordinator	08/19/2020
Hilliard, Antwonette	IDOC CPR Instructor	07/21/2020
Hollingsworth, Travis	Administrative Assistant Marshall Ext	08/25/2020
Jones, Cameron	Bookstore Rush Worker	08/04/2020
Jones, Tyler	Assistant Baseball Coach	09/02/2020
Jordan, Danielle	Allied Health Den Clinical Instructor	08/01/2020
Mason, Harley	Bookstore Rush Worker	08/07/2020
Moreira de Souza, Caroline	Bookstore Rush Worker	08/01/2020
Parkison, Shawn	IEL Instructor	08/24/2020
Saunders, Mackenzie	Bookstore Rush Worker	08/03/2020
Scheitler, Kaitlyn	Bookstore Rush Worker	08/07/2020
Shriver, Jacob	Groundskeeper	08/03/2020
Smith, Logan	Allied Health Den Clinical Instructor	08/01/2020

Part-time - Grant Funded

Staley, Jennifer	Adult Education Welding Instructor	08/13/2020
Daniels, Ashley	College Work Study - Humanities	08/24/2020
Smith, Chandler	College Work Study - Humanities	08/24/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Hines, Debra	Human Resources Asst/Retiree	09/30/2020
Unpaid Volunteer		
Carter, Maxwell	Tech Team Intern	08/17/2020
Lee, Dylan	Tech Team Intern	08/17/2020
Lovell-Hayes, Nicole	Auxiliary Services Volunteer	02/01/2020
Schisler, Davina	Auxiliary Services Volunteer	08/17/2020
Taylor, Angela	Auxiliary Services Volunteer	08/17/2020
Part-time		
Blazich, Jessica	Bookstore Rush Worker	08/25/2019
Caldwell, Nancy	Adj Faculty Humanities	08/05/2020
Clark, Tanner	Bookstore Rush Worker	01/26/2020

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Cutts, Bryson	Tutor - Student Lrng Asst Ct	05/17/2020
Deters, Carla	Off Asst to Allied Health	08/09/2020
Filipiak, Gloria	Bookstore Rush Worker	01/26/2020
Fros, Janet	Sign Language Interpreter	02/14/2016
Gullidge, Breanne	Adm & Rec Data Entry Asst	08/09/2020
Hanson, Madeleine	Adm & Rec Data Entry Asst	04/05/2020
Hartke, Taylor	Adm & Rec Data Entry Asst	07/26/2020
Hoene, Katelyn	Print Shop Student Asst	05/17/2020
Kull, Karen	Retiree Incentive Program	08/05/2020
Lee, Yu Jin	Chemistry Lab Student Asst	12/29/2019
Luttrell, Andrew	Sign Language Interpreter	11/05/2017
Matherly, Linda	Bookstore Rush Worker	01/26/2020
Matusik, Morgan	IDOT QMTP Lab Assistant	05/17/2020
Omar, Ghada	Adj Faculty Math/Science	05/17/2020
Probst, Rachel	Bookstore Rush Worker	01/26/2020
Rowan, Penny	Adj Doc College Funded Instr	12/15/2019
Sampson, Karen	Adult Education Instructor	05/17/2020
Schultz, Shyann	Bookstore Rush Worker	08/25/2019
Stremming, Morgan	Counseling Srvcs Specialist	07/26/2020
Tappendorf, Hannah	Adm & Rec Data Entry Asst	05/17/2020
Unkraut, Claire	CBI Non-credit Instructor	6/30/2019
Wake, Jackie	Professional Development Sup	08/23/2020
White, Wayne	Bkst Comp Tech Spec	05/17/2020

College Work Study's

Ballinger, Reece	College Work Study - MPR	05/17/2020
Luebbe, Alecia	College Work Study Counseling	05/17/2020
Lynn, Lacey	College Work Study SSE	05/17/2020
McCombe, Joshua	College Work Study-Business	05/20/2018
McConkey, Ashlan	College Work Study Career Svcs	05/17/2020
Miller, Megan	College Work Study Early Child	10/02/2019
Persinger, Hailey	College Work Study Bookstore	05/03/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Arena, Amanda	Manager of Bookstore and Textbook Rentals transferred from Coordinator of the Bookstore	10/1/2020
Davison, Angela	Business Instructor transferred from Information Technology Instructor	08/10/2020
Crnkovich, Hannah	Scholarship Coordinator transferred from Financial Aid Verification and Scholarships	09/15/2020
Hardiek, Karla	Nursing Instructor Resigned from Division Chair Allied Health	08/10/2020
Kessler, Tynia	Division Chair Business/Business Inst	08/10/2020

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Swingler, Erin	transferred from Business Instructor Division Chair Allied Health/Nursing Inst	08/10/2020
Workman, Bethany	transferred from Nursing Instructor Nursing Instructor transferred from Simulation Lab Coordinator	08/10/2020

Part-time

Martinez Montes de Oca, Yesica	Bookstore Rush Worker transferred from Tutor	09/01/2020
Ritz, Alex	Part-time Police Officer transferred From Full-time Police Officer	08/24/2020

Part-time - Grant Funded

Sharp, Kennedy	Student Success Coach Trio Dest. Financial Aid Verification Specialist	08/30/2020
Underwood, Race	Perkins Student Worker - Business Tutor	08/25/2020

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Other Business. (Non-action)

Dr. Bullock updated trustees on the administration's recent discussions with the leadership of the Lake Land College Faculty Association to extend the current Memorandum of Understanding for the Fall 2020 semester to the Spring 2021 semester. He asked if any trustee disagreed with this extension. Each trustee expressed support for the extension. He said the administration will bring this request to the Board for approval during the October 2020 regular board meeting.

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:31 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Lake Land College Board of Trustees
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Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1120-006

DATE: November 9, 2020

**RESOLUTION TO AUTHORIZE PROPERTY TAX ABATEMENT
FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL PROPERTY IMPROVEMENTS
IN THE ALTAMONT EFFINGHAM COUNTY ENTERPRISE ZONE**

WHEREAS, the State of Illinois Department of Commerce and Economic Opportunity will be asked to designate an area of Effingham County as an Enterprise Zone under the provisions of the Illinois Enterprise Zone Act (Ch. 67 ½, Illinois Revised Statutes, Par. 601 et. seq.) effective for a fifteen (15) year period upon approval and designation of the Illinois Department of Commerce and Economic Opportunity; and

WHEREAS, upon the abovementioned approval and certification, the City of Altamont's designating Ordinance no. 677-19, Effingham County's designating Ordinance no. 19-150a and the Village of Beecher City's designating Ordinance no. 467 will provide for property tax abatements on residential, commercial and industrial property attributable to new construction, expansion or rehabilitation of existing construction within such parcels comprising said Enterprise Zone if a taxing district has ordered an abatement of said taxes; and

WHEREAS, said property tax abatement is established as an incentive to stimulate commercial and industrial construction, expansion and/or rehabilitation in order to create and/or retain jobs within the private sector of the local economy; and

WHEREAS, certain property tax abatements are established as an incentive to promote residential construction, expansion and/or rehabilitation in order to encourage the stabilization, revitalization and elimination of blighting influences in residential neighborhoods of Effingham County; and

WHEREAS, this public taxing District finds that the Enterprise Zone designation will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LAKE LAND COLLEGE, COMMUNITY COLLEGE DISTRICT #517, ILLINOIS, as follows:

Section I. That Lake Land College hereby agrees to a property tax abatement of for five (5) years, pursuant to Section 643 (e) of the Revenue Act of 1939, as amended, that a portion of their taxes on residential and commercial real property (real estate) located in the Altamont Effingham County proposed Enterprise Zone resulting from an increase in assessed valuation which is attributable to physical improvements on the property.

Section II. That Lake Land College hereby agrees to a property tax abatement of for ten (10) years, pursuant to Section 643 (e) of the Revenue Act of 1939, as amended, that a portion of their taxes on industrial real property (real estate) located in the Altamont Effingham County proposed Enterprise Zone resulting from an increase in assessed valuation which is attributable to physical improvements on the property.

Section III. Lake Land College will agree to take the necessary steps to direct the Effingham County Clerk to abate one-hundred (100) percent of that portion of the property (real estate) tax due to Lake Land College which is attributable to new construction, expansion and/or rehabilitation of existing construction on any residential, commercial or industrial properties located within the boundaries of the aforesaid contemplated Enterprise Zone. Any eligible residential, commercial or industrial property which has had new construction, expansion or rehabilitation completed after January 1, 2021, and before January 1, 2036, assuming said Enterprise Zone is approved and designated by the State of Illinois and the Department of Commerce and Economic Opportunity, shall then be eligible for a tax abatement. This property tax abatement shall not extend beyond the life of the Altamont Effingham County Enterprise Zone.

Section IV. This Resolution and every provision thereof shall be considered separable and the invalidity of any section, clause, paragraph, sentence or provision shall not affect the validity of any other portion of the resolution.

Section V. All Resolutions or parts of Resolutions conflicting with any of the provisions in this Resolution shall be and the same are hereby repealed by action of the Lake Land College.

Section VI. This Resolution shall be in effect from and after its passage by the Lake Land College, the approval and certification of the application by the Illinois Department of Commerce and Economic Opportunity (DCEO).

ADOPTED this 9th day of November, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
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

By: _____

Chair

Attest: _____

Secretary

Seal:

SECRETARY'S CERTIFICATE

I, Gary Cadwell, 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.

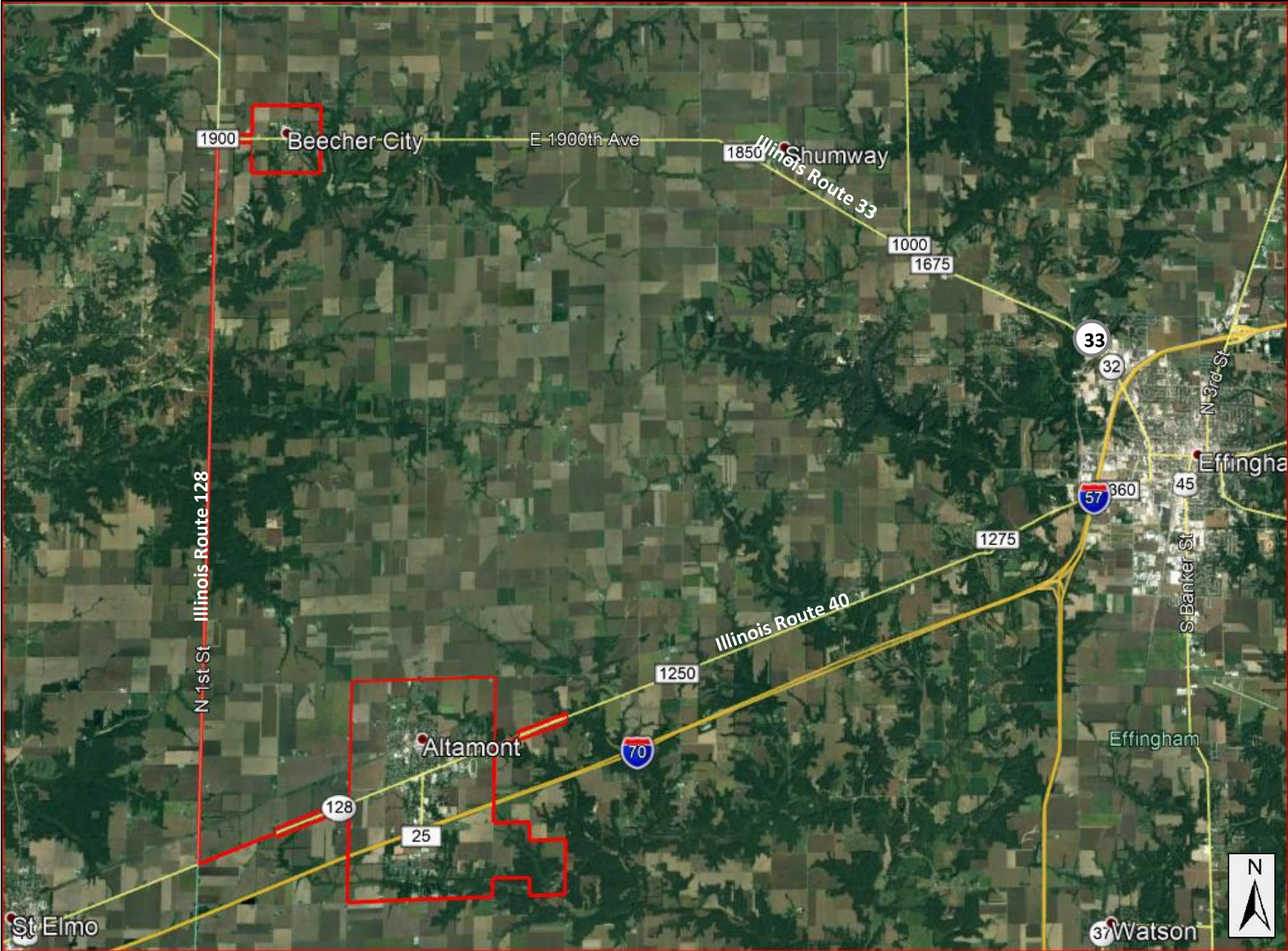
I do further certify that the foregoing Resolution to authorize participation in the abatement of real property tax in the Altamont Effingham County Enterprise Zone, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 9th day of November, 2020.

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 9th day of November, 2020.

Secretary, Board of Trustees

Altamont/Effingham County Enterprise Zone Proposed Boundary





MEMO

TO: Dr. Josh Bullock, President

FROM: Jon VanDyke, Dean of Admissions Services

DATE: September 16, 2020

RE: Fall 2020 Student Ambassadors

CC: Tina Stovall, Vice President for Student Services

The Fall 2020 Student Ambassadors were selected in September. Due to the circumstances, and the safety of our students, the decision was made to retain the ambassadors from last year.

Eight highly qualified candidates agreed to serve as Student Ambassadors for a second year. The 8 ambassadors will receive a \$500 yearly scholarship. Listed below are the names, majors, 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!

Kaitlyn Bloemer	Dieterich, IL	Elementary Education
Kailynn Bobbett	Findlay, IL	Pre-Dental
Lucas Duduit	Pana, IL	Engineering
Makenna Green	Arthur, IL	Agriculture Transfer
Katherine Smith	Creal Springs, IL	Agriculture Transfer
Hannah Tappendorf	Altamont, IL	Agriculture Transfer
Emmalyn Walk	Neoga, IL	Agriculture Transfer
Faith Williams	Ramsey, IL	Agriculture Business and Supply



MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: October 2, 2020

RE: 2020 Student Laureate Nomination

Each year, all Illinois community colleges have 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 2020 Lake Land College Student Laureate nominee is Mr. Lucas Dudit. Throughout his enrollment at Lake Land College, Lucas has demonstrated strong leadership and service through curricular and extracurricular activities as well as excellent academic performance. As described in the full nomination packet included in the electronic folder for each member of the Board of Trustees, Lucas has maintained a perfect 4.0 grade point average and has been recognized on the President’s List for highest honors each semester of his enrollment while pursuing rigorous study as an Engineering Science major. Lucas’s nomination was supported by faculty and staff at the College who commented on his engagement and leadership in Phi Theta Kappa, Student Ambassadors, Student Government Association, for addressing opportunities for supporting college student mental health needs, including establishing an Active Minds Chapter at Lake Land College, and as Student Trustee. Lucas is an exceptional representative of the outstanding students we have at Lake Land College and it is an honor to nominate him for this award.

Lucas’s nomination was submitted to the Illinois Community College Board staff who will select one nominee to represent the Illinois Community College System. Due to the pandemic, the Lincoln Academy will not hold an in-person recognition ceremony for the Class of 2020. If Lucas is selected as the statewide winner, he will be recognized by way of social media and postal mail.

I would like to recognize Lucas 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 24, 2020
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 approved by the Curriculum Committee from March 2020 to September 2020.

Please share this listing with the Board of Trustees at their regular meeting of October 12. I will be available to answer any questions you or the Board may have.

Attachment

Curriculum Committee Highlights March 2020 – September 2020

Course Additions

- APT 040 Electrical Principles & Practices
- APT 041 Applied Mathematics I
- APT 042 Applied Mathematics II
- APT 043 Applied Mathematics II
- APT 051 Solid State Devices and Applications
- COM 070 Radio Production Lab
- COM 072 Fall Sportscasting
- COM 073 Spring Sportscasting
- COM 082 Fall Athletic Announcing
- COM 083 Spring Athletic Announcing
- COM 111 Introduction to Speech Communication
- COM 150 Introduction to Broadcasting
- COM 155 Radio-TV Announcing
- COM 160 Radio Station Operation
- COM 165 Broadcast Writing
- COM 175 Broadcast Sales
- COM 180 Basic TV Production
- COM 185 Advanced Radio Production
- COM 190 Basic Animation
- COM 200 Interpersonal Communication
- COM 213 Introduction to Group Discussion
- COM 220 Persuasive Speaking
- COM 244 Introduction to Act
- SOS 052 Workforce Communication & Safety

Program Changes

- AA.SS – Social Science Education- title change
- AAS.ADN - Associate Degree Nursing – decreased credit hours to 66.
- AAS.AUTO - Automotive Technology – decreased credit hours to 66.
- AAS.AAEXE - Office Assistant-Executive–decreased credit hours to 60.
- AAS.AALEG - Office Assistant Legal– decreased credit hours to 60.
- AAS.AAMED Office Assistant Medical– decreased credit hours to 61
- AAS.ACC - Accounting - decreased credit hours to 60.
- AAS.BCT - Building Construction Technology – decreased credit hours to 60.
- AAS.CAD - Computer Aided Design Technology – decreased credit hours to 60.
- AAS.CETAT - CET/Advanced Technical Studies – decreased credit hours to 65.
- AAS.CET - Civil Engineering Technology – decreased credit hours to 60.
- AAS.CETCO - Civil Engineering Technology – Coop – decreased credit hours to 81.
- AAS.CFS Child and Family Services - decreased credit hours to 61.

- AAS.ECE Early Childhood Education - decreased credit hours to 60.
 - AAS.EET - Electronics Engineering Technology – decreased credit hours to 64.
 - AAS.HSP.BUS - Human Services – Business–decreased credit hours to 60.
 - AAS.HSP.CRJ - Human Services – Criminal Justice
 - AAS.HSP.DIT - Human Services – Dietetics
 - AAS.HSP.EDU - Human Services – Education
 - AAS.HSP.HEA - Human Services – Health
 - AAS.HSP.PSY - Human Services – Psychology
 - AAS.HSP.SOC - Human Services – Sociology
 - AAS.DPGD- IT Graphic Design- Title change and decreased credit hours to 62.
 - AAS.ITAPS - IT Computer Applications – decreased credit hours to 60.
 - AAS.ITNET - IT Network Administration – decreased credit hours to 66.
 - AAS.ITPRO - IT Programming – decreased credit hours to 62.
 - AAS.ITWEB - IT Web Design – Title change and decreased credit hours to 62.
 - AAS.LE - Law Enforcement–decreased credit hours to 60.
 - AAS.MGT - Management – decreased credit hours to 60.
 - AAS.MKTG - Marketing – decreased credit hours
 - AAS.MECH - Applied Engineering Technology – decreased credit hours to 60.
 - AAS.MET - Mechanical-Electrical Technology – decreased credit hours to 64.
 - AAS.HIMC-Medical Coding & Health Information– decreased credit hours to 61.
 - AAS.OFMGT Office Manager– decreased credit hours to 61
 - AAS.PS - Paramedical Services – decreased credit hours to 60.5.
 - AAS.PRPRO Paraprofessional Educator - decreased credit hours to 60.
 - AAS.RTV – Radio/TV Broadcasting-decreased credit hours to 60.
 - AAS.CIM - Robotic & Automated Manufacturing – decreased credit hours to 60.
 - AS.SCED.BIO – Secondary Education-Biology-changes to AS.
-
- CRT.ACC - Accounting – decreased credit hours to 30.
 - CRT. AUTO - Auto Mechanic I – Title change and decreased credit hours to 27.
 - CRT.BCT - Building Construction – decreased credit hours to 24.
 - CRT.CAD - Computer Aided Drafting – decreased credit hours to 30.
 - CRT.COMTC - Computer Technician – decreased credit hours to 30.
 - CRT.ECT - Electronic Control Technician – decreased credit hours to 31.
 - CRT.INDMT - Industrial Maintenance – decreased credit hours to 29.
 - CRT.ITWEB - IT Web Design – Title change.
 - CRT.MDTRN - Medical Transcriptionist– decreased credit hours to 36.
 - CRT.NCCP - Nanny Child Care Provider - decreased credit to 30.
 - CRT.PRPRO - Paraprofessional Education - decreased credit hours to 31.
 - CRT.PLMT - Plastics Manufacturing Technician – increased credit hours to 30.5.
 - CRT.RBRD - Radio Broadcasting– decreased credit hours to 30.
 - CRT.REMG - Renewable Energy Management – decreased credit hours to 30.
 - CRT.RENEW - Renewable Energy Technician – decreased credit hours to 30.
 - CRT.RTVAN - Broadcast Announcing–increased credit hours to 28.

- NDP.CMPAP - IT-Computer Apps Specialists-title change.
- NDP.LEO - Law Enforcement Operations– decreased credit hours to 20.
- NDP.OFSK.MOS - Office Support Specialist– decreased hours to 16.
- NDP.TVFS - TV Field & Studio Production-decreased credit hours to 19.

Programs Inactive/Withdrawn

- NDP.CNCO – CNC Operator
- NDP.CNCP – CNC Programmer
- AAS.PRTE – Production Technician

Calendar of Events

Monday, October 12, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, November 5, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, November 9, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, December 10, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, December 14, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, January 7, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, January 11, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, February 4, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, February 8, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, March 4, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, March 8, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 8, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, April 12, 2021	6 p.m. – Board Meeting – Webb Hall 081
Thursday, May 6, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081

Monday, May 10, 2021

6 p.m. – Board Meeting – Webb Hall 081

Thursday, June 10, 2021

Resource and Development Committee Meeting

8 a.m. – Webb Hall 081

Finance Committee Meeting

9 a.m. – Webb Hall 081

Monday, June 14, 2021

6 p.m. – Board Meeting – Webb Hall 081

Your kind expression of sympathy
and friendship will

always remain in our memories

Thank you for your thoughtfulness

the family of

Jack Hardin

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: September 17, 2020

RE: Proposed Agreement with Institutional Review Board (IRB) at Eastern Illinois University (EIU)

Dr. Lynn Breer, Director of Institutional Research and Reporting, chairs the College's Research Review Board (RRB) that provides support and assistance with research-related efforts at Lake Land College. Dr. Breer, on behalf of the RRB, recommends that the Board of Trustees approve a proposed agreement with the Institutional Review Board (IRB) at Eastern Illinois University (EIU) for the following reasons:

1. EIU maintains a Federal-Wide Assurance (FWA) for the protection of human subjects. This means EIU has received and maintains approval from the U.S. Department of Health and Human Services (HHS) to comply with the requirements in the HHS Protection of Human Subjects regulations found in 45 CFR 46. In other words, EIU's IRB ensures the protection of the rights, safety, and well-being of human subjects involved in research.
2. It will benefit the College to have this agreement with EIU in case a Lake Land faculty member, staff, or student chooses to conduct research using human subjects at Lake Land. Although our Research Review Board has set a policy in place to review any potential research conducted at Lake Land College, our RRB cannot provide official approval to conduct research using human subjects. Lake Land has not pursued a FWA because we do not conduct enough research on a regular basis to make obtaining and maintaining a FWA a worthwhile endeavor. The letter of agreement with EIU's IRB will provide an appropriate venue for faculty, staff and students who would like to pursue research opportunities using human subjects at Lake Land College. Our RRB will continue to monitor the research conducted at Lake Land to ensure the rights, safety, and well-being of human subjects are protected during the research process and will provide assistance to faculty, staff or students who seek IRB approval from EIU.

Please note that our liability insurance carrier has reviewed and approved the language in the proposed agreement. I concur with our RRB's recommendation and respectfully request the Board of Trustees approve this agreement as presented.

Attachment

IRB Authorization Agreement

This IRB Authorization (“**Agreement**”) is made and entered into by and between the Board of Trustees of Eastern Illinois University, located in Charleston, Illinois (“EIU”) and Lake Land College, located in Mattoon, Illinois (“LLC”).

IN CONSIDERATION OF the mutual covenants and promises hereinafter set forth, EIU and LLC agree as follows:

EIU’s Institutional Review Board (IRB) will serve as the IRB of record for research conducted by LLC under this agreement and, as such, it will conduct full review of research consistent with the requirements of 45 CFR 46 as applicable. EIU’s IRB will:

1. follow written procedures for reporting its findings and actions to appropriate officials at LLC;
2. maintain a current Federal-Wide Assurance (FWA) and notify LLC should any lapse occur;
3. perform initial full board review of all new research proposed by LLC and make a final decision of approval or disapproval of the student in compliance with all applicable laws/regulations;
4. conduct continuing review, Serious Adverse Event / Unanticipated Problems review, protocol amendment review, DSMB reports, and any other protocol related documents required by regulation or institutional policy in compliance with all applicable laws/regulations;
5. make available to LLC the IRB membership roster and IRB SOPs; also, specific to the research covered under this agreement, any special arrangements to address local context issues as needed;
6. provide outcome letters and other relevant documents to the investigator and/or LLC officials;
7. comply with all reporting requirements, pursuant to 45 CFR Part 46, including subsections 103 and 113 regarding prompt reporting of unanticipated risks to subjects or other, any serious or continuing noncompliance with regulations or IRB requirements, any suspension or termination of IRB approval;
8. maintain an IRB membership in compliance with 45 CFR 46 and obtain additional expertise as needed;
9. provide appropriate orientation and continuing education on topics related to human subjects protection for IRB members;
10. notify LLC immediately if there is a suspension or restriction of EIU IRB’s authorization to review a study; and,
11. notify LLC of any changes EIU IRB policies or SOPs that might affect LLC’s reliance on EIU’s IRB reviews or performance of the research at LLC.

LLC remains responsible for ensuring compliance with EIU IRB’s determinations, the terms of its Office for Human Research Protections (OHRP)-approved FWA, and all other applicable laws and regulations related to the conduct of research covered under this Agreement. Further LLC and its Principal Investigator will:

1. include EIU as an additional insured party on LLC’s insurance policy and provide EIU with a copy of the insurance certificate as documentation.
2. if necessary, travel to EIU to meet with its IRB;
3. list EIU’s IRB as current FWA;
4. maintain a human subjects protection program compliant with 45 CFR 46 and have established procedures in place to ensure safe and appropriate performance of the research on site. This includes, but is not limited to,:
 - a. scope and authority of the Human Subject Protection Program;
 - b. investigator and staff training in human subjects protection;
 - c. reporting/managing adverse events, protocol violations, unanticipated problems, and noncompliance;
 - d. document retention;
 - e. research oversight and monitoring;
 - f. managing and reporting conflict of interest; and,
 - g. mechanism by which local study participants may report complaints about research;

5. maintain records of IRB approval and ongoing IRB communications per LLC institutional policies;
6. abide by all decisions of EIU IRB relevant to the protocols covered under this agreement;
7. ensure that before implementing a change to EIU IRB-approved protocol, the investigator will obtain IRB approval for the change, pursuant to 45 CFR 46.103;
8. comply with all reporting requirements, pursuant to 45 CFR Part 46, including subsections 103 and 113 and regarding prompt reporting of unanticipated risks to subjects or others, any serious or continuing non-compliance with regulations or IRB requirements, and any suspension or termination of IRB approval;
9. provide EIU IRB with any LLC specific requirements (such as required consent language) needed for initial and ongoing review;
10. notify EIU IRB immediately if there is ever a suspension or restriction from federal or state regulatory agency of LLC's authorization to conduct or review research;
11. notify EIU IRB immediately if there is a suspension or restriction of the local investigator's privileges to conduct human subjects research;
12. maintain compliance with all applicable federal, state, local laws/regulations and sponsor and institutional requirements related to the conduct of human subjects research.

Per Illinois law, EIU's IRB meeting minutes will not be made available, but LLC may contact the EIU IRB if there is a need, which can be discussed.

This document must be kept on file at both institutions and provided to OHRP upon request.

This Agreement will become effective on the date that the last official signs and will remain in effect until the earlier of either party provides 30 days written notice of termination to the other institution or ten (10) years.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year indicated below.

**Board of Trustees of
Eastern Illinois University**

**Board of Trustees of
Lake Land College**

By: _____
Sean Reeder, VP Business Affairs

By: _____
Doris Reynolds, Chairperson

Date: _____

Date: _____

By: _____
Jay Gatrell, VP Academic Affairs

Date: _____

By: _____
David Glassman, President

By: _____
Jonathan (Josh) Bullock, President

Date: _____

Date: _____

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: September 15, 2020

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 29.09 cents per \$100 EAV. Therefore, the College is able to levy 11.09 cents per \$100 EAV for the 2020 tax year.

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

<u>Cents per \$100 EAV</u>
2019 – 29.05
2018 – 29.12
2017 – 29.62
2016 – 29.97
2015 – 29.63

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: 1020-003

DATE: 10/12/20

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 29.09 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 11.09 cents per \$100 of equalized assessed valuation to 29.09 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2020 tax year.

Adopted this 12th day of October, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

Board Chair

Board Secretary

Seal:

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution of Intent to Continue the Foundation Tax Levy, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 12th day of October, 2020.

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 _____, 2020.

Secretary, Board of Trustees



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: September 28, 2020

RE: SURS Deferred Compensation

SURS has adopted a deferred compensation plan to provide members another avenue to save money. Eligible employers are required to adopt the plan before members can participate. All eligible employers are required to adopt the SURS Deferred Compensation Plan before June 30, 2021. I am requesting that the Board adopt this deferred compensation plan with an effective date of January 1, 2021.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1020-004

DATE: 10/12/20

RESOLUTION TO ADOPT THE SURS DEFERRED COMPENSATION PLAN & APPROVE THE EMPLOYER PARTICIPATION AGREEMENT

WHEREAS, the State Universities Retirement System Deferred Compensation Plan ("Plan") is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue ("Code") established and is administered by the State Universities Retirement System ("System") pursuant to Section 15-202 of the Illinois Pension Code, 40 ILCS 5 et seq.;

WHEREAS, the Plan is funded by elective deferrals, and if elected by the Employer (Lake Land College) in the Employer Participation Agreement, discretionary employer contributions;

WHEREAS, contributions to the Plan are held in Trust by SURS as Trustee pursuant to the State Universities Retirement System Master Trust Agreement ("Trust Agreement") and are invested in investment options selected and monitored by SURS;

WHEREAS, SURS has contracted with certain service providers ("Service Providers") to administer the Plan in accordance with its written terms and applicable law;

WHEREAS, Section 15-202 of the Illinois Pension Code, 40 ILCS 5, et seq., and Section 2.02(v) of the Plan provide that an employer that is subject to Article 15 of the Illinois Pension Code and that is an eligible employer within the meaning of Code Section 457(e)(1)(A) offer the Plan to its eligible employees;

WHEREAS, the Employer is an employer subject to Article 15 of the Illinois Pension Code, and is an eligible employer within the meaning of Code Section 457(e)(1)(A); and

WHEREAS, the Employer has reviewed the Plan, is authorized by law to adopt this Resolution, and is concurrently executing an Employer Participation Agreement for the Plan, which shall constitute a part of the written terms of the Plan.

NOW THEREFORE the governing body of the Employer hereby resolves:

Section 1. The Employer adopts the Plan for the benefit of its eligible employees, including the Employer Participation Agreement which is attached hereto and made a part of this Resolution.

Section 2. The Employer agrees to abide by the terms of the Plan and the Trust Agreement, including amendments to the Plan and the Trust Agreement, and all applicable provisions of the Code, the Illinois Pension Code, and other applicable law.

Section 3. The Employer agrees to enroll only those individuals who are employees, as defined in Section 15-107 of the Illinois Pension Code, of the Employer. An employee does not include an individual who is a leased employee under Code Section 414(n)(2).

Section 4. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in the Trust for the exclusive benefit of participants and their beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of participants and their beneficiaries and for defraying reasonable expenses of the Plan. All contributions to the Plan shall be held, managed, invested and distributed as part of the Trust in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust pursuant to the terms of the Plan.

Section 5. This Resolution and an Employer Participation Agreement shall be submitted to SURS. SURS shall determine whether the Resolution and the Employer Participation Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement employee participation in the Plan. SURS may refuse to approve a Resolution and/or an Employer Participation Agreement from an employer that does not have state statutory authority to participate in the Plan. The Employer hereby acknowledges that it is responsible for assuring that this Resolution and the Employer Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Employer as of the date set forth below in accordance with applicable law.

Adopted this 12th day of October, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

Board Chair

Board Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Adopt the SURS Deferred Compensation Plan & Approve the Employer Participation Agreement, 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 12th day of October, 2020.

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 _____, 2020.

Secretary, Board of Trustees

**STATE UNIVERSITIES RETIREMENT SYSTEM
DEFERRED COMPENSATION PLAN**

EMPLOYER PARTICIPATION AGREEMENT

The undersigned employer ("Employer") and the State Universities Retirement System ("SURS") agree to the participation of the Employer in the State Universities Retirement System Deferred Compensation Plan ("Plan"). The Plan is sponsored and administered by SURS and is intended to qualify as an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code ("Code") that is a governmental plan under Code Section 414(d) and Section 3(33) of the Employee Retirement Income Security Act of 1974 ("ERISA").

Complete this Participation Agreement only if the Employer is both an employer subject to Article 15 of the Illinois Pension Code and an eligible employer within the meaning of Code Section 457(e)(1)(A).

A. EMPLOYER INFORMATION

Name: _____

Address: _____

Tax ID Number: ____ - _____

B. TYPE OF ADOPTION AND EFFECTIVE DATE

The Employer's Plan document shall consist of this Employer Participation Agreement ("Agreement") and the Plan document, as amended from time to time. All capitalized terms in this Agreement shall have the meaning set forth in the Plan document.

It is very important that this Employer Participation Agreement be completed accurately to ensure consistency between the Plan and actual plan operation. The Employer may prospectively change the terms of its participation in the Plan at any time by completing a new Employer Participation Agreement with SURS.

This Agreement is for the following purpose (*check and complete one only*):

1. This is a new 457 (b) deferred compensation plan adopted by the Employer for its Employees effective _____, _____ (*insert effective date of this Agreement*).
2. This is an amendment to be effective as of _____, _____ (*insert effective date of this amendment*) to the current Agreement previously adopted by the Employer, which was originally effective _____, _____ (*insert effective date of the original Agreement*).
3. This is an amendment and restatement of another 457(b) deferred compensation plan maintained by the Employer, effective _____, _____ (*insert effective date of this Agreement*). This Employer's prior plan was originally effective _____, _____ (*insert effective date of the prior plan*).

The Employer understands that it is the Employer's responsibility to ensure that the prior plan met all applicable state and federal requirements.

- C. CUSTODY OF ASSETS.** Code Section 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries in a Trust pursuant to the terms of the Plan.
- D. PARTICIPATION.** An Employee may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions immediately upon commencement of employment with the Employer. "Employee" means an individual who is an employee, as defined in Section 15-107 of the Illinois Pension Code, of an Employer. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).
- E. ELECTIVE DEFERRALS.** All Employees of the Employer shall be permitted to make Elective Deferrals to the Plan. Elective Deferrals include Pre-Tax Contributions and Roth Contributions. A Participant shall be 100% Vested in his or her Elective Deferrals at all times.
- F. DISCRETIONARY MATCHING CONTRIBUTIONS.**

1. The Employer shall (*check and complete one only*):

- a. not make Discretionary Matching Contributions.
- b. match _____ % of Elective Deferrals of up to _____ % of Compensation
 each pay period annually.
- c. match _____ % of the first \$ _____ of Elective Deferrals
 each pay period annually.
- d. match the percentage or amount of Elective Deferrals that the Employer determines in its discretion for the Plan Year.

Check this box if the Discretionary Matching Contributions match elective deferrals made to another plan, and enter the name of the plan:

NOTE: Any Discretionary Matching Contribution will reduce, dollar for dollar, the Elective Deferrals that a Participant can contribute.

2. The Employer shall make Discretionary Matching Contributions for the following Employees (*complete only if Discretionary Matching Contributions will be made to the Plan; check and complete as many as applicable*):
- a. any full-time Employee, defined as an Employee who has _____ or more Hours of Service per week.
- b. any permanent part-time Employee, defined as an Employee who is not a full-time Employee and who has _____ or more Hours of Service per week.
- c. any seasonal, temporary, or similar part-time Employee.
- d. any elected or appointed official.

e. any Employee in the following class(es) of Employees:

3. A Participant shall be 100% Vested in his or her Discretionary Matching Contributions at all times; provided, however, that if SURS enacts an Eligible Automatic Enrollment Arrangement under Section 4.2(e) of the Plan, Discretionary Matching Contributions related to a withdrawal of Automatic Pre-Tax Contributions in accordance with Section 4.2(e)(4) will be placed in a forfeiture account and used first to reduce the Employer's Discretionary Matching Contributions, if any, and then to reduce the Employer's Discretionary Nonelective Contributions, if any.

G. DISCRETIONARY NONELECTIVE CONTRIBUTIONS.

1. The Employer shall (*check and complete one only*):

- a. not make Discretionary Nonelective Contributions.
- b. contribute _____ % of Compensation on behalf of each Participant
 each pay period annually.
- c. contribute \$_____ on behalf of each Participant each pay period annually.
- d. contribute the percentage or amount that the Employer determines in its discretion for the Plan Year.

NOTE: Any Discretionary Nonelective Contribution will reduce, dollar for dollar, the amount a Participant can contribute.

2. The Employer shall make Discretionary Nonelective Contributions for the following Employees (*complete only if Discretionary Nonelective Contributions will be made to the Plan; check and complete as many as applicable*):

- a. any full-time Employee, defined as an Employee who has _____ or more Hours of Service per week.
- b. any permanent part-time Employee, defined as an Employee who is not a full-time Employee and who has _____ or more Hours of Service per week.
- c. any seasonal, temporary, or similar part-time Employee.
- d. any elected or appointed official.
- e. any Employee in the following class(es) of Employees:

3. A Participant shall be 100% Vested in his or her Discretionary Nonelective Contributions at all times.

H. ADMINISTRATIVE INFORMATION.

In executing this Employer Participation Agreement, the Employer agrees:

- that it is eligible to adopt the Plan, and that its governing body has adopted a resolution to approve the adoption of the Plan for its eligible employees, which resolution has been provided to SURS or its designee;
- to be bound by all terms of the Plan document, as applicable, the terms of this Employer Participation Agreement, and the rules and regulations of SURS, all as may be amended from time to time, and that no oral understanding not incorporated into this Agreement is binding on any party;
- to provide any information reasonably requested by SURS or a service provider from time to time to properly administer the Plan in accordance with its terms and applicable law;
- to allow SURS and/or the service providers reasonable access to eligible employees to assist with enrollment in and administration of the Plan;
- to be solely responsible for the correction of any operational or compliance errors resulting from the Employer's failure to perform its responsibilities or provide accurate information to SURS or a service provider;
- that all contributions to the Plan will be deposited in the State Universities Retirement System Master Trust for the exclusive benefit of participants and beneficiaries, and that the Employer shall have no right to Trust assets;
- that participants in the Plan have the right to direct the investment of their accounts by choosing among the investment options selected by SURS and offered under the Plan, and that any participant who does not provide timely investment direction will be deemed to have elected the Plan's default investment, as selected by SURS;
- that participants will be charged fees for the investment and administration services provided by SURS and the service providers, which will be offset against investment returns or deducted from participant accounts periodically; and
- that the Employer has consulted, to the extent necessary, with its own legal and tax advisors.

The Employer further agrees that it is responsible for the following areas of compliance:

- ↗ determining and monitoring employee eligibility in accordance with the terms of the Plan and the Employer Participation Agreement;
- ↗ entering into salary reduction agreements with Employees and timely remitting all Elective Deferrals and Discretionary Employer Contributions, if any, to the Plan; and
- ↗ complying with the applicable contribution limits under the Code as such limits apply to the Plan and any other Code Section 457(b) plan in which Employer's employees participate.

This Employer Participation Agreement is duly executed on behalf of the Employer by the undersigned authorized signatories and shall be effective as indicated in Section B.

EMPLOYER'S AUTHORIZED SIGNATORIES:

By: _____

By: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

**ACCEPTANCE OF EMPLOYER'S PARTICIPATION IN THE STATE UNIVERSITIES
RETIREMENT SYSTEM DEFERRED COMPENSATION PLAN:**

By: _____

Martin M. Noven, Executive Director

Date: _____

APPENDIX A

AUTHORIZED CONTACT FORM

All official communications from the Employer to SURS shall be directed to the attention of the following person:

State Universities Retirement System
 Attention: Executive Director and General Counsel
 1901 Fox Drive
 Champaign, Illinois 61820
 Telephone Number: 217-378-8800
 Facsimile Number: 217-378-9801
 Email: Executive_Director@surs.org
General_Counsel@surs.org

All official communications from SURS to the Employer shall be directed to the attention of the following person:

Employer: _____
 Attention: _____
 Address: _____

 Telephone Number: _____
 Facsimile Number: _____
 Email: _____

The following individuals are authorized to represent and act on behalf of the Employer for all purposes related to the Employer's participation in the State Universities Retirement System Deferred Compensation Plan.

Contact Name _____ Title _____ _____ Phone No. (_____) _____ E-Mail Address _____ _____ Signature _____ Date _____ _____ / _____ / _____
Contact Name _____ Title _____ _____ Phone No. (_____) _____ E-Mail Address _____ _____ Signature _____ Date _____ _____ / _____ / _____
Contact Name _____ Title _____ _____ Phone No. (_____) _____ E-Mail Address _____ _____

Signature _____	Date _____
_____/_____/_____	
Contact Name _____	Title _____

Phone No. (_____) _____	E-Mail Address _____

Signature _____	Date _____
_____/_____/_____	

The Employer agrees that SURS is entitled to rely on this Appendix A, and shall be held harmless in doing so, until such time that the Employer submits a revised Appendix A to SURS.

The undersigned represents that he or she is an authorized representative of the Employer with authority to sign the Agreement and this Appendix A on the Employer's behalf.

By _____ Date _____

Print Name _____

Title _____

Phone No. (_____) _____ E-mail Address _____

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 1020-005

DATE: October 12, 2020

Resolution for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Faculty Association into Spring 2021

WHEREAS, on August 10, 2020, the Lake Land College Board of Trustees approved a Memorandum of Understanding (attached to this Resolution) with the Lake Land College Faculty Association (LLCFA) to address changes in working conditions due to the COVID-19 pandemic; and,

WHEREAS, the LLCFA President originally signed the MOU on July 27, 2020; and,

WHEREAS, Item 14 of the MOU provides that by mutual agreement the MOU may be extended to the end of the Spring 2021 term if needed; and,

NOW THEREFORE BE IT RESOLVED, by the governing board of Lake Land College, Community College District No. 517 that given the continuation of the COVID-19 pandemic the Board agrees to extend the previously agreed upon Fall 2020 MOU through the end of the Spring 2021 term on May 17, 2021, as outlined in Item 14 of the MOU.

ADOPTED this 12th day of October, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
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

By: _____

Chair

Attest: _____
Secretary

MEMORANDUM OF UNDERSTANDING

Between the Lake Land College Board of Trustees and the Lake Land College Faculty Association

RE: Response to the Coronavirus Pandemic for the Fall 2020 Semester

Whereas the 2020-2023 Lake Land College Faculty Association Agreement was ratified by the Lake Land Faculty membership and approved by the Lake Land College Board of Trustees; and

Whereas the current Coronavirus pandemic and Restore Illinois plan necessitates a shift in normal college operations; and

Whereas both parties wish to minimize the negative effects of this shift on our academic community; and

Whereas both parties wish to maintain the integrity of our Collective Bargaining Agreement to the degree possible; and

Whereas the Lake Land College Faculty Association, Local 2296, and the Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time:

Therefore, be it also resolved that both parties agree to temporary changes in working conditions, as described below:

1. The College shall continue to comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.
2. The College will not require faculty to ensure or enforce safety guidelines that are outside of the scope of normal faculty responsibilities.
3. According to procedures outlined in the existing contract, the College shall develop and post a position description for a Faculty Tech Team who will be trained and paid \$4500/year to offer specific educational technology training through the academic year to faculty and adjuncts. The team will consist of up to 8 members with at least one faculty member per division and one academic support faculty member provided there is at least one applicant from each division and one applicant from academic support faculty.
4. Campus meetings shall be conducted via remote/virtual means whenever possible. Faculty will not be penalized for remote attendance. If a faculty member must attend a meeting in person, reasonable accommodations will be made when requested.
5. Faculty will receive a \$25/month stipend for technology or be provided a Wi-Fi hotspot if required to work remotely or if such benefit is extended to other employees.
6. Implement the following changes to Article II:
 - a. II.A.2. An approved location for division chairs and academic support faculty will be on- or off-campus. On-campus schedules will allow for office coverage during posted office hours.
 - b. II.A.4a. On-campus requirement is waived. Add “and other learning technologies” after “learning management system.”
 - c. II.A.4b. Off-campus is an approved location for all instructional faculty.
 - d. II.A.4c. All office hours may be virtual and will be posted online per the 2020-2023 contract.
 - e. II.A.8.c. Waive hybrid course language that conflicts with this MOU.
 - f. II.B.17.a.4.g. Waive new modality course development language that conflicts with this MOU.

- g. II.B.8. Staff development requirement may be met by activities taken to move classes to new modalities.
 - h. II.B.16. Waive new online course development language that conflicts with this MOU.
7. Implement the following changes to Article IV:
 - a. IV.A.2. Add digital recording.
 - b. IV.E. To comply with course/program assessment requirements, faculty may, but will not be required to, collect additional assessment data for individual courses during the Fall 2020 semester. Faculty who do not collect additional data will review and identify a response to data conducted in previous semesters. The College may collect additional data from all students regarding learning in the online and virtual environments.
 8. Implement the following change to Article V:
 - a. Faculty evaluations, particularly those of faculty being evaluated for tenure, will differentiate between reviews specific to switching to alternate classroom delivery methods and reviews specific to overall instruction and responsiveness to students as required in the job description and CBA. Negative reviews specific to switching to alternative classroom delivery methods will not adversely impact evaluation outcomes.
 9. Faculty will be held harmless against failure of network computing platforms.
 10. Faculty should have the final authority to determine which learning modalities are best suited to impart the course materials and knowledge to the students in a particular section of that course.
 - a. Faculty, in discussion with the division chair and using the learning modality options as outlined in the attached document “Learning Modality Options for Fall 2020,” will determine if currently scheduled Fall courses will be on-campus, online, virtual, online/virtual blended, online/on-campus blended or online/on-campus/virtual blended.
 - i. For the purposes of the aforementioned determination process, any course that contains a lab ECH component as indicated on the course form and in the catalog course descriptions will be considered a “lab course.” Faculty retain the right to determine the appropriate instructional modality option for the lab portion of these courses.
 - ii. Faculty who offer an “on-campus” or “online/on-campus blended” approach to their lab courses will adhere to the social distancing guidelines for their lab space as determined by administration. This may require additional lab instruction time to accommodate smaller groups, as approved by the Vice-President of Academic Services.
 - iii. Faculty who teach additional lab or clinical hours to meet course or accreditation requirements will receive a stipend for additional hours of instruction according to the following formula with the stipend not counting against overload hours. For a member currently in the College’s Planned Retirement Program, the stipend will be added to the end of service incentive.
 - Substitution Rate for Full-Time Faculty from approved FY21 Part-Time Rates & Stipends = $\$770/16 = \$48.13/\text{hour}$
 - b. Faculty will not penalize any student for class absences as a result of not receiving approval to access the assigned building due to symptoms of COVID19.
 11. Transfer of any course to a new learning modality is a one-time-only change that will not be considered precedent for moving that course to a new learning modality in the future.
 - a. A member developing and teaching a virtual synchronous, online/virtual synchronous blended, online/on-campus blended or online/on-campus/virtual synchronous blended course will be paid a stipend in the amount of \$100 base + 1/3 credit hour per credit hour of the course development payable at the overload rate and according to the overload payment schedule. For

a member currently in the College's Planned Retirement Program, the stipend will be added to the end of service incentive.

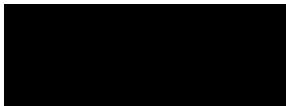
- i. Ex. 3 credit hour course = \$100 + (1/3 credit hour of overload pay x 3)
- ii. Ex. 2 credit hour lab of a course = \$100 + (1/3 credit hour of overload pay x 2) when the lecture portion has already been developed online.

b. If an on-campus lab is required to move online later in the semester, a member developing and teaching an online course either for the first time or for the first time in three years (prior to Fall 2017) will be paid a stipend in the amount of \$100 base + 1/3 credit hour per credit hour of the section developed payable at the overload rate. The stipend will be paid upon submission of verification of completion of full course development no later than the end of the Spring 2021 term. For a member currently in the College's Planned Retirement Program, the stipend will be added to the end of service incentive.

- i. Ex. 3 credit hour course = \$100 + (1/3 credit hour of overload pay x 3)
- ii. Ex. 2 credit hour lab of a course = \$100 + (1/3 credit hour of overload pay x 2) when the lecture portion has already been developed online.

- 12. Non-instructional faculty who develop or have developed online projects outside of the classroom in response to COVID-19 shall receive a stipend equal to their hourly rate x (# of development hours for the project) upon approval by the appropriate Vice-President. For a member currently in the College's Planned Retirement Program, the stipend will be added to the end of service incentive.
- 13. New online courses developed in a new modality in accordance with this MOU will not be eligible for future new online course development stipends in the same modality.
- 14. By mutual agreement, this MOU may be extended through the end of Spring 2021 term if needed.

This agreement is not precedent setting.



Ms. Sarah Hill, President
Lake Land College Faculty Association

Ms. Doris Reynolds, Chair of the Board
Lake Land College

7/27/2020
Date

08-10-2020
Date

Learning Modality Options for Fall 2020

The learning modality and regularly scheduled synchronous class times will be identified in the class schedule. Students will be notified through Laker Mail once all schedule changes have been made.

<i>Current Section Type</i>		
	New Fall 2020 Schedule Options for Faculty	Modality Description for Faculty
<i>Online</i>	Online	Class sections that are fully online with no on-campus or virtual class meetings.
<i>Section that is only lab that cannot be done virtually</i>	On-Campus	Class sections that meet face-to-face during regularly scheduled class times on the Mattoon campus and/or other campus locations. These courses may be split to meet social distancing guidelines, as approved by the Vice-President of Academic Services.
<i>Section that is only face-to-face lecture.</i> <i>Section that is face-to-face lecture/lab and no on-campus lab is needed.</i>	Virtual (synchronous)	Class sections that meet synchronously during ALL regularly scheduled class times through a virtual meeting platform such as Canvas or Zoom. Faculty may choose to not build a full online course in Canvas for this option. Faculty must keep all scheduled days as class meeting times.
	OR	
	Online/Virtual Blended	Class sections where work is completed both online and during a reduced number of regularly scheduled face-to-face class times through a virtual meeting platform such as Canvas or Zoom. Virtual meetings (held by faculty at least once a week, as posted in the schedule) may be optional or mandatory for students. Virtual meetings could include delivering course content, Q&As, class discussions, tutoring sessions, etc.
<i>Section that is lecture/lab and on-campus lab is needed.</i>	Online/On-Campus Blended	Class sections where work is completed both online and during regularly scheduled face-to-face class lab times on the Mattoon campus and/or other campus locations. No synchronous virtual class meetings occur.
	OR	
	Online/On-Campus/Virtual Blended	Class sections where work is completed online and during regularly scheduled face-to-face lab class times on the Mattoon campus or other campus locations and through synchronous virtual class meetings, as posted in the schedule, using platforms such as Canvas or Zoom.

NOTE: Faculty may host optional, supplemental, small group meetings on campus, upon approval by the appropriate Vice-President.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|--|--|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

Robbins Schwartz

Families First Coronavirus Response Act (FFCRA) Leave Flow Chart (Effective April 1, 2020 to December 31, 2020)

Emergency Paid Sick Leave (EPSL)

When an employee is:

1. Subject to a federal, state or local quarantine/isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns;
 - *Need name of health care provider*
3. Experiencing symptoms of COVID-19 and seeking medical diagnosis;
4. Caring for an individual who is subject to a quarantine order or advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 - *Need name of individual and relationship to employee, and name of health care provider*
5. Caring for a son or daughter if the child's school or place of care has been closed or the child's care provider is unavailable due to a COVID-19 related reason (see info to be provided under *FMLA Expansion*); or
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Not Eligible:

- * Different reason for absence, check CBA or policy for other leave **OR**
- * No work for employee **OR**
- * Eligible for telework

Eligible:

- * No telework option
- * No minimum number of days employed

Full-time employees are eligible for up to 2 weeks (80 hours) of leave for a qualifying reason.

Part-time employees are eligible for up to the number of hours normally worked, on average, over a 2-week period.

EPSL must be applied first *before* any other leave.

Once EPSL is exhausted, check CBA or policy for other leave if employee still cannot return.

Emergency FMLA Expansion

When an employee is:

Caring for a son or daughter if the child's school or place of care has been closed or the child's care provider is unavailable due to a COVID-19 related reason.

Employed for at least 30 days **AND** not eligible to telework

Employed for less than 30 days **OR** eligible to telework **OR** no work for employee

Not eligible; check CBA or policy for other leave options

Employee **must** provide:

- * Name of son/daughter;
- * Name of school, place of care or child's care provider that is closed/unavailable; and
- * Representation that no other suitable person will be caring for son/daughter during period of leave.

If criteria is met, employee is **eligible** for up to a total of 12 workweeks of job-protected leave between April 1 and December 31, 2020.

- * First 2 weeks are unpaid, but employee may substitute available paid leave (i.e. EPSL).
- * Remainder of qualifying leave is **paid by the employer** at 2/3 of employee's applicable pay rate (capped p/employee at \$200 p/day, \$2,000 in aggregate).
- * Block leave, unless employer agrees to intermittent leave.
- * Check employee's use of FMLA for other qualifying reasons during the applicable FMLA year.

EPSL is employer-paid leave.

- * For Nos. 1-3: 100% of employee's applicable pay rate (capped at \$511 p/day p/employee, \$5,110 aggregate).
- * For Nos. 4-6: 2/3 of employee's applicable pay rate (capped at \$200 p/day p/employee, \$2,000 aggregate).

Although the information contained herein is considered accurate, it is not, nor should it be construed to be legal advice. If you have an individual problem or incident that involves a topic covered in this document, please seek a legal opinion that is based upon the facts of your particular case.

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LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: October 1, 2020

RE: Student Government Elections

On September 16 and 17, 2020, the Student Government Association (SGA) conducted an election for the 2020-2021 freshman members for the Student Government Association. Lake Land College students were informed about the election through the Laker HUB, WLKL radio announcements, text messages and the College's Facebook page. 129 students participated in the election.

The list below identifies the eight freshman students elected to the SGA and the different academic programs and communities they represent. The official election results are attached to present for certification at the October meeting of the Board of Trustees. Thank you.

Kambelle Ashmore	History	Mattoon
Brooke Beyers	Agriculture Transfer	Sibley
Selah Brimner	Cosmetology	Kansas
Brandon Milligan	Diesel and Ag Power Tech	Windsor
Skye Schumaker	Agriculture Transfer	Heyworth
Katie Shumate	Dental Hygiene	Farina
Macie Waddill	Dental Hygiene	Sullivan
Kaylee Yeakel	Undeclared	Arthur

Judges certifying the election:
 Caralee Hayes, President, Student Government Association
 Lucas Dudit, Student Trustee
 Valerie Lynch, Director of Student Life

LAKE LAND COLLEGE

MEMO

TO: Martina Stovall
 FROM: Valerie Lynch, Director of Student Life
 DATE: September 18, 2020
 RE: Student Government Freshman Elections 2020

The Elections for Freshman Student Government Association were held on Wednesday, September 16 & Thursday, September 17, 2020 online through the HUB. The students were informed about the elections through 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 eleven students ran for eight positions available on the board. A total of 129 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:

* Katie Shumate	58
* Skye Schumaker	55
* Brooke Beyers	52
* Kambelle Ashmore	48
* Macie Waddill	42
* Kaylee Yeakel	40
* Selah Brimner	37
* Brandon Milligan	37
Logan Puckett	35
Jersey Rodriguez	28
Kayla Dowds	18

Valerie Lynch
Director of Student Life

Caralee Hayes
SGA President

Lucas Dudit
Student Trustee



MEMO

TO: Dr. Josh Bullock, President

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

DATE: September 23, 2020

RE: August 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of August for Fiscal Year 2021.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through August 2020 of FY2021. We continue to closely monitor the COVID-19 Pandemic situation and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total August 2020 revenue was \$1,659,127 resulting in an unfavorable variance of \$649,935 compared to the budgeted level. The monthly variance is unfavorable mainly due to not receiving an ICCB Credit Hour Grant Payment or an ICCB Equalization Grant Payment, mitigated in some part due to a \$336,789 favorable variance in Tuition and \$221,679 in Fees. Year to date, total revenue is unfavorable to budget by \$479,063 in aggregate mainly resulting from not receiving an ICCB Credit Hour Grant Payment or an ICCB Equalization Grant Payment in FY 2021, mitigated by a favorable variance of \$1,008,965 in local source revenue and a favorable variance of \$679,462 141 in Tuition Revenue.
- *Expenditures* – Total August 2020 expenditures were \$1,980,437 resulting in an overall favorable variance of \$1,408,148. Year to date, expenditures remain favorable overall by \$2,614,984 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$272,832 while the Year to date variance is favorable by \$1,006,965 attributable to receiving some property tax payments earlier than budgeted.

- *ICCB Credit Hour Grant* – We did not receive a payment in August 2020 resulting in an unfavorable monthly variance of \$375,980. Year to date, this area is unfavorable by 751,961 as no payments have been received in FY 2021. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We did not receive an equalization payment in August 2020 resulting in an unfavorable monthly variance of \$541,824. This area is unfavorable \$1,083,648 YTD as no payments have been received in FY 2021. The unfavorable variance is timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year.
- *Tuition & Fees* – August 2020 had a favorable variance for tuition of \$336,789 and fees in the amount of \$221,679. Year to date, there is a favorable variance for tuition of \$679,462 and a favorable variance for fees of \$81,606. The variance in tuition revenue is more timing related and should normalize by year end. The fees remain favorable YTD due to more course offerings early in the fiscal year than anticipated along with students registering later. We expect the favorable variance to normalize in the upcoming months due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is favorable \$21,940 MTD and unfavorable by \$304,380 YTD.
- *Other Revenue* – Other revenue is unfavorable by \$44,110 MTD and \$114,511 YTD. The variances are unfavorable due to reduced CBI and CDL during the summer due to the COVID-19 pandemic.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in August 2020 of \$1,242,698. Year to date the salary and wage area is favorable by \$1,689,385. The YTD favorable variance is expected to normalize as the academic year progresses and some positions are filled.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in August 2020 in the amount of \$165,051. Year to date this area is favorable by \$164,683.
- *Instructional* – The Instructional expenditures had favorable variance in August 2020 of \$1,004,144 and is favorable \$1,327,057 for the year. The YTD variance is mainly attributable to favorable variances in salary and wages, employee benefits and general material and supplies.

- *Academic Support* – The Academic Support expenditures had a favorable variance in August 2020 of \$48,257. Year to date, the Academic Support expenditures are favorable by \$73,257.
- *Student Services* – The Student Services expenditures had a favorable variance in August 2020 of \$107,920. Year to date, the Student Service expenditures are favorable by \$123,120.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable August 2020 variance of \$44,625. Year to date, this area is favorable by \$62,147.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall August 2020 variance of \$15,466. Year to date, this area is favorable by \$135,963.
- *Institutional Support* – The Institutional Support expenditures had a favorable August 2020 variance of \$265,414. Year to date, the Institutional Support expenditures are favorable to budget by \$1,228,070 with the most significant favorable budget line items of \$479,575 in salary and wages and \$261,123 in general material and supplies.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for August 2020 of \$77,677. Year to date, this area is unfavorable by \$334,630. The unfavorable variance is attributable to College providing more scholarships than anticipated in the first two full months of FY 2021.

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

Current Month	Current Month Budget	Variance	Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY20 Final Audited Numbers	FY21 Annual Budget
Revenues:									
726,142	998,974	(272,832)	3,437,617	2,430,652	1,006,965	41.43%	3,354,062		8,570,088
-	375,980	(375,980)	-	751,961	(751,961)	-100.00%	986,522		4,511,765
-	541,824	(541,824)	-	1,083,648	(1,083,648)	-100.00%	954,148		6,501,885
61,732	39,792	21,940	61,732	366,112	(304,380)	-83.14%	-		1,154,556
-	-	-	-	-	-	0.00%	-		-
543,211	206,422	336,789	5,057,662	4,378,200	679,462	15.52%	5,336,331		7,343,725
260,286	38,607	221,679	1,754,959	1,673,353	81,606	4.88%	1,862,270		2,978,135
60,353	104,464	(44,110)	102,520	217,031	(114,511)	-52.76%	262,329		2,184,722
7,403	-	7,403	7,403	-	7,403	0.00%	-		-
1,659,127	2,306,062	(646,935)	10,421,893	10,900,956	(479,063)	(3)	12,755,662	-	33,244,876
Expenditures:									
Instructional									
580,810	1,465,837	885,028	1,530,004	2,575,134	1,045,129	40.59%	1,844,741		11,688,485
171,602	257,511	85,909	260,727	346,167	85,440	24.68%	267,214		2,199,206
1,201	1,345	144	6,778	51,925	45,147	86.95%	3,846		402,535
12,811	36,329	23,517	28,542	144,841	116,299	80.29%	67,946		514,753
702	8,650	7,949	1,190	14,275	13,085	91.67%	3,983		106,122
-	1,000	1,000	(2,182)	13,900	16,082	115.70%	-		48,875
-	598	598	-	5,875	5,875	100.00%	-		36,644
-	-	-	-	-	-	0.00%	-		-
-	-	-	-	-	-	0.00%	-		-
767,125	1,771,269	1,004,144	1,825,060	3,152,117	1,327,057	42.10%	2,187,729	-	14,996,620
Academic Support									
37,922	68,674	30,752	86,470	129,175	42,706	33.06%	100,528		435,063
11,198	18,973	7,775	16,798	25,325	8,527	33.67%	15,902		85,203
-	-	-	-	300	300	100.00%	-		1,500
3,612	15,909	12,297	30,685	44,808	14,123	31.52%	20,566		203,866
18	1,067	1,049	18	6,433	6,415	99.72%	10,392		8,800
3,615	-	(3,615)	3,615	4,800	1,185	24.69%	4,514		4,800
-	-	-	-	-	-	0.00%	-		-
-	-	-	-	-	-	0.00%	-		-
56,365	104,623	48,257	137,585	210,841	73,257	34.74%	151,902	-	739,232
Student Services									
123,903	214,443	90,540	286,179	342,452	56,273	16.43%	266,878		1,673,994
36,742	49,017	12,276	57,097	65,469	8,372	12.79%	55,541		402,597
832	832	-	10,086	9,322	(764)	-8.20%	9,322		9,322
3,362	4,505	1,143	6,812	49,580	42,768	86.26%	8,510		81,609
599	4,560	3,961	882	17,354	16,472	94.92%	1,589		39,830
-	-	-	-	-	-	0.00%	-		7,500
165,438	273,357	107,920	361,055	484,176	123,120	25.43%	341,840	-	2,214,852
Public Service/Cont Ed									
24,384	51,350	26,966	46,869	74,580	27,710	37.16%	54,854		446,255
5,755	7,042	1,287	7,803	9,404	1,601	17.02%	10,877		57,828
1,703	2,500	797	3,413	4,000	587	14.67%	11,221		34,000
2,660	18,148	15,488	4,452	35,916	31,465	87.61%	5,815		93,409
236	463	227	236	831	595	71.64%	675		4,887
12,768	12,628	(141)	25,246	25,435	189	0.74%	25,201		151,965
-	-	-	-	-	-	0.00%	-		-
-	-	-	-	-	-	0.00%	-		-
-	-	-	-	-	-	0.00%	-		-
47,506	92,130	44,625	88,019	150,166	62,147	41.39%	108,643	-	788,344
Operations & Maintenance									
65,226	112,956	47,730	126,063	164,055	37,992	23.16%	148,860		981,641
27,107	40,365	13,258	39,079	54,890	15,810	28.80%	37,748		333,390
11,003	11,131	129	12,428	14,675	2,247	15.31%	41,850		256,570
13,612	12,930	(682)	24,991	21,417	(3,574)	-16.69%	21,448		207,900
-	-	-	-	375	375	100.00%	-		1,250
12,476	9,930	(2,546)	37,429	21,110	(16,319)	-77.31%	41,323		124,160
155,546	120,527	(35,019)	147,883	209,718	61,835	29.48%	181,575		1,278,583
-	-	-	-	15,000	15,000	100.00%	514,996		15,000
-	-	-	-	30,000	30,000	0.00%	-		65,000
7,403	-	(7,403)	7,403	-	(7,403)	-100.00%	-		-
292,374	307,840	15,466	395,277	531,240	135,963	3	987,800	-	3,263,494
Institutional Support									
253,309	414,993	161,683	123,152	602,727	479,575	79.57%	202,999		3,503,366
68,139	112,687	44,547	104,067	149,001	44,933	30.16%	116,191		1,315,695
101,848	152,721	50,873	105,841	214,127	108,286	50.57%	33,534		803,404
105,369	153,539	48,170	261,248	522,371	261,123	49.99%	409,680		1,137,624
142	3,301	3,159	142	13,694	13,552	98.96%	2,815		91,495
7,140	575	(6,565)	188,883	206,200	17,317	8.40%	1,922		217,150
-	-	-	-	29,416	29,416	100.00%	3,477		36,616
30,161	1,550	(28,611)	-	233,634	233,634	100.00%	(87)		96,256
-	-	-	30,434	2,250	(28,184)	0.00%	-		1,139,032
-	-	-	-	-	-	0.00%	-		-
-	-	-	-	-	-	0.00%	-		-
-	-	-	-	90,000	90,000	100.00%	27,508		360,000
7,842	-	(7,842)	21,581	-	(21,581)	0.00%	-		-
573,951	839,365	265,414	835,349	2,063,419	1,228,070	6	798,039	-	8,700,638
77,677	-	(77,677)	334,630	-	(334,630)	-100.00%	341,741		1,133,567
1,980,437	3,388,585	1,408,148	3,976,975	6,591,959	2,614,984	39.67%	4,917,693	-	31,836,747
(321,309)	(1,082,523)	(2,055,083)	6,444,918	4,308,997	(3,094,047)	(3)	7,837,969	-	1,408,129
85,936	117,344	31,408	259,333	117,344	(141,989)	-121.00%	302,853		1,408,129
Excess of Revenues over Expenditures & Transfers									
(407,245)	(1,199,867)	(2,086,491)	6,185,585	4,191,653	(2,952,058)	(2)	7,535,116	-	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,085,554.14	2,328,252.49	1,242,698.35	Salary and Wages	2,198,737.77	3,888,122.73	1,689,384.96
320,543.22	485,594.61	165,051.39	Employee Benefits	485,571.48	650,254.93	164,683.45
116,586.55	168,528.98	51,942.43	Contractual Services	138,545.93	294,348.82	155,802.89
141,427.60	241,360.88	99,933.28	General Materials and Supplies	356,729.83	818,932.72	462,202.89
1,695.78	18,040.50	16,344.72	Travel and Meeting Expenses	2,466.97	52,962.03	50,495.06
35,999.47	24,132.51	(11,866.96)	Fixed Charges	252,991.17	271,445.02	18,453.85
155,545.92	120,527.31	(35,018.61)	Utilities	147,883.02	209,718.21	61,835.19
-	597.50	597.50	Capital Outlay	-	50,290.64	50,290.64
30,161.05	1,550.00	(28,611.05)	Contingency Funds	-	233,633.92	233,633.92
-	-	-	Other Expenditures	30,434.05	2,250.00	(28,184.05)
1,887,513.73	3,388,584.78	1,501,071.05	Total	3,613,360.22	6,471,959.02	2,858,598.80

Lake Land College
FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$1,530,004	\$2,575,134	\$1,045,129	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$86,470	\$129,175	\$42,706	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$286,179	\$342,452	\$56,273	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$46,869	\$74,580	\$27,710	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$126,063	\$164,055	\$37,992	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$123,152	\$602,727	\$479,575	\$3,503,366		\$3,503,366	\$3,503,366
Total Salary and Wages	\$2,198,738	\$3,888,123	\$1,689,385	\$18,728,804	\$0	\$18,728,804	\$18,728,804

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$260,727	\$346,167	\$85,440	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$16,798	\$25,325	\$8,527	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$57,097	\$65,469	\$8,372	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$7,803	\$9,404	\$1,601	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$39,079	\$54,890	\$15,810	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$104,067	\$149,001	\$44,933	\$1,315,695		\$1,315,695	\$1,315,695
Total Employee Benefits	\$485,571	\$650,255	\$164,683	\$4,393,919	\$0	\$4,393,919	\$4,393,919



MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: September 25, 2020
Subject: Health Insurance 2021 Plan Renewal
Recommendation

We have actively been working with our insurance consultant, Gallagher, to review the employee health insurance renewal through our insurance provider, Aetna, for the 2021 plan year. As you may be aware, the College implemented various design changes in FY2019 and those plan design changes continue to be very effective in containing cost. In addition, the utilization of the health insurance plan was less than prior years primarily due to the global COVID-19 pandemic.

Based on the previous effective plan changes and overall lower utilization, I am pleased to report we are not recommending any plan design changes for the 2021 plan year for the College's health insurance.

Regarding premium rate changes and impact to employees, we are recommending the following changes for the FY 2021 Plan Year:

- Health Insurance – A 0% change overall meaning a 0% increase and no change in costs to employees
- Dental Insurance – A 5% increase in premiums to cover a cost/funding gap that has occurred over several years as the dental rates have not been increased since the College transitioned to Aetna in 2017. The premium increase means impact to employees is as follows:
 - Single: \$0 cost for single coverage
 - Single+1: \$8.40 more annually
 - Family: \$13.32 more annually

- Vision Insurance - A 1.5% decrease overall. Since the fully employee paid Vision insurance is block rated, meaning it is based on any and all businesses and people using the Aetna Vision insurance and not just Lake Land Employees, the impact annually to employees is as follows:
 - Single: \$5.40 more annually
 - Single +1: \$2.88 more annually
 - Family: \$22.08 Less annually

These recommendations have been reviewed and approved by the Health Insurance Committee at Lake Land College. I recommend that the Board of Trustees approve the above 2021 health, dental and vision insurance plan renewal through Aetna as **presented above**.



MEMO

TO: Dr. Tina Stovall, Interim Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: October 1, 2020

RE: Lake Land College Magazine Bid Results

The College recently solicited bids for the printing and mail preparation of the 2020 Fall and 2021 Spring Lake Land College Magazine. The bid packet was distributed to 17 companies, advertised in the newspaper and posted on the College's bid website. Eight companies submitted bids. Three proposals did not meet the bid specifications.

I recommend FCL Graphics of Harwood Heights, Illinois as the lowest bidder meeting specifications. I have received positive feedback from past and current customers. The samples the company submitted in the bid process were of excellent quality.

I would like to respectfully request that the Board of Trustees approve FCL Graphics of Harwood Heights with a bid of \$38,000 as the lowest bid meeting specifications for the printing and mailing preparation of the magazine for the 2020 Fall and 2021 Spring Lake Land College Magazine.

I will be in attendance at the meeting if there are questions.

LAKE LAND COLLEGE BID TABULATION

Lake Land College Magazine Bid Tab

Project No. 2020-009

BID DATE: September 25, 2020 - 2:00 PM

CONTRACTOR	Printing (2 Issues)	Mail Preparation	Total Bid	Correction Charges per line/page at blue line	Disqualifying reason
*Kingery Printing Company Effingham, Illinois	\$34,578.00	\$1,097.46/Issue	\$36,754.92	No information	Samples not provided and paper does not meet specs.
FCL Graphics Harwood Heights, Illinois	\$38,000.00	Cost included in pricing	\$38,000.00	\$15/pg	
Premier Print Group Champaign, Illinois	\$37,400.00	\$2,900/Issue	\$43,200.00	**	
The Freeport Press, Inc. New Philadelphia, Ohio	\$52,380.00	\$2,286/Issue	\$56,952.00	N/A unless already plated	
*Publication Printers Denver, Colorado	\$35,918.00	Included in pricing	\$35,918	\$15/1st 4 pgs & \$4.50/pg after	Inconsistent pricing in bid document.
Nystrom Publishing Co, Inc. Maple Grove, Minnesota	\$41,092.00	\$2,632 both issues	\$43,724	Per line/pg \$10/\$30	
*EP Graphics, Inc. Berne, Indiana	\$32,998.00	\$0	\$32,998	\$20/pg	Trim size does not meet specs.
Dynagraphics Incorporated Decatur, Illinois	\$49,089.94	\$2,165.51/Issue	\$53,420.96	-	

*Did not meet specifications

**Depends on the change



MEMO

TO: Dr. Tina Stovall, Interim Vice President for Student Services
FROM: Kelly Allee, Director of Marketing & Public Relations
DATE: October 1, 2020
RE: Approval of Service Agreement for Digital Marketing Services

Digital marketing consists of delivering advertisements to specific target audiences based on characteristics or geographical locations across multiple platforms and devices such as cell phones, laptops and televisions. Ads can range from Internet display ads to interactive mobile and video ads placed on digital platforms such as social media sites, Internet sites and browsers, game sites, apps, streaming television and music sites.

In fiscal year 2020, the Marketing & Public Relations (MPR) department secured the services of a single vendor to implement the college's digital marketing campaigns. Prior to this approach, we used up to five vendors to implement individual campaigns and realized there was value in working with a single vendor to implement all tactics involved in one campaign. The single vendor approach was successful and with the fall enrollment period completed, we find ourselves in a position to select a new vendor for recruitment of new students for the 2021 spring, summer and fall terms.

The College recently distributed a Request for Proposals (RFP) for Comprehensive Digital Marketing Services for 2020-2021. The RFP was emailed to 17 companies, advertised in the newspaper and posted on the College's bid website. We received proposals from nine companies, two of which did not meet the specifications.

MPR staff evaluated each of the seven proposals and scored them based on the requirements of the RFP. The top three were invited to give virtual presentations for further evaluation of their comprehensive digital marketing services and campaign proposal. As a result of this thorough process, Interact Communications' expertise, proposal, services and success data stood out as the vendor that will provide the College with the most comprehensive digital marketing strategy and campaign, as well as a wealth of added value.

Interact Communications is a national company that focuses on the "art and science of community college enrollment." Since its founding nearly 25 years ago, the company has worked with more than 425 community and two-year technical colleges. Interact has 22 staff members across the country with office locations in Wisconsin, California and Maryland. Their in-house research-driven team focuses on the unique opportunities of attracting, converting and supporting community college students from their first inquiry to alumni status.

I am familiar with Interact's expertise in the community college world, as I have attend several presentations by the founder and team members over the years. In addition, Lake Land participated in Interact's Media Preferences survey in the early 2000s. The national Media Preferences Survey is an inventory of college-aged students' digital habits and preferences, as well as their expectations and preferences for communication. Interact uses the data obtained through this survey to target campaigns to the specific audience preferences.

The one-year agreement will cover the college's Spring 2021 campaign and Summer/Fall 2021 marketing campaign. Total cost will be up to \$64,800 funded from the current Fiscal Year 2021 (\$53,875) and Fiscal Year 2022 (\$10,925) Marketing and Public Relations Budget. The scope of work covered in the agreement includes marketing campaign strategy and creative development, digital media buy and media management. Additionally, as part of the agreement, Lake Land College will participate in the spring Media Preferences survey, a \$3,500 value, at no additional cost. Given Interact's vast experience, knowledge and proven success in community college marketing and research, I believe this agreement with Interact is a valuable investment for Lake Land College.

I would like to respectfully request that the Board of Trustees approve the attached agreement between Interact Communications and Lake Land College for Digital Marketing Services from October 13, 2020 to August 30, 2021. I will be in attendance at the meeting and would be glad to answer questions.

Interact

2-Year College Experts

LAKE LAND COLLEGE

Digital Marketing Services

Prepared by
Kristel Keys Running, Director of Communications

October 1, 2020

Valid for 30 days

Thank you for the invitation to provide this proposal to **support Lake Land College digital marketing needs**. We are thrilled to have the opportunity to put our unique **marketing, research, and community college expertise to work for Lake Land College** in advancing your mission of offering world-class education in a caring environment that transforms lives, strengthens communities, and celebrates lifelong learning.

We at Interact **share your passion for the community college mission** and are honored to serve a calling that we know changes lives. That is why we have focused exclusively on building **enrollment, engagement, and communication strategies** for some 500+ community colleges across the nation. We welcome this opportunity to help **drive yearlong enrollment for Lake Land College in Mattoon, IL**. Together, we can help more people **engage their future** at Lake Land College.

Collectively, the seasoned Interact staff who would be assigned to your project have a **deep understanding of the diverse students you serve** and the strategies that **best reach and engage them**. As your project manager, I bring the added benefit of having worked with two-year colleges throughout the Midwest.

We understand the goal of this project is to **drive enrollment to Lake Land College via strategic, targeted media placement that maximizes your ROI**. Interact Communications has extensive experience developing and implementing successful marketing and media plans that deliver the value and results Lake Land College seeks. We are **honored to partner with you** and serve as an extension of the Lake Land College team.

Thank you again for your consideration.

Regards,



Kristel Keys Running, M.A.
 Director of Communications, Interact Communications
 608.359.5830
kristel.keys@interactcom.com

YOUR TEAM

Kristel Keys Running, M.A. Project Lead

Kristel has more than 20 years of experience in the marketing communications industry. As a director of communications, she uses her experience building relationships and developing new and innovative ideas. She has worked with companies of all sizes, including startups and large corporations, developing strategic plans, storytelling, messaging, and branding. Kristel has a bachelor's degree in communications technology management and a master's degree in business communications. She is passionate about what she does and enjoys seeing success come from strategic plans and excellent communication. Her résumé can be viewed at

<https://www.linkedin.com/in/kristel-keys-running-m-a-6091a425/>

Andrew Hughes, Project Manager

Andrew is the VP of project management at Interact Communications. Andrew is an enthusiastic leader, often acting as the point of contact for Interact's clients. He oversees all research and strategy projects, lending his experience and communications skills to ensure that all tasks run smoothly—on time and on budget. Andrew is a graduate of the University of Wisconsin-La Crosse, with a bachelor's degree in political science and a public relations minor. Andrew has been with the company since 2007 and his resume can be viewed at <https://www.linkedin.com/in/andrew-hughes-8a855223/>

Jamie Wagner, Media Preferences Researcher

Jamie is the dynamic and focused executive director of Interact's Media Preferences research. With over 10 years of experience in project management, event marketing, and community outreach, she is an expert at building relationships and making the survey experience both enjoyable and stress-free. Jamie is a graduate of the University of Wisconsin-La Crosse, where she studied marketing and organizational and professional communication. Her résumé is available at

<https://www.linkedin.com/in/jamiewagner13/>

Patrick Larson, Billing Contact

Patrick is Interact's director of accounting, having joined us after six years at the F&M Bank as associate vice president of finance and physical security officer, where he was responsible for compiling the company's financial statements. Patrick has a bachelor's degree in accounting and finance from Rasmussen College as well as an associate degree in human resource accounting and finance. View Patrick's résumé at <https://www.linkedin.com/in/patrick-larson-b73b7140/>

Mai Yingneuk, Creative Lead

Mai is Interact's creative director. A talented designer and visual engineer, she brings a world perspective to visual and communication arts. As the leader of Interact's visual creative staff, she lends her sharp eye and design savvy to our print, video, and web projects. She has won multiple awards for visual design, including a Gutenberg Award from the International Graphic Arts Education Association. Mai has studied in Thailand, Japan, and the United States. She currently sits on the Technical College Graphic Design Advisory Committee. View Mai's résumé at

<https://www.linkedin.com/in/mai-kamolchanok-yingneuk-2071b999/>

Scope of Work

Campaign Collateral Development

Interact Communications will develop, write and design collateral for a digital campaign to generate leads and drive enrollment for Lake Land College for FY 2021-2022.

Interact will create a digital ad set and one (1) :15 OTT/YouTube video for use in the campaign. The ads will be adapted for standard digital sizes and the video for OTT/YouTube. Lake Land College will provide the b-roll and images for all the ads.

This portion of the agreement shall not exceed \$6,150. Digital ads are designed and sized for digital display.

Media Buying and Tracking

Interact Communications takes great pride in our targeted and highly effective media buying services. We realize great results for colleges throughout the country and serve college advertisements in both small as well as large media markets. We have also created effective messaging and realize tremendous reach in online video and radio, social media, custom digital display, geofencing, Pay Per Click, and over-the-top (OTT) advertising. To promote the Spring and Fall 2021 terms, Interact Communication recommends the following digital marketing tactics.



YouTube Pre-Roll Ads: We deliver micro-targeted video ad campaigns through programmatic buying. We leverage technology to precisely segment audiences and select channels for reaching them with video ads. We go way beyond traditional demographics to target criteria such as location, context, devices/mobile, recent online activity through browsing and search, time of day, frequency, retargeting, etc. The software we use allows us to set up targeting based on online search behavior, demographics, age, gender, location, topics of interest and behavior.



Search Engine Marketing: We focus your budget towards the winning keyword searches and search engines that are generating conversions. What happens post-click – after someone lands on your website – did they call, enroll or fill out a form? Our technology optimizes to intelligently re-allocate the budget towards keywords and search engines that drive conversions from the site. This technology has achieved one of the highest average Google AdWords Quality Scores in all North America and meets Google's high standards for creating, managing and optimizing Google AdWords campaigns.

Custom Display: We run a single display campaign with multiple tactics under one umbrella. After knowing your campaign goals, we determine the best tactics to implement and what audiences you want to reach. Tactics we can implement are geofencing, residential geofencing, Over-The-Top (OTT) streaming, CRM targeting, website

remarketing, keyword retargeting, behavioral targeting, lookalike website audience targeting, etc. We ensure we implement tactics to target your audiences, including high school students, influencers, parents, career/workforce, etc. Our software will automatically adjust the CPMs for each tactic, to ensure we stretch your dollar and have the most affordable CPM possible. We also track engagement across all tactics and our software will reallocate budget between tactics on a regular basis, depending on where your engagement and traffic is coming from. This ensures your ad/video will only show when triggered to your targeted audience, and we get the most affordable CPM for you.



Over-the-Top Advertising: OTT, also known as Over the Top advertising, is a fast-growing, innovative, and highly effective way to connect with digital consumers. With this service marketers can disseminate advertisements to universally used digital media platforms including Amazon, Apple, Google, Roku, Hulu, and more. Through these channels, OTT also gives you access to hundreds of top publishers including dozens of premium advertising venues such as CNN, Fox News, the NFL Network, Yahoo!, ABC affiliates, Dish, Fox Sports, History Channel, HGTV, Food Network, and Sling TV. OTT allows you to provide non-skippable content that reaches a vast and accurate audience, prompts engagement, and provides a seamless way for consumers to access and buy premium OTT content. With Over the Top advertising, you are able to reach a unique group of video consumers that advertisers simply can't target with traditional TV commercials.

Suggested Campaign Oct. 15, 2020 – August, 31 2021

Lake Land College Digital Advertising Budget FY 2021 - 2022												
Digital	October	November	December	January	February	March	April	May	June	July	August	Totals
Display - Website remarketing/OTT	\$1,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,750.00	\$ 14,750.00
YouTube	\$1,000.00	\$2,250.00	\$2,250.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,750.00	\$ 14,250.00
PPC	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$ 22,000.00
Current Totals	\$4,000.00	\$6,750.00	\$6,750.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$5,500.00	\$ 51,000.00

FEE SUMMARY

Scope of Work	Cost
Campaign Strategy and Creative Development	\$6,150
Digital Media Buy	\$51,000
Media Management Fee 15%	\$7,650
Total cost	\$64,800

WE ARE INTERACT

About Us

Interact is the premier marketing and communications agency exclusively serving two-year colleges in North America. Our team has extensive experience within the two-year college market and has chosen this area as its core focus. We've created brands and campaigns for two-year colleges, consortiums, and community college organizations across the nation. To us, two-year colleges aren't simply a subcategory of higher education. Instead, we only work with two-year colleges.

Our Mission

We help our clients lift up students who are often left behind, so they can live their best life.

Our Guarantee

We bring an outside clarity of vision, sophistication, and execution that will ease your burden, strengthen your organization, and enable you to achieve your goals.

Our Core Values:

1. **We are one company, one team.** The Interact team is a diverse one. Our employees come from different backgrounds, maintain different opinions, and play distinct roles in their day-to-day work. Our versatility and our commitment to teamwork empowers us to bring bold and unique perspectives to all of our projects, which gives your team the capacity to create and innovate.
2. **We keep our word.** We are enthusiastically accountable. If we say we will do something, we do it...and we do it with excellence and pride. This is why we are known as the 2-Year College Experts. We care deeply about our work and strive to consistently set, meet, and exceed high standards—on time, on brand, and on budget.
3. **We have a passion for the community college mission.** Our work with community colleges goes above and beyond enrollment strategies and creative campaigns. While we love doing all that (and more!), our true purpose is to help people from all walks of life connect to the people and places necessary to succeed. We are honored to serve our calling and believe our work changes lives.
4. **We are students, and as such are always learning, growing, and improving.** We strive to provide the best experience to each of our clients by continuing to seek fresh ideas, new approaches, and better processes. This is what allows us to not only keep up with trends and technologies—but to create and drive them.
5. **Our work is worthy of Mom's fridge.** We see your face turning red...but there's no need to be bashful about your college's amazing marketing! Mom's going to show everyone, and every time you come home, you will be reminded of your work. Be proud. Brag with Mom. We at Interact strive to make you something so great that you will never outgrow it.

The Interact Difference

As a full-service marketing firm, we have extensive experience developing and implementing marketing and media plans, creating the collateral to produce results, and finding the right channels to reach your audience. Our talented creatives and experienced strategists know how to bring the creative work to life and get results. This isn't just part of the services we offer—it's what we live and breathe every day.

We have worked with more than 400 community colleges on a wide variety of projects. This means that we've been studying two-year colleges and conducting research, on a national level, the entire time Interact has been in business. Our ability to turn these findings into real-world success stories is what has kept us in business.

Here is the top 10 list of reasons why Interact is unique:

1. ***We are your dedicated partner. Your reputation is our reputation.*** We are not the largest full-service agency, nor the closest. We are the best in two-year college services...and you have our full attention.
2. ***We deliver what we say we will, without extra charges.*** Once we give you a price for a work product or project, the meter isn't running. Interact understands your time commitments, so our aim is to stay on schedule, and if changes happen (and they do), we roll with it without piling on costs.
3. ***We don't think creativity is our middle name, we think it's our first.*** Our experience has taught us that cookie-cutter plans are not effective plans. At Interact, we treat the implementation of your plan as a dynamic work of art and science.
4. ***Multicultural marketing matters.*** We have implemented and managed campaigns to recruit, retain, and educate students from diverse linguistic, cultural, and educational backgrounds for community colleges in both urban and rural areas of the nation.
5. ***We have completed communications and campaign planning, implementation, and tracking in scores of colleges and dozens of states.*** We have a perspective that runs from the college to the national level. Whether you need us to do it all OR simply provide individual pieces of research, strategy, and creative for your implementation, we know how to deliver scalable results.
6. ***We know that two-year colleges are a KEY community resource, and the economic engine for your community.*** Our success with two-year colleges comes from understanding the perspectives of all stakeholders and the need to balance them. Two-year colleges are our passion.
7. ***We know that multi-generational marketing is imperative...so we have become experts.*** Community colleges have always had to communicate with vastly different audiences, ranging from alumni and donors, board members, legislators, and senior citizens to high school students and their parents. Interact is a leader in multi-generational media and messaging.
8. ***Interact has a research-based, multi-method approach to two-year college communications.*** This ensures your message is not something we pulled out of the air, but rather a thoughtful, tested concept that responds to (and builds upon) the unique identity of your college.
9. ***Two-year colleges...only.*** Interact's principals bring more than 50 years' combined industry experience, focused exclusively on two-year schools.
10. ***We are community college experts.*** Every Interact employee has attended, taught, worked at, or worked on campaigns and projects for two-year colleges.

Master Agency Services Agreement

This Master Agency Services Agreement (“Agreement”) between Interact Communications (“Agency”) and Lake Land College (“Client”) is entered into on the 1st day of October, 2020.

1. Appointment of Agency. Upon contract signature, client will appoint Agency as Client’s creative services agency in connection with the events, products, and/or services of Client described in Scope of Work document.
2. Scope of Services. Agency will provide Client with the services provided in the Scope of Work which is incorporated into this Agreement. Should Client request Agency to perform additional services beyond the scope of those identified in the Scope of Work, Agency and Client will negotiate in good faith with respect to the terms, conditions, and compensation for such additional services. Any agreement for such additional services will be set forth in writing executed by both parties and considered an Addendum to this Agreement.
3. Intellectual Property Ownership.
 - a. Subject to the limitations set forth in Section 3(b) of this Agreement, all campaigns, trademarks, service marks, slogans, artwork, written materials, drawings, photographs, graphic materials, film, music, transcriptions, computer programs, or other materials that are subject to copyright, trademark, patent, or similar protection (collectively, the “Work Product”) produced by Agency shall be the property of the Client provided: (1) such Work Product is accepted by the Client within two (2) months of being proposed by Agency; and (2) Client has paid all fees and costs associated with creating, or, where applicable, producing such Work Product. Work Product that does not meet the two foregoing conditions shall remain the Agency’s property. Subject to and upon fulfillment of the foregoing conditions, all title and interest to Work Product shall vest in Client as “works made for hire” within the meaning of the United States copyright laws. To the extent that the title to any such Work shall not be considered a work made for hire pursuant to law, Agency transfers and assigns its rights in such Work to Client upon the fulfillment of conditions 1 and 2 set forth in this Section 3(a).
 - b. It is understood that Agency may, on occasion, license materials from third parties for inclusion in Work Product. In such circumstances, ownership of such licensed materials remains with the third-party licensor at the conclusion of the term of such third-party license. In those instances, Client agrees that it remains bound by the terms of such third-party licenses. Agency will keep client informed of any such limitations.
 - c. Agency shall be permitted to display all completed Work Product, after such Work Product is accepted and implemented by Client, in Agency’s work portfolio in print, digital, and online formats for Agency’s promotional purposes, including the submission of any completed and published Work Product in any relevant award competitions. Client grants to Agency a limited license to display the completed, accepted, and implemented Work Product for such purpose.
4. Compensation and Billing Procedure. Agency will be compensated, and Client will be billed a flat fee of 50% of non-media upon contract signing and 50% of non-media upon completion of each deliverable, on a monthly basis. The entirety of the buy (hard costs and management fees) will be invoiced at contract signing. Payment terms are prepayment of any media prior to placement.
5. Client Approvals and Authority. Client shall provide timely approvals of Agency work and timely responses to Agency inquiries related to all aspects of the Work. Client shall designate in writing the individual or individuals with whom the Agency will communicate regarding all aspects of the Work or this Agreement. In the event of a delay by Client in granting any necessary authority or

approval to Agency, which delay causes an increase in fees or costs associated with the Work, or a delay in the completion date of the Work, Client shall be solely responsible for such increased costs and delayed completion dates.

6. Commitments to Third Parties.
- a. Client appoints Agency as its agent for all purchases of media, production costs, engagement of talent, or other services and materials required to fulfill the Agreement or produce the Work Product. Client shall promptly notify Agency of its desire to cancel any such authorization, whereupon on receipt of written notice of such cancellation, Agency will take all appropriate steps to effect such cancellation, provided that Client will hold Agency harmless with respect to any costs incurred by Agency as a result, including the securing of a written release of Agency by the third party vendor and/or payment in full of all charges incurred by Agency.
 - b. For all media, production services, talent engagement, or other services or materials purchased by Agency on Client's behalf, Client agrees that Agency shall be held liable for payments only to the extent proceeds have cleared from Client to Agency for such third party purchase or expense; otherwise, Client agrees to be solely liable to the media or other relevant third party ("Sequential Liability"). Agency will use its best efforts to obtain agreement by media and other relevant third parties to Sequential Liability.
7. Amendments. Any amendments to this Agreement must be in writing and signed by Agency and Client.

Signature

Lake Land College agrees to the deliverables listed in the Scope of Work section and to the terms included in the Master Services Agreement section. Media buys require payment being received by Interact Communications in full prior to the final "guarantee of placement" confirmation, usually 15-30 days prior to Ad deployment (depending on Ad placement location).

Any other services that Lake Land College requires outside of the stated parameters of this contract will be furnished at our best client pricing. Any changes to the contract will be noted and will require signed authorization in the form of a change order.

This agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.

Agreed to on behalf of:

Agreed to on behalf of:

Lake Land College

Interact Communications

Name/Title

Kristel Keys Running, Director of Communications

Signature

Date

October 1, 2020



MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: October 2, 2020

RE: Administration of Talented Student Scholarships

Board Policy 07.12 – Talented Student Scholarships defines requirements for three different scholarships awarded to graduating high school and G.E.D. students who attend Lake Land College as full-time students: Presidential Scholarship, Livestock Judging Scholarship, and Athletic Scholarship.

Board Policy 07.12 requires that the guidelines for administration of Talented Student Scholarships be presented to the Board of Trustees for approval for three two-year cycles. Attached are guidelines for administration for the next three two-year cycles: 2021-2023, 2022-2024, and 2023-2025. There are no changes from the guidelines currently in force.

Over the past three two-year cycles, the guidelines have supported approximately 7% of the district high school graduates enrolling each fall semester with a Presidential Scholarship. The Livestock Judging and Athletic Scholarships continue to support awarding scholarships in accordance with requirements of the Livestock Judging Coaches Association and the National Junior College Athletic Association.

I **appreciate the Board of Trustees'** commitment to provide Talented Student Awards to recognize the outstanding achievements and support the success of the student recipients. I would like to present the guidelines for administration of the scholarships for continued approval at the October meeting of the Board of Trustees.

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



PRESIDENTIAL SCHOLARSHIP GUIDELINES

Academic Years 2021-2023, 2022-2024, 2023-2025

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

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

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

Presidential Scholarships will be awarded as follows:

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

1. Each graduate must meet one of the following conditions: 1) seventh or eighth semester grade point average at or above the 85th percentile, (2) ACT composite score of at least 26 or (3) an SAT total score of at least 1230 . The high school will verify the students' academic qualifications and the Vice President of Student Services will be the final approval for Lake Land.
2. The student must enroll at Lake Land College full-time the fall semester immediately following high school graduation.
3. Presidential Scholarship recipients must complete a minimum of 12 semester hours each college semester and earn a semester or cumulative grade point average of 3.25 or higher for all courses attempted (excluding pass/fail courses) each semester.

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

Reviewed and approved by Lake Land College Board of Trustees:
November 2008, November 2011, November 2014 (Adapted from previous Academic Talented Student Award); October 2017; October 2020



PRESIDENTIAL SCHOLARSHIP GUIDELINES

Pathways and GED

Academic Years 2021-2023, 2022-2024, 2023-2025

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

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

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

Presidential Scholarships will be awarded to Pathways and GED completers as follows:

1. Pathways Program: Each year, the Pathways Program is eligible to award to in-district students who plan to attend Lake Land College two Presidential Scholarships. Each student must meet all of the following requirements: a) successfully complete at least one semester in the Pathways Program, b) score in the 85th percentile or above on the GED pretest, c) be recommended by the Director of Adult and Alternative Education and d) successfully complete the GED test prior to enrollment.
2. GED Program: Each year, the GED Program is eligible to award to in-district students who plan to attend Lake Land College two Presidential Scholarships. Each student must meet all of the following requirements: a) successfully complete the Lake Land College Adult Education GED program, b) score in the 85th percentile or above on the GED test, and c) be recommended by the Director of Adult and Alternative Education.
3. The recipient must enroll at Lake Land College full-time the fall semester immediately following Pathways or GED completion.
4. Presidential Scholarship recipients must complete a minimum of 12 semester hours each college semester and earn a semester or cumulative grade point average of 3.25 or higher for all courses attempted (excluding pass/fail courses) each semester.

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

Reviewed and approved by Lake Land College Board of Trustees:

November 2011, November 2014 (Adapted from previous Academic Talented Student Award); October 2017; October 2020



LIVESTOCK JUDGING SCHOLARSHIP GUIDELINES

Academic Years 2021-2023, 2022-2024, 2023-2025

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

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

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

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

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

Total number of scholarships (new and continuing) – 22

Maximum number of out-of-district scholarships - 18

Minimum number of in-district scholarships – 4

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

Reviewed and approved by the Lake Land College Board of Trustees:

November 2008, November 2011; October 2012; November 2014; October 2017; October 2020



ATHLETIC SCHOLARSHIP GUIDELINES

Academic Years 2021-2023, 2022-2024, 2023-2025

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

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

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

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

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

Volleyball:

Total number of scholarships (new and continuing) – 14

Maximum number of out-of-district scholarships – 11

Minimum number of in-district scholarships - 3

Men's Basketball:

Total number of scholarships (new and continuing) – 15

Maximum number of out-of-district scholarships - 12

Minimum number of in-district scholarships – 3

Women's Basketball:

Total number of scholarships (new and continuing) – 15

Maximum number of out-of-district scholarships - 12

Minimum number of in-district scholarships – 3

Softball:

Total number of scholarships (new and continuing) – 24

Maximum number of out-of-district scholarships - 18

Minimum number of in-district scholarships – 6

Baseball

Total number of scholarships (new and continuing) – 24

Maximum number of out-of-district scholarships - 18

Minimum number of in-district scholarships – 6

Cheer:

Total number of scholarships (new and continuing) – 8

Maximum number of out-of-district scholarships - 4

Minimum number of in-district scholarships – 4

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

Grants-in-Aid

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

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

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

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

Reviewed and approved by the Lake Land College Board of Trustees:
November 2008, November 2011, November 2014, October 2017, October 2020



MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: October 2, 2020

RE: Approval of new student club

As directed in Board Policy 07.30 – Student Organizations and Clubs, the Student Government Association has recommended approval of a new student club, **Active Minds**. A copy of the club's proposed Constitution is attached.

Active Minds at Lake Land College seeks to be recognized as a chapter of the national organization of the same name, *Active Minds*, which includes more than 550 chapters at high schools and colleges nationwide and internationally, all serving as "passionate advocates, stigma fighters, and educators for mental health".

The Active Minds club will provide an excellent opportunity for student engagement at Lake Land College, and with peers nationally, and serve as an important guide and resource for supporting the **College's efforts to expand** awareness and action regarding student mental health to effect positive change.

Andy Gaines, Academic Counselor/Coordinator of Student Accommodations, will serve as the club's advisor.

I am pleased to recommend approval of this new club by the Board of Trustees at their October 12, 2020, meeting. Thank you.

ACTIVE MINDS CLUB

The Active Minds Club at Lake Land College is a chapter of the national organization Active Minds. This chapter was created at Lake Land to allow a way for students to meet and work together in the pursuit of raising awareness for mental illness. Because this club is not only a club but a chapter, there are networking opportunities between university and colleges all over the nation.

This club will have resources provided to it by its national counterpart. This will allow members of the club to educate themselves on how to cope or help others cope with stress, anxiety, depression, etc.

Through fundraising, the Lake Land Chapter of Active Minds has the ability to become recognized on a national platform at one of the annual conferences. Fundraising for Active Minds will be conducted per their rules and deadlines with pre-approval from the Student Life Office.

By nature of the club, being a member offers a chance for the students to relax, have fun, and be a part of something bigger than themselves. Under a normal schedule, the Active Minds Club will meet the 2nd and 4th Wednesday during the months school is in session.

New members are always welcome. We hope you will take advantage of this opportunity and join the Active Minds Club. If you have any questions, you can contact the club advisor at 234-5259.

Club Advisor for the Active Minds Club is Andrew Gaines (Academic Counselor).

Active Minds Club Constitution and Bylaws

Article I -NAME OF CHAPTER

The name of this chapter of Active Minds shall be titled Active Minds at Lake Land College.
(Per mandate from Active Minds National Office)

Article II - PURPOSE

Active Minds is established for the expressed purpose of:

- Increasing awareness of the students, faculty, and staff about the following:
 - Issues surrounding mental health
 - Symptoms related to mental health disorders
 - Mental health resources available both on campus and in the surrounding community
 - Reducing stigma surrounding mental health disorders so that students will feel more comfortable openly discussing mental health-related issues and seeking help when it is needed
 - Supporting peers to find the skills and resources they need to increase health coping techniques that promote personal wellness
 - Providing a forum and building an open environment for all students to speak up about mental health

Active Minds does not provide counseling or any form of clinical mental health care, and an Active Minds chapter is therefore not, nor will ever form, a peer counseling or support group.

Article III - MEMBERSHIP

Section I. Any student regardless of race, color, religion, national origin, sex or age can be a member of the Active Minds Club.

Section II. Honorary membership shall be awarded to any student at the discretion of the Active Minds Club by an election of the majority of the members.

Section III. In accordance with Board Policy 11.01, membership in the Active Minds Club is open to all students.

Article IV - OFFICERS

Section I. The club officers shall be President, Vice- President , Secretary, Treasurer, and Sergeant at Arms.

Section II. The term of office for all officers shall be for one school year. All officers shall be elected by secret ballot at the last regular meeting of each spring semester. The student with the most votes will be declared the winner and shall assume the position the following fall semester. All officers must maintain a cumulative grade point average of 2.0 on the 4 point system during their term of office.

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

Section IV. The following are executive positions recognized by the club:

- The President shall preside over all club meetings, call the meetings of the Executive Council, enforce observance of the constitution and bylaws, ensure that officers perform their duties and supervise all the affairs of the club and appoint committees.
- The Vice-President shall assume the duties of the President in the absence of the latter and assist the President with his/her duties.
- The Secretary shall keep minutes for all meetings, issue all orders and notices required, conduct all correspondence of the club, and keep a permanent record of attendance and new members.
- The Treasurer shall receive all dues to the club, keep an accurate account of all finances of the club, collect all dues and assessments, and pay all orders.
- The Sergeant at Arms shall manage the club's and Executive Council's meeting facilities and decorum, arrange the room, and set out and care for the club's materials and supplies

Section V. The Executive Council shall consist of all officers and the faculty advisor. This Council shall have jurisdiction of all matters not specifically delegated to other committees. The President and Executive Council shall determine the needed committees each year.

Section VI. The duties of the advisor shall be:

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

Article V - MEETINGS

Section I. Meetings shall be held at least 2 times per month, time and date determined at a previous meeting by a majority of the members present.

Section II. The President, the advisor, or the majority of the members may call special meetings.

Section III. "Robert's Rules of Order, Newly Revised Edition". Shall be used to conduct the meetings.

Section IV. A quorum shall consist of a simple majority of active members.

Article VI - DUES

The dues will be set at \$2.00 per semester, payable per semester to the treasurer. Dues are non-refundable. In accordance with the policy set forth by the Active Minds National Office, no person shall be denied membership due to financial hardship. Membership due waivers can be applied for through the club advisor.

Article VII - AMENDMENTS AND BYLAWS

All amendments to this constitution or bylaws shall be presented in writing at a regular meeting and two-thirds of all the club members must be present. The amendment must then be passed by a majority of votes. Any amendment must adhere to the regulations set forth by the Active Minds National Office or must have prior approval of exception from the Active Minds National Office.

Article VIII - NOMINATION AND ELECTIONS

Section I. The nomination procedures will be as follows: Nominations will be accepted from the floor at the first meeting of fall semester. Nominees must be student members of Active Minds at Lake Land College in good standing.

Section II. Voting shall be cast via Secret ballot. The person receiving the majority of votes shall assume the office to which they were elected at the end of the spring semester.

Section III. No proxy votes will be allowed on any matter.

Section IV. No write-in votes will be accepted.

Article IX - ORGANIZATION

Section I. All grievances brought before the club shall be taken to the Executive Council.

Section II. All committees shall be appointed by the President or the Executive Council of the Active Minds Club. The President and Executive Council shall determine the needed committees each year

Article X - FUNDRAISING AND SERVICE ACTIVITIES

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

Established: 01/24/2020



MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: October 5, 2020
Subject: Governor's Emergency Education Relief Grant
(GEER) Funding

On July 14, 2020, the State of Illinois announced it will dedicate funds from the federal Governor's Emergency Education Relief (GEER) Funds to preK-12 public education and institutions of higher education to meet the challenges of COVID-19.

Through ICCB, Lake Land College was awarded \$384,576 as part of the GEER grant funding. The funds were dispersed to help the College mitigate the barriers, due to the COVID-19 crises, to initial or ongoing enrollment for underrepresented, first generation or low income students.

In the grant application approved by ICCB, the College indicated it planned to use the GEER Funds in the following manner:

- \$166,576 - payment of outstanding college and tuition fee balances for low income, first generation and underrepresented students from Spring 2020, Summer 2020 and Fall 2020 terms who maintain their enrollment through the Fall 2020 term.
- \$50,000 - assist low income, first generation and underrepresented students who applied for CARES Act Funding but did not meet Title IV requirements.
- \$100,000 - provide mental health counseling services for students who are struggling with many aspects of life in the these uncertain times.
- \$60,000 - employ a second a full-time nurse to assist with COVID-19 related processes and contact tracing.
- \$8,000 - purchase a shed to aid with the College's COVID-19 check-in station process.

We respectfully ask the Board to approve the use of the GEER Funds per the intent indicated in the College grant application.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
DATE: October 6, 2020
RE: Approval of FY 2022 RAMP Document

Included in the Board's packet is a copy of the FY 2022 Resource Allocation Management Program (RAMP) Projects which we wish to submit to the Illinois Community College Board. Funding is being requested for the following project:

Renovation of Existing Campus Buildings—this includes the rehabilitation of the Kluthe Center for Higher Education, Northwest Classroom Building and the Northeast Classroom building.

The Programmatic Justification sections of the project applications describe the benefits of the requested projects. These projects are vital to our continued ability to fulfill the mission of meeting the higher education needs of our students.



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: _____

District #: _____
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: _____
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: _____
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: _____

District Project Rank # (1 of 3): _____
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: _____
(25% minimum)

Estimated State Funds: _____

Estimated Total Funds:

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: _____

LAND: _____

EQUIPMENT: _____

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: _____

PLANNING: _____

Other: _____

TOTAL Funds Requested:

Project Scope:

A large, empty rectangular box with a thin black border, intended for the user to provide details about the project scope. The box occupies most of the page below the section header.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting:** _____

District Contact Name: _____

District Contact Email Address: _____

District Contact Phone Number: _____

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: Lake land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2021-2

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Remodel of Northwest Classroom Building

District Project Rank # (1 of 3): 2 of 3

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$2,748,750
(25% minimum)

Estimated State Funds: \$8,246,250

Estimated Total Funds: \$10,995,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

\$300,000

UTILITIES:

REMODELING & REHABILITATION:

\$10,695,000

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$10,995,000

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Northwest Classroom Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site**Plumbing**

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Kluthe Center for Higher Education.

Electrical

Upgrade duct bank and electrical service from existing power house.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Math and Science
 Social Science
 Humanities
 Allied Health
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** October 12, 2020

District Contact Name: Greg Nuxoll

District Contact Email Address: gnuxoll1@lakelandcollege.edu

District Contact Phone Number: 217-234-5224

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: Lake land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2021-3

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Remodel of Northeast Classroom Building

District Project Rank # (1 of 3): 3 of 3

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$1,632,500
(25% minimum)

Estimated State Funds: \$4,897,500

Estimated Total Funds: \$6,530,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

\$50,000

UTILITIES:

REMODELING & REHABILITATION:

\$6,480,000

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$6,530,000

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Northwest Classroom Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site**Plumbing**

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Kluthe Center for Higher Education.

Electrical

Upgrade duct bank and electrical service from existing power house.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Math and Science
 Social Science
 Humanities
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

What facilities are already available?

The existing Luther Student Center, Northwest Classroom Building and Field House Buildings were completed in the early 1970s as part of the original campus. The Kluthe Center for Higher Education in 1995 and Neal Hall in 2000.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** October 12, 2020

District Contact Name: Greg Nuxoll

District Contact Email Address: gnuxoll1@lakelandcollege.edu

District Contact Phone Number: 217-234-5224

Signature _____ *Date* _____



MEMO

TO: Dr. Josh Bullock, President

FROM: Jennifer Billingsley, Northern Dean of Correctional Programs

CC:

DATE: October 7, 2020

RE: Welding Facility Lease with Black Hawk College

Please find attached an agreement for Lake Land College to lease, for the period of nine months, a welding facility from Black Hawk College located in Kewanee, Illinois. The Illinois Department of Corrections continues to request Lake Land College 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 continue to utilize the facility owned by Black Hawk College located approximately 2 miles from the prison. IDOC will bear the lease cost (\$53,925) fully as part of our contract for services at Kewanee. Rent will be paid in a monthly installment only when the Welding Center is utilized by inmates. 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 September 24, 2020 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 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

Black Hawk College, its employees and Black Hawk College Board of Trustees shall be named as Additional Insureds with respect to Commercial General and Automobile Liability Coverages. The Certificate shall provide not less than 30 days advance notice in writing in the event of change or cancellation. Company's insurance carrier shall waive subrogation; such stipulation shall be indicated on the Certificate of Insurance.

9. Participant Consent, Blanket Waiver, and Release from Liability. Everyone who participates in the Program (Students, Faculty, Program Personnel, etc.) shall sign the attached Waiver and forward the originals to the Purchasing Department at Black Hawk College.

10. Compliance with the Law. Lake Land College shall keep the Premises and conduct its Program thereon in a manner which shall be in compliance with all applicable laws, ordinances, rules and regulations of the city, county, state and federal government and any department thereof, will not permit the Premises to be used for any unlawful purpose, and will protect BHC and save BHC harmless from any and all fines and penalties that may result from or be due to any infractions of or noncompliance with such laws, ordinances, rules and regulations.

10. Indemnity. Lake Land College will protect, indemnify and save harmless from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against BHC by reason of (a) any accident, injury to or death of persons or loss of or damage to property occurring on or about the Premises or any common area of the Premises resulting from any act or omission of Lake Land College, IDOC, Program Participants, or its employees, agents, representatives; or invitees (b) any failure on the part of Lake Land College, IDOC, Program Participants or its employees, agents, representatives or invitees to perform or comply with any of the terms of this Agreement. In case any action, suit or proceeding is brought against BHC by reason of any such occurrence, Lake Land College shall provide and pay for legal counsel to resist and defend such action, suit or proceeding or indemnify and pay for legal counsel selected by Black Hawk College to resist and defend such action, suit or proceeding at the request of BHC. Settlement of any claim must be approved by BHC.

11. Miscellaneous.

11.1 Amendments. None of the covenants, terms or conditions of this Agreement shall in any manner be altered, waived, modified, changed or abandoned except by a written instrument, duly signed by both parties.

11.2 Notices. All notices to or demands upon one party by the other given under this Agreement shall be in writing. Any notices or demands shall be deemed to have been duly and sufficiently given if a copy thereof has been either hand delivered, sent by overnight courier, or mailed by United States registered or certified mail in an envelope properly stamped and addressed to the following Address; or at such other address as the party may theretofore have designated by written notice to the other party:

To BHC: Black Hawk College
 Attn: Mike Meleg
 6600 34th Avenue
 Moline, Illinois 61265

To Lake Land College: Lake Land College
 Attn: Jennifer Billingsley
 5001 Lake Land Blvd.
 Mattoon, IL 61938

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: _____

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): \$53,925 for the 9-month duration of this agreement, prorated from the \$71,900 per year, based on \$85/hour for building rental and equipment usage for 15 hours per week for 52 weeks plus allowance up to \$5600 for supplies. Supply costs exceeding the prorated amount of \$4200 will be billed separately. The rent is 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): This agreement will expire on June 30, 2021.



**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
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
October 12, 2020

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

Lisa Madlem	09/14/20-11/14/20
Kyle Sims	11/21/20-02/14/21
Kim Manion	08/10/20-intermittent

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

Lead Commercial Driver Trainer-Level 11, Support Staff

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Brown, Mackensie	Fitness Center Specialist Primary Position is Covid-19 Checkpoint Screener	09/02/2020
Croft, Hank	Test Proctor Primary Position is Tutor - Associate-Lrng Asst	09/02/2020
Drake, Allen	Adjunct Faculty Ag. Division Primary Position is Adj Faculty Ag Sub	08/24/2020
Jones, Tyler	Fitness Center Specialist Primary Position is Asst Baseball Coach	09/20/2020
Mustafa, Munia	Tutor-Disability Services – BA Primary Position is Tutor-Bachelor's-LRC	09/17/2020
Mustafa, Munia	Tutor - BA Community Edu. Primary Position is Tutor-Bachelor's-LRC	09/17/2020
Part-time - Grant Funded		
Mustafa, Munia	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	09/17/2020

Unpaid Volunteer

Powers, Sarah	Dual Credit Instructor Primary Position is Adj for Social Sc.	09/29/2020
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Thomas, Amelia	Laboratory Supervisor	09/03/2020

Part-time - Grant Funded

Denton, Debra	Perkins Test Proctor	09/05/2020
Figuroa, Chaskiesha	Pathways Substitute Instructor	08/30/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
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Unpaid Volunteer

McDonald, Dustin	Dual Credit Instructor	09/29/2020
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Full-time

Morris, Janet	Financial Aid Accountant	10/19/2020
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Part-time

Beever, Faith	Special Needs Note Taker	08/28/2020
Brown, Mackensie	Covid-19 Checkpoint Screener	08/24/2020
Clark, Kierstin	Special Needs Note Taker	08/26/2020
Darrough, Kyrsten	Covid-19 Checkpoint Screener	09/15/2020
Diltz, Emma	Dual Credit Program Assistant	09/09/2020
Eugea, Dennis	Adj Faculty Technology Division	09/14/2020
Gordon, Camille	Adj Faculty Social Science Div	08/24/2020
Kaufman, Rachel	Covid-19 Checkpoint Screener	08/24/2020
Mustafa, Munia	Tutor - BA Degree - Learning Ast.	09/17/2020
Reed, Bretta	Contact Tracer	09/28/2020
Sapp, Jordan	Covid-19 Checkpoint Screener	08/24/2020
Scheidemantel, Claire	Special Needs Note Taker	08/26/2020
Sweeney, Amy	Dual Credit Coordinator	03/25/2020

Part-time - Grant Funded

Lynch, Annette	Perkins Student Worker – Hum.	08/24/2020
Thomas, Joseph	Perkins Student Worker – Hum.	08/24/2020
Saril, Hannah	College Work Study - Adult Ed.	09/18/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
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Full-time

Askins, Tonya	Microcomputer Support Spec	09/14/2020
Boylen, Alana	Corr Com Cooking Inst Western	09/18/2020
Pentell, Stefanie	Corr Office Asst - Lawrence	09/18/2020

Riker, Kara Part-time	Associate Dean - Lawrence	09/10/2020
Bowling, Deborah	Office Assistant Vo-Tech	09/30/2020
Rowan, Penny	Adj Doc College Funded Instr	12/15/2019
Stuemke, Shannon	Student Success Coach Trio	10/20/2019
Underwood, Race	Tutor - Student Lrng Asst Ct	12/15/2019

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Keller, Misty	Coordinator of Emp. and Comp. Transferring From: Employment Specialist	10/13/2020
Reed, Bretta	College Nurse Transferring From: Contact Tracer	10/26/2020
Full-time - Grant Funded		
Watson, Brian	Associate Dean-Vienna Transferring From: Associate Dean-Shawnee	10/05/2020
Hurt, Betheny	Associate Dean-Vienna Transferring From: Correctional Career Tech Instr. Shawnee	
Part-time		
Van De List, Elizabeth	Kluthe Test Proctor Transferring From: Office Assistant Allied Health	09/21/2020
Part-time - Grant Funded		
Figueroa, Chaskiesha	Pathways Substitute Instructor Transferring From: Pathways Classroom Assistant	09/21/2020
Van De List, Elizabeth	Perkins Test Proctor Transferring From: Tutor/AS Carl Perkins	09/21/2020