

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
October 11, 2021
Regular Meeting No. 658

Table of Contents

	Page
Agenda for October 11, 2021, Regular Meeting	3
Minutes for September 13, 2021, Regular Meeting	6
Supplemental Information for October 11, 2021, Regular Meeting	25

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

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



Regular Meeting No. 658
Monday, October 11, 2021, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

In alignment with the College's Pandemic Response Safety Protocols, masks covering the nose and mouth will be required for all individuals attending the meeting.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of September 13, 2021, Regular Meeting.
2. Approval of Agenda of October 11, 2021, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

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

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Faculty Focus on Advancing Student Success – Nursing Programs Virtual Recruiting.	
3. Announcement of 2021-2022 Student Ambassadors.	25
4. Student Laureate Nomination.	26
5. Monthly Data Point Discussion – ICCB Economic Impact Study.	
6. Curriculum Committee Highlights.	27-28
7. Proposed Revisions to Board Policy 11.08.04 – <i>Retention of College Records</i> .	29-51
8. Calendar of Events.	52-53

B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to Board Policy 10.22 – <i>Purchasing, Bidding and Prevailing Wages for Fixed Works</i> .	54-62
2. Approval of Resolution No. 1021-003 - Intent to Continue Foundation Tax Levy.	63-65
3. Approval of Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna.	66-67

Lake Land College Board of Trustees

Agenda – October 13, 2021

Page 3

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 4. Acceptance of August 2021 Financial Statements. | 68-73 |
| 5. Certification of Fall Student Government Association Election Results. | 74-75 |
| 6. Acceptance of FY 2022 ASPIRE Project Award. | 76 |
| 7. Acceptance of Gift-in-Kind Donation – Vehicle Alignment Machine. | 77-78 |
| 8. Approval of MOU with AFSCME 31. | 79-80 |
| 9. Approval of Service Agreement for Digital Marketing Services. | 81-87 |
| 10. Approval of Bid for CDL Simulator. | 88-90 |
| 11. Approval of Bid for Water Fountains with Water Bottle Fillers. | 91-92 |
| 12. Approval of Lease Renewal with the City of Paris. | 93-94 |
| 13. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees. | |

[Return to Open Session - Roll Call]

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| 14. Approval of Position and Appointment of Dean of Academic Operations as Discussed in Closed Session. | |
| 15. Approval of Human Resources Report as Discussed in Closed Session. | 95-98 |

V. Other Business. (Non-action)**VI. Adjournment.**

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



Regular Board Meeting No. 657
Board and Administration Center, Room 011
Mattoon, IL
September 13, 2021

Minutes

Call to Order.

Chair Sullivan called the September 13, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of August 9, 2021, Regular Meeting.
2. Approval of Minutes of August 9, 2021, Closed Session.
3. Approval of Agenda of September 13, 2021, Board of Trustees Meeting.

4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	181,040.94
Building Fund	\$	26,692.14
Site & Construction Fund	\$	76,205.00
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	203,990.44
Restricted Purposes Fund	\$	259,437.46
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	23,386.72
Student Accts Receivables	\$	30,441.23
Total	\$	801,793.93

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

5. Destruction of Tape Recordings of March 5, 2020 Resource and Development Committee Closed Session and March 9, 2020, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk highlighted topics discussed at the recent ICCTA meetings held in Springfield, IL, in September. Topics included mental health issues, updates to the by-laws and mission statement, and current legislative items that may affect community colleges. She said the administration is monitoring for if/when the Governor signs any of these bills into law to then ensure we adjust related policies or procedures for compliance.

Lake Land College Board of Trustees
Minutes – September 13, 2021
Page 3 of 19

Resource & Development.

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

Finance.

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

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee met on September 8, 2021, and discussed several items such as air filtration systems, the HVAC performance at Kluthe, upcoming campus landscaping projects, campus drinking fountains and adding more proximity card readers to additional building doors on campus.

Foundation.

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

- The Foundation Golf Classic is set for Friday, September 17 at the Mattoon Golf & Country Club.
- The Foundation is working on alternate options for the Donor Reception/Scholarship events originally planned for this fall. The Foundation & Alumni Center open house is currently postponed.
- The first Foundation appeal letter for FY22 featuring a scholarship recipient that also was on the Women's Basketball National Championship team will be arriving in mailboxes soon!

Student Report.

Student Trustee Katie Greuel said that SGA held elections this week and those election results will be released soon. She said that SGA is currently planning to host a blood drive on campus this fall.

President's Report.

Dr. Bullock said:

- In August, the College received \$769,673 from the Illinois Department of Corrections (IDOC) toward the FY2021 outstanding balance. A total of \$81,339 remains outstanding from IDOC.

Lake Land College Board of Trustees
Minutes – September 13, 2021
Page 4 of 19

- Lake Land received no payments in August from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2021 outstanding balance. A total of \$95,076 remains outstanding from IDJJ.
- The College has received no payments from either IDOC or IDJJ for FY 2022 invoices.
- In August, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$1,280,769 and equalization payments of \$505,251.
- The College received property tax payments totaling just over \$4.1 million in August.
- All 25 graduates of the Medical Assistant program passed their state exam on their first attempt. This is the fourth year in a row with graduates earning a 100% pass rate on their first attempt. Congratulations to program director and instructor Molly Yeske and her students!

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success – Court Reporting Program Inaugural Class.

Ms. Lisa Earp, Business Instructor and Program Coordinator for Office Professionals, presented on the inaugural class of the College's Court Reporting Program.

Trend Analysis Report – Local Demographics and State, National and Global Trends Affecting Higher Education.

Ms. Jean Anne Grunloh, Chief of Staff, highlighted the Trend Analysis Report and explained how we will utilize the research to garner significant internal and external stakeholder feedback this fall to appropriately develop the next strategic plan cycle's goals and objectives. Ms. Grunloh said that key takeaways from the research are included in the Executive Summary portion (pages 2-4) of the Report and linked to the research contained in the body of the Report.

Fall 2021 Tenth Day Enrollment Report.

Ms. Valerie Lynch, Interim Vice President for Student Services, presented the Fall 2021 Tenth Day Enrollment Report to the Board.

Annual Report of Special Event Tuition Waiver Requests.

Dr. Bullock presented the annual report of special event tuition waiver requests that was approved during FY 2021. The annual report was provided per Board Policy 07.08 (item #4) and detailed all special tuition waivers with various values granted by President Bullock and/or the Board for special events in the prior fiscal year.

Monthly Data Point Discussion – Utilization of Tuition Waivers.

Ms. Lisa Cole, Director of Data Analytics, highlighted a summary report on how approved tuition waivers were utilized in FY 2021. The summary report was provided to each Trustee.

Correction of Board Policy 09.05 – *Scheduling Facilities*.

Dr. Bullock gave notice that Board Policy 09.05 – *Scheduling of Facilities* has been corrected so that items 2 and 3 of the policy reflect the current title of the Dean for Workforce Solutions and Community Education.

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

Mr. Greg Nuxoll recommended proposed changes to Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works*. The proposed revisions were provided to each Trustee. He said the additions to the policy clarify that the College, in addition to following all requirements of the Illinois Community College Act, will also follow federal regulations when using federal funding sources for procurements and details the process based upon the expenditure amount.

Mr. Nuxoll said this was being submitted as first reading.

Update on Disposal of Board-Approved Surplus Items.

Mr. Nuxoll provided a summary of the dispensation of several items the Board has approved as surplus in the past year. He provided examples to the members of the Board on the many ways in which the college disposes of surplus items such as online auctions, E-cycle, Dell purchasing and refurbishing items and selling scrap to the junk yard.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Adoption of Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion*.

Dr. Bullock said that during the Board Retreat held May 19, 2021, the Board committed to developing a Diversity, Equity and Inclusion (DEI) board policy and statement to provide an additional lens for thoughtfully serving students in the future and fostering a work environment that is enhanced and enriched by an inclusive campus community. He said the proposed DEI statement is largely based upon the statement already adopted by the College's Inclusion and

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 6 of 19

Diversity Education Committee. Trustees learned the proposed policy references best practices and procedures as recommended by the Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee.

Dr. Bullock said this was submitted as first reading during the August 2021 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Reynolds moved and Trustee Cadwell seconded to adopt as presented Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Adoption of Board Policy 11.30 – Recruitment of Military Service Member Enrollment.

Ms. Lynch requested the Board adopt Policy 11.30 - *Recruitment of Military Service Member Enrollment*. Trustees were presented with the proposed policy language. Ms. Lynch reported the College received notification in January 2021 from the Office of the Assistant to the Secretary of Defense that Lake Land College joins 249 other educational institutions in a review process that focuses on compliance with the tenets of the Department of Defense (DoD) Memorandum of Understanding (MOU). Trustees learned that as a result of this review and to remain in compliance with the MOU, the DoD has requested the College adopt a policy to address issues specific to recruitment of military service members. The two key recruitment areas are detailed in the proposed policy.

Ms. Lynch said this request was submitted as first reading during the August 2021 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Storm moved and Trustee Curtis seconded to adopt as presented Board Policy 11.30 – *Recruitment of Military Service Member Enrollment*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Special Event Tuition Waiver Requests.

Dr. Bullock requested the Board approve special event tuition waivers for five different events to be held in fiscal year 2022 including:

- Business and Computer Contest.
- Academic Challenge (formerly known as the WYSE Challenge).
- Principals, Deans and Counselors meeting.
- Miss Illinois 2022.
- National Manufacturing Day events hosted by Effingham County Chamber, Coles Together and local manufacturers.

Trustees reviewed details of each of the proposed special events.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented special tuition waiver requests related to five separate special events to be held in FY 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Community Outreach Tuition Waivers.

Ms. Lynch requested that the Board approve up to 100 three-credit hour tuition waivers for those interested returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. She said this expands upon the prior Community Outreach Tuition Waivers that had been initially approved by the Board in October 2019 and extended to semesters through the Spring of 2021. Trustees received information on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

Trustee Reynolds moved and Trustee Walk seconded to approve up to 100 three-credit hour tuition waivers for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 8 of 19

Motion carried.

Approval of TORT Document.

Mr. Greg Nuxoll, Vice President for Business Services, 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 2022. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Mr. Nuxoll said the proposal for FY 2022 includes the following key changes from FY 2021:

- The Senior Executive to the President's new title is Chief of Staff.
- The Counselor/Coordinator Disability Services position has been updated to the Counselor for Student Accommodations and Mental Health Initiatives.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the FY 2022 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of July 2021 Financial Statements.

Trustees reviewed the July 2021 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the July 2021 Financial Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the July 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment – Label Printer.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 9 of 19

Mr. Nuxoll requested the Board declare as surplus an Avery Dennison Monarch label printer that had been utilized by the Bookstore. He said this item has become obsolete and has little value to the College. He said that if this item is approved by the Board as surplus, then the administration will dispose of the item in a manner most beneficial to the College.

Trustee Walk moved and Trustee Curtis seconded to declare as surplus an Avery Dennison Monarch label printer that had been utilized by the Bookstore so that this item may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Technology Items from the ISS Department.

Trustees reviewed a request from Mr. Nuxoll for the Board to declare as surplus numerous technology items previously used by the ISS Department that have become obsolete and have little value to the College. A listing of these items was included in the Board Book. The items range from core switches, dated wireless hotspots, servers, backup/tape devices and storage devices. Mr. Nuxoll said if these items are approved by the Board as surplus, then the administration will dispose of these items in a manner most beneficial to the College.

Trustee Storm moved and Trustee Curtis seconded to declare as surplus various technology items previously used by the ISS Department so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of IPRF Safety and Education Grant.

Trustees reviewed a request from Ms. Wahls that the Board accept a safety grant in the amount of \$10,770 from the Illinois Public Risk Fund (IPRF) who administers the College's worker's compensation program. Mr. Nuxoll said these funds will be used for safety initiatives to reduce workplace illness and injuries.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page **10** of **19**

Trustee Cadwell moved and Trustee Walk seconded to accept a safety grant in the amount of \$10,770 from the Illinois Public Risk Fund (IPRF).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of TRIO Educational Talent Search (Destination College) Grant Award.

Trustees reviewed a recommendation from Ms. Lynch to accept the TRIO Educational Talent Search Grant award from the U.S. Department of Education. Ms. Lynch said this will be the fourth award cycle for the College to utilize this program. She said over the five-year award cycle, the College will receive an annual award of approximately \$328,413, with an expected total of \$1,642,000 for the entire project.

Trustee Reynolds moved and Trustee Storm seconded to accept the TRIO Educational Talent Search Grant award from the U.S. Department of Education, which includes a five-year grant cycle and an annual award of approximately \$328,413, with an expected total of \$1,642,000 for the entire project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of FY 2022 ISBE Growing Agricultural Science Teachers (GAST) Grant.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board accept the above-referenced grant in the amount of \$25,000. Trustees learned this grant promotes the profession of Agriculture Education through recruitment and retention activities. Mr. Althaus said this is the 13th year that the Illinois State Board of Education (ISBE) has offered this grant program and the 13th consecutive award to Lake Land College. He also said that with this funding, the College will provide paid internships for up to 10 Lake Land College and district high school agriculture students to gain relevant work experience. Additionally, the College's GAST Grant Program is designed to help retain the interest of enrolled Lake Land College students in Agriculture Education as a career through mentoring and internship experiences.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 11 of 19

Trustee Walk moved and Trustee Curtis seconded to accept the FY 2022 Growing Agricultural Science Teachers Grant award from the Illinois State Board of Education in the amount of \$25,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0921-002 to Approve Fifth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2024.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2024. Chair Sullivan said Dr. Bullock’s annual performance evaluation for FY 2020-2021 had been completed and reviewed by all Trustees. Chair Sullivan thanked the Trustees for their collective feedback as part of the annual performance evaluation.

[The agenda item was noted that a complete copy of the proposed resolution and fifth 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, third and fourth 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 Reynolds moved and Trustee Cadwell seconded to approve as presented Resolution No. 0921-002 - Approving Fifth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval for Purchase of a Bus for Agriculture Department.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the purchase of a bus for the Agriculture Division at a price not to exceed \$55,000. Trustees learned the

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 12 of 19

Agriculture Division is seeking a used 15-passenger bus with mileage less than 50,000 miles. Mr. Nuxoll said the bus would be used to support the Livestock Judging Team along with other agriculture related events. He also noted the College budgeted \$86,000 in the FY 2022 budget to purchase two vans, but the Agriculture Department believes one 15-passenger bus will achieve the same purpose of two vans and the total cost would be well-below the budgeted amount.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the purchase of a used bus for the Agriculture Division at a price not to exceed \$55,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval for Purchase of 2 Mini-Vans for Admissions and Records Department.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of two new mini-vans for use by the Admissions and Records office to replace the current two “Laker” cars, which are both Toyota Scions. He said these purchases would be at a total price net of trade-in value not to exceed \$65,000. Mr. Nuxoll reported that replacing the cars with mini vans will offer more flexibility for the number of people and the amount of recruitment materials that may be transported. Trustees learned the Toyota Scions are too small to use at our larger events such as the Farm Progress Show, the State FFA and National FFA Convention.

Mr. Nuxoll said that because Bob Ridings Fleet Sales is an approved state vendor and can obtain state fleet pricing, a formal bid is not necessary.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the purchase of two mini-vans for use by the Admissions and Records Office at a total price net of trade-in value not to exceed \$65,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Contract with H&A Security Solutions for Cyber Security Monitoring.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 13 of 19

Trustees heard a recommendation from Mr. Nuxoll that the Board enter into an annual contract with H & A Security Solutions as a managed security service provider (MSSP) at a cost of \$91,518.19. The proposed contract was provided to Trustees. Mr. Nuxoll said cybercriminals using ransomware increasingly focus on colleges and universities. Consequently, it is imperative for Lake Land College to make every reasonable attempt to effectively address our Information Security responsibilities.

Trustees learned that managed security services (MSS) is a service model or capability provided by cybersecurity service providers to monitor and manage security devices, systems, and applications against cyber-attacks. Mr. Nuxoll said H & A Security Solutions has over 10 years cyber security experience in both the private and government sectors. He also said H & A would use an enterprise cloud Security Incident and Event Management (SIEM) solution to provide a proactive protection delivery model that helps detect and triage malicious security events in the College's environment.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented a one-year contract with H & A Security Solutions as a managed security service provider (MSSP) at a cost of \$91,518.19.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Approval of Bid for Managed End User Help Desk Solution for Student Laptops.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the bid from BlackBeltHelp, LLC of Miami, Florida, in the amount of \$295,620 for an around-the-clock help desk to support laptop technical needs from students. Trustees learned this support would be for a three-year period and would also provide help desk technical support for faculty and staff at the College. Trustees were provided with the bid tabulation sheet detailing BlackBeltHelp as the lower of two bids received. Mr. Nuxoll noted the help desk solution qualifies as an appropriate expense to be funded with Cares Act/HEERF funds, and this will be an important additional support to align with the launch of our Dell Laptop rental program for students that was approved by the Board in August.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from BlackBeltHelp, LLC of Miami, Florida, in the amount of \$295,620, for a managed end user help desk solution for student laptops over a three-year period.

There was no further discussion.

Roll Call Vote:

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

No: None.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 14 of 19

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

Approval of Purchase of Class B Truck.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program. Mr. Nuxoll recommends the College replace our aging 1992 Ford F700F bucket truck with a newer model. Mr. Nuxoll said that once approved, the administration will work with a local dealer to secure the very best option.

Mr. Nuxoll clarified that previously the Board approved this purchase in June of 2021 using FY 2021 budgeted funds. He said that due to time constraints, we were not able to make the purchase within the FY 2021 budget time frame.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program, using FY 2022 budgeted funds for the purchase.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Contract with Cleared4 Inc. for a Health Verification Platform.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a one-year agreement with Cleared4 Inc. of Delaware for a software solution to track Covid-19 vaccination and testing status as mandated by the Governor's Executive Order issued August 26, 2021. Trustees reviewed the proposed one-year agreement with Cleared 4 Inc. that details the pricing, with an estimated annual cost of \$37,000 based on our number of users. This recommendation follows significant assessment by ISS staff to evaluate numerous possible software solutions.

Mr. Nuxoll reported that although we are not a consortium, the Cleared4 company agreed to treat ICCCA-TC member colleges as a consortium given our combined user environments. Trustees learned the negotiated price for the Cleared4Work solution is .50 cents per user and platform setup, training, and monthly platform fees were waived.

Mr. Nuxoll also said this expense qualifies as an appropriate use of Cares Act, HEERF or GEER funding.

Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 15 of 19

Trustee Curtis moved and Trustee Walk seconded to approve as presented a one-year agreement with Cleared4 Inc. of Delaware for a software solution to track Covid-19 vaccination and testing status as mandated by the Governor's Executive Order issued August 26, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Addendum to CTS/Veregy Performance Contract.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve an addendum to the College's current contract with CTS Group to include work related to improving our indoor air quality, both at the main campus and at Kluthe, along with the installation of two new gas fired high efficiency air conditioners units at Kluthe. The proposed contract addendum was provided to the Trustees.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the addendum to the College's current CTS performance contract to include work related to an indoor air quality improvement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of CTS Performance Agreement for Kluthe Building Energy Efficiency Project.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a performance contract with CTS Group for the above-referenced project. Trustees reviewed the proposal that details how CTS would lead the project in areas of cost estimating, bid administration, engineering and design, which are all professional services, for the installation of two new gas fired high efficiency air conditioners units at Kluthe.

Mr. Nuxoll reported the current air conditioning units on the roof of Kluthe are the original units installed in 1995 and they are reaching the point where it is no longer cost effective to continue to repair the units. Mr. Nuxoll reported that after receiving bids from various contractors, the total estimated costs of replacing the air conditioning units is \$614,423. He also reported the newer units will be much smaller than the original units and the College will recognize some significant savings in utility costs with much more efficient units.

It was noted that the College may use HEERF III funds for this project since it will improve the air quality at Kluthe and the Buildings and Site Committee met on September 8, 2021, to review this recommendation and the Committee's consensus was to recommend to the Board approval of this request as presented.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the CTS Performance Agreement for the Kluthe Building Energy Efficiency Project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended positions which he said were included in the FY 2022 Budget.

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

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

Shawver, Gavin	07/1/2021-08/6/2021
Scott, Garry	08/9/2021-08/18/2021
Sims, Kyle	08/25/21-09/3/2021
Laumbauttus, Doug	08/17/2021-11/9/2021
Tomasello, Ben	09/7/2021-11/30/2021
McKenzie, Michelle	09/22/21-09/30/2021
Byrum, Larissa	01/7/2022-03/25/2022
Scott, Garry	08/30/2021-10/4/2021
Byard, April	07/26/2021-Intermittent

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

Purchasing Coordinator	Level 12
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End Additional Appointments

The following employees are ending their additional appointment

Part-time	Position	Effective Date
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Lake Land College Board of Trustees
 Minutes – September 13, 2021
 Page 17 of 19

Beliz, Jenny	Tutor With Bachelor Degree, Tutor-Disability Services - Bachelor, Tutor Comm. Edu	7/27/21
Caldeira, Lara	Primary Position-Adj Faculty Humanities Bookstore Rush Wrkr, Covid-19 Screener	5/27/21
Denning, Haili	Primary Position-Test Proctor Allied Health BNA Clinical Instructor	5/14/21
Thomas, Amelia	Primary Position-Head Cheer Coach Tutor - Bachelor's Community Education	7/7/21
	Primary Position-Adj Faculty Math/Science	

New Hire-Employees

The following employees are recommended for hire

Full-time	Position	Effective Date
Bennett, Lisa	Alternative Ed Caseworker	10/4/21
Fraser, Brian	Technical Support Specialist	9/14/21
Kroeger, Devon	Student Services Specialist III	9/14/21
Ogilvie, Nichole	Athletic Trainer	10/1/21
Reinhart, Carrie	Custodian	9/16/21
Robertson, Zachary	Custodian	9/15/21
Tabbert, Will	Custodian	9/14/21

Part-time

Eddy, Addison	Newspaper Editor - Student Newspaper	8/5/21
Gullquist, Audra	Newspaper Editor - Student Newspaper	8/5/21
Turner, Trinity	Newspaper Editor - Student Newspaper	8/5/21

Terminations/Resignations

The following employees are terminating employment

Full-time	Position	Effective Date
Brandenburg, Eric	Alternative Education Instructor	8/4/21
Donaldson, Faith	Student Services Specialist III - Admissions	7/30/21
McHenry, Walter	Mathematics Instructor	8/5/21
Mortensen, Alan	Associate Dean of Correctional Programs	7/30/21
Zeller, Nicole	Nursing Instructor	8/5/21

Part-time

Brown, Mackensie	Covid-19 Checkpoint Screener	6/30/21
Donberger, Damian	Adjunct Faculty Technology Division	8/9/20
Gould, Anna	Newspaper Editor - Student Newspaper	12/27/20
Jones, Cameron	Bookstore Rush Worker	9/6/20
Maxey, Sara	Tutor - Student Learning Assistance Center	11/1/20
Murphy, John	Print Shop Assistant	6/30/21
Oakley, Jess	Newspaper Editor - Student Newspaper	5/2/21

Lake Land College Board of Trustees
Minutes – September 13, 2021
Page 18 of 19

Painter, Allie	Tutor - Student Learning Assistance Center	8/5/21
Powell, Clyde	Tutor-Associates-Disability Services	12/27/20
Rardin, Kristen	Newspaper Editor - Student Newspaper	12/27/20
Richars, Kate	College Advancement Intern	7/28/21
Romack, Venita	Adjunct Faculty Humanities Division	8/9/20
Saunders, Mackenzie	Bookstore Rush Worker	5/16/21
Sherman, Donna	Admissions and Records Data Entry Assistant	5/16/21
Shriver, Jacob	Part-Time Groundskeeper	7/29/21
Speer, Clara	Newspaper Editor - Student Newspaper	11/1/20
Strange, James	Dual Credit Instructor	5/26/21
Walk, Emmalyn	IDOT QC/QA Student Assistant	7/11/21

Transfers/Promotions

The following employee is recommended for a change in position

Full-time	Position	Effective Date
Browning, Braddi	Financial Aid Scholarship Specialist Transferring from Academic Scheduling Coor	9/27/21
Donovan, Richard	Information Security Specialist Transferring from Custodian	9/14/21
Lynch, Valerie	Vice President for Student Services Transferring from Interim Vice President for Student Services	10/18/21
Schoonover, Crystal	ISS Technical Support Technician Transferring from ISS Clerical Data Entry	9/14/21
Short, Todd	Police Sergeant & Coor for Emergency Mgt Response & Training Transferring from Police Officer	9/14/21
Welch, Christina	Course Materials Specialist Transferring from Auxiliary Services Ofc Coordinator	9/14/21

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:55 p.m.

Lake Land College Board of Trustees
Minutes – September 13, 2021
Page **19** of **19**

There was no further discussion.
Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Jessi Craig, Admission Representative; Pam Hartke, Admissions Representative

DATE: September 10, 2021

RE: 2021-2022 Student Ambassadors

CC: Valerie Lynch, Vice President for Student Services

The 2021-2022 Student Ambassadors were selected in September after a very difficult process of reviewing and interviewing the applicants. The interview committee was amazed by the amount of candidates who exemplify the Lake Land College Vision and Values.

Fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College. They will represent the college at functions here on campus (i.e. Laker Visit Days and Career Day, etc.), give campus tours to prospective students, and attend high school visit and college fairs. Listed below are the names and hometowns for each student ambassador. I hope that the Board of Trustees and the Student Ambassadors will be able to meet in the near future. Thank you!

Benjamin Archer	West Finley, PA
Kate Bond	Galatia, IL
Paige Brock	Arpin, WI
Leno Caldieraro	Greenville, IL
Peyton Ellis	Montrose, IL
Tyson Gass	Humboldt, IL
Emma Gathe	St. Elmo, IL
Averee Greene	Effingham, IL
RJ Lindemann	Newton, IL
Tyler Miller	Armington, IL
Jordi Oliver	Vienna, IL
Allie Painter	Dieterich, IL
Josh Ramage	Mattoon, IL
Emerson Tarr	LeRoy, IL
Paige Van Dyke	Louisville, IL

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: September 28, 2021

RE: 2021 Student Laureate Nomination: Katherine Greuel

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 2021 Lake Land College Student Laureate nominee is Miss Katherine Greuel. Throughout her enrollment at Lake Land College, Katherine 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, Katherine has maintained a perfect 4.0 grade point average. Katherine is now in her second year at Lake Land pursuing her Associate’s Degree in Engineering Science. In addition to serving as the Student Member to the Board of Trustees, she is also a member of SGA, PTK, and the National Society for Leadership and Success (NSLS). After Lake Land, she plans to pursue a degree in either mechanical or nuclear engineering. Katherine is an exceptional representative of the outstanding students we have at Lake Land College and it is an honor to nominate her for this award.

Katherine’s nomination was submitted to the Illinois Community College Board staff. Due to the pandemic, the Lincoln Academy will not hold an in-person recognition ceremony for the Class of 2021. The Academy will follow up with Katherine by email with a letter of congratulations. She will also receive a certificate signed by Governor Pritzker, a challenge coin, and a \$500 stipend. Katherine will receive an invitation to view a Zoom program with a congratulatory statement from the Governor and words of encouragement from some past Lincoln Laureates.

I would like to recognize Katherine 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 22, 2021

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 2021 to September 2021.

Please share this listing with the Board of Trustees at their regular meeting of October 11. I will be available to answer any questions you or the Board may have.

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights March 2021 – September 2021

Course Additions

- COM 198 Broadcast Seminar
- COM 199 Broadcast Internship
- FST 080 Haz Mat Awareness and Ops

Course Changes

- AHE 051 Health Science Careers-course content
- Court Reporting Courses changed to Pass/Fail - CRT 041, 046, 051, 056, 061, 066, 071, 076
- Court Reporting Speed Building Courses-CRT 040, 045, 050, 055, 060, 065, 070, 075-credit hour change and prerequisites added.
- EMS 020 Heart Save First Aid Instructor-credit hour increase
- CIS 071 Introduction to Networking-course content
- CIS 083, ITT 053, ITT 070, ITT071, ITT 072-make repeatable

Courses Marked Pending

- CIS 165 SQL Programming and Database Design
- ITT 073 Web Scripting III
- ITT 074 Web Systems I
- ITT 075 Web Systems II

Withdrawn Courses

- RTV 070, 072, 073, 082, 083, 150, 155, 160, 165, 175, 180, 185, 190
- SPE 111, 200, 213, 220, 244

Program Changes

- AAS.HSP Human Services Area of Concentration
- NDP.DUAL Dual Credit/Dual Enrolled-title change

New Programs

- NDP.IDOT
- NDP.HRTS
- AS.OTH-reactivate



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh

DATE: September 17, 2021

RE: Revisions to Board Policy 11.08.04 – *Retention of College Records*.

I respectfully request the Lake Land College Board of Trustees approve revisions to Board Policy 11.08.04 – *Retention of College Records*. As part of Public Act 101-0652 that included sweeping criminal justice reforms, the Local Records Act was amended to require permanent retention of records related to complaints, investigations and adjudication of police misconduct. The proposed policy revisions reflect this new amendment in the for the “official personnel section” on page 14 of the Policy. Please note the new law takes effect January 1, 2023.

I submit this request as first reading during the October 2021 regular meeting and will plan to bring this to the Board of Trustees for approval during the November 2021 regular meeting.

Attachment

11.08.04

Retention of College Records

A Record Retention Schedule for College records has been approved by the Local Records Unit of the Illinois State Archives, in accordance with the Local Records Act. Each employee is responsible for complying with the Local Records Act when managing public records within their possession and control. Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission. The destruction or digitization of any records must comply with the requirements set forth in Title 44, Section 4000 of the Illinois Administrative Code.

Retention and Storage of Records

The Records Retention Schedule defines certain records for various departments within the College, as well as their retention requirements. All records must be retained in accordance with these established guidelines, which are summarized in Appendix A below. Records must be maintained in their original format, unless otherwise specified. The retention schedule in Appendix A may require that certain records be retained longer than required by the Record Retention Schedule, as necessary to comply with various state and federal records retention laws. Records that may apply to multiple retention periods shall be retained for the longest applicable retention period set forth in Appendix A.

The following documents are not “records” in accordance with this policy: identical copies of documents maintained in the same file; extra copies of printed or processed materials; blank forms; and personal communications.

Destruction of Records

The College must seek authorization from the Local Records Commission before any record can be destroyed. If a record is not included in Records Retention Schedule, it cannot be destroyed. Records related to an ongoing litigation matter, criminal or civil investigation, or audit should not be disposed of until the matter is closed.

At least thirty (30) days prior to the destruction of any records, a Records Disposal Certificate must be completed and approved by the Local Records Commission. This certificate of approval will authorize the College to dispose of the specified records per the Record Retention Schedule. The College must wait to dispose of records until receipt of approval from the Local Records Commission.

When disposing of materials that contain personal information, the personal information must be rendered unreadable, unusable, and undecipherable in accordance with Title 44, Section

4000.40(b) of the Illinois Administrative Code. Personal information includes an individual's name combined with social security number; driver's license number or State identification card number; financial account information; medical information; health information; or unique biometric data.

Digitization of Records

A record may be reproduced in a microfilm or digitized electronic format and the analog/paper version destroyed before the expiration of the retention period only if the College has received authorization from the Local Records Commission. Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission.

If the Local Records Commission approves the digitization and destruction of an analog/paper version, the records must be reproduced on a durable medium that accurately and legibly reproduces the original record in all details, and that does not permit additions, deletions, or changes to the original document images.

LEGAL REF.: 50 ILCS 205/, Local Records Act.
 44 Ill.Admin.Code Part 4000, Local Records Commission.

APPENDIX A

All College records must be retained in accordance with the Record Retention Schedule that has been approved by the Local Records Commission, summarized below. The Records Retention Schedule defines certain records for various departments within the College. If a record is not included in Records Retention Schedule, it cannot be destroyed.

Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission. Records related to an ongoing litigation matter, criminal or civil investigation, or audit should not be disposed of until the matter is closed.

PRESIDENT'S OFFICE RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Applications for Authority to dispose of Local Records and Records Disposal Certificates	PERM
Board Committee Reports	2 YRS
Board Packets With Original Material Referred to in Minutes	PERM
Board Packet Without Original Material Referred to in Minutes	1 YR
Certificates of Recognition	PERM
Election Records Pertaining to Consolidation, Annexations	PERM
Election Records Not Pertaining to Consolidation, Annexations	1 YR
Employee Grievance Records	3 YRS
	After Settlement
FOIA Requests and Denials	2 YRS
	After Filing
One Copy of Meeting Minutes	PERM
Evaluation Reports.....	PERM
Official Board Policy Manuals	PERM
Position Search Committee Files	2 YRS
	After Position Filled
Purchase Requisitions	2 YRS

Referendum Support Donor Records.....7 YRS

Student Discipline/Grievance Records.....3 YRS
After Settlement

VICE PRESIDENT FOR ACADEMIC SERVICES RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

Course/Curriculum Approvals, Changes, and DeletionsPERM

Curriculum Committee Meeting MinutesPERM

Divisional Development Plans (Goals and Objectives)7 YRS

Employee Grievance Records3 YRS
After Settlement

I.C.C.B Program Reviews and Evaluations.....5 YRS

Purchase Orders and Requisitions2 YRS

ADULT EDUCATION RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

Grant Records.....3 YRS
After Final Expenditure Report

Individual Student Grant Records7 YRS
After Grant Repayment or Scholarship Expiration

Literacy Program Student Files.....5 YRS

Purchase Orders and Requisitions2 YRS

Student Enrollment and Attendance Records5 YRS
If File Is In Student Permanent Records

Student Records (Test Results, Transcripts, Progress Reports)5 YRS
After Student Leaves the Program

Volunteer Application Forms5 YRS
After Inactivation

AGRICULTURE RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests, Proposals, and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Student Placement and On-the-Job Training Record***	5 YRS
	After Student Transferred, Graduated, or Withdrew

ALLIED HEALTH RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Applications for Employment	2 YRS
Budget Working Papers	2 YRS
Exam Scores**	60 YRS
	After Student Transferred, Graduated, or Withdrew
Patient Dental Records	6 YRS
	After Inactivation or Ineligibility
Duplicate Personnel Records	5 YRS
	After Employment Termination
Practical Nursing Student Permanent Records**	60 YRS
	After Student Transferred, Graduated, or Withdrew
Purchase Orders and Requisitions	2 YRS
Student Applicant Logs	2 YRS
Student Temporary Records**	5 YRS
	After Student Transferred, Graduated, or Withdrew

BUSINESS RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS

COMMUNITY AND PROFESSIONAL PROGRAM RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Copies of Class Master Schedules and Time Table Changes	2 YRS
Mileage Record Sheets.....	2 YRS
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS
Student Attendance Records	2 YRS
	If Recorded in Student Permanent Record

CORRECTIONAL RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Copies of Class Rosters	1 YR
Grant Records.....	3 YRS
	After Final Expenditure Report
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS
Student Records (Applications, Transcripts, Grant Awards)**	5 YRS
	After Student Transferred, Graduated, or Withdrew
Timetable Changes.....	2 YRS

COSMETOLOGY RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Receipt Reports and Job Sheets	2 YRS
Student Schedule Cards**	5 YRS
	After Student Transferred, Graduated, or Withdrew

HUMANITIES AND COMMUNICATION RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Instructor Absence Slips	2 YRS
Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS

LEARNING RESOURCE CENTER RECORDS

College Catalogs.....	PERM
	(1 Copy)
Course Outlines	1 YR
	After Course Expiration
Purchase Orders and Requisitions	2 YRS

MATHEMATICS AND SCIENCE RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS

SOCIAL SCIENCE/EDUCATION RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS
Child Care Deposit Slips	7 YRS

Child Care Fee Accounts	5 YRS
	After First Attendance
Child Care Lab Enrollment Records.....	5 YRS
	After Last Attendance
Child Care Procurement Records	7 YRS

TECHNOLOGY RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Duplicate Budget Reports	2 YRS
Instructor Evaluations	2 YRS
	After Employment Termination
Program Evaluations.....	2 YRS
Purchase Orders and Requisitions	2 YRS
Applications for Class Registration for Enrolled Students	5 YRS
	After Graduation or Last Attendance
Applications for Class Registration for Non-Enrolled Students	3 YRS
Class Receipts	2 YRS
Contracts, Leases, and Agreements.....	10 YRS
	After Termination

CENTER FOR BUSINESS AND INDUSTRY RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Cash Receipts.....	2 YRS
Employment Applications.....	2 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Purchase Orders and Requisitions	2 YRS

Snap Grant Records (Special Needs Assistance Program).....**3 YRS**
After Final Expenditure Report

VICE PRESIDENT FOR BUSINESS SERVICES ACCOUNTING RECORDS

Administrative Files***1 YR**
If File Is Of No Further Value

Accounting and Payroll Working Papers.....**3 YRS**

Audit Reports**PERM**
(1 Copy)

Budgets.....**7 YRS**

Cancelled Bonds and Coupons**2 YRS**
After Cancelation or Due Date

Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices, Voided
 Checks, and Vouchers.....**7 YRS**

Cash Receipts, Cash Register Tapes, Check Copies, Invoice Copies**2 YRS**

Credit Card Reconciliation Reports.....**7 YRS**

Financial Report Batch Runs and Receipts**2 YRS**

General Ledgers**7 YRS**

Grant Records.....**3 YRS**
After Final Expenditure Report

Illinois Department of Revenue Allotment Notices**7 YRS**

Inventories and Asses Update Sheets**2 YRS**
After Superseded by New Inventory

Bi-Weekly Payroll Registers.....**7 YRS**

Work Salary and History Records**60 YRS**
After Termination or Employee's 78th Birthday****

Payroll Registries**5 YRS**
After Termination

Payroll Transmittal Reports.....**3 YRS**

Purchase Orders and Requisitions**2 YRS**

State Apportionment Claim Records.....	7 YRS
Student Address Listing	1 YR
	After Administrative Use is Complete
W-4 Tax Statements	5 YRS
	After Employment Termination or Until Superseded By New W-4
Other State and Federal Tax Statements and Reports	
	After Administrative Use is Complete
Student Address Listing	1 YR
	After Administrative Use is Complete
Student Loan Payment Records	5 YRS
	After Last Payment or Cancellation
Student Tuition and Fee Requests.....	2 YRS
Time Sheets.....	3 YRS
Tax Extension Working Papers.....	2 YRS
Tax Levies	7 YRS
Third Party Billing Files	7 YRS
Travel Reimbursement Records	7 YRS
On-the-Job Tuition Waivers	2 YRS

MANAGER- BUSINESS SERVICES RECORDS

Employee Insurance Policies	7 YRS
	After Cancellation
Employee Insurance Claims	7 YRS
	After Settlement
Insurance Claims Paid Listings	7 YRS
Insurance Policies.....	7 YRS
	After Cancellation
Insurance Claims	7 YRS
	After Settlement
Lists of Bills Paid.....	7 YRS

Payroll Insurance Authorization	5 YRS
	After Employment Termination
Payroll Insurance Garnishment.....	7 YRS
	After Settlement
Purchase Orders.....	2 YRS
Tax Referendum Election Records	1 YRS
Treasurer's Surety Bonds	2 YRS
Vehicle Trip Sheets.....	2 YRS
Workman's Compensation Records.....	7 YRS
	After Settlement

AUXILIARY RECORDS (BACK STAGE RECORDS)

Administrative Files*	1 YR
	If File Is Of No Further Value
Cash Register Tapes and Receipts	2 YRS
	After Term Expiration
Contracts, Leases, and Agreements (Original)	10 YRS
	After Termination
Contracts, Leases, and Agreements (Copies)	2 YRS
Financial Statement Support Documentation.....	2 YRS
Inventory Report Support Documents.....	1 YR
Invoices (Copies)	2 YRS
Personnel Files	3 YRS
	After Administrative Use Is Complete
Purchase Orders and Requisitions	2 YRS
Reconciliation Reports	2 YRS
Daily In-House Sales Reports.....	2 YRS
Time Cards	3 YRS

AUXILIARY SERVICES (BOOK STORE RECORDS)

Credit Card Reconciliation Reports (Copies)	2 YRS
Monthly Department Reports	2 YRS
Daily Deposit Detail Reports	2 YRS
Dual Credit Roster Records	7 YRS
Employee Work Study Credit Form Records	7 YRS
Inventory Worksheets	2 YRS
Purchase Orders and Vouchers (Copies)	2 YRS
Receipts	2 YRS
Student Delinquent Book Payment Lists	1 YR
After Administrative Use Is Complete	
Student Off-Campus Rosters and Receipt Copies	2 YRS
Student Rental Receipts Agreements	2 YRS
Textbook Request Forms (Book Changes)	2 YRS
Time Cards	3 YRS
Vouchers (Third Party Agreements)	7 YRS

FACILITIES PLANNING RECORDS

Administrative Files*	1 YR
If File Is Of No Further Value	
Annexation Petitions and Files	PERM
Apportionment Studies	7 YRS
Asbestos Surveys	PERM
Successful Bids, Specifications, and Proposals	10 YRS
After Contract Termination	
Unsuccessful Bids, Specifications, and Proposals	3 YRS
After Rejection	

Copies of Bids, Specifications, and Proposals	1 YR
	After Bidding Is Complete
Bond Insurance Files	2 YRS
	After Cancellation Or Due Date
Budget Requests and Working Papers	2 YRS
Capital Project Plans, Drawings, and Specifications	PERM
Other Capital Projects Records	10 YRS
	After Project Completion
Certificates of Status of Exempt Property	2 YRS
Citizens' Petitions for Annexations, Land Dedication, Street and Alley Vacations	PERM
Other Citizens' Petitions (To Levy Additional Tax, Etc.)	1 YRS
Collective Bargaining Agreement (1 Copy)	PERM
Other Collective Bargaining Records	15 YRS
Contracts, Leases, and Agreements	2 YRS
	After Contract Terms Are Completed
Copies of Contracts, Leases, and Agreements	10 YRS
Election Records	1 YR
Employee Grievances	3 YRS
	After Settlement
"Freedom of Information Act" Requests and Denials	2 YRS
Grant Records	3 YRS
	After Final Expenditure Report
Official Board Policy Manual (1 Copy)	PERM
"Prevailing Rate Wage Act" Records	5 YRS
	After Update
Property Tax Abatement Requests and Related Documentation	7 YRS
R.A.M.P. (Resource Allocation Management Plans)	7 YRS

Tax Objections **3 YRS**
After Settlement

HUMAN RESOURCE RECORDS

Administrative Files* **1 YR**
If File Is Of No Further Value

Board of Trustees Personnel Reports (Monthly) **2 YRS**

Collective Bargaining Records (Includes Contracts, Contract Proposals, and other Negotiation Records) **PERM**

Collective Bargaining Records (Collective Bargaining Agreement and Supporting documents) **15 YRS**

Employee Absence Report Summaries **3 YRS**

Employee Action Forms (Original) **5 YRS**

Employee Action Forms (Copies) **2 YRS**

Employee Vacation Schedules **3 YRS**

Job Descriptions **5 YRS**
After Superseded By New Description

Job Postings and Vacancy Search Files (Notices, Bids, Descriptions, Listings, and Applications) **5 YRS**

Official Personnel Records **60 YRS**
After Termination or Employee's 78th Birthday****

(Campus Police Department Exception: Records related to complaints, investigations, and adjudication of police conduct must be kept permanently effective January 1, 2023 and per IL Public Act 101-0652.)

Purchase Orders and Requisitions	2 YRS
Receipts for Statements of Economic Interests	2 YRS
	After Filing with the County Clerk
Unemployment Compensation Claims.....	7 YRS
	After Settlement
F.S.A. Health Savings Accounts	5 YRS
	After Last Entry Date Or Final Payment
F.S.A. Payroll Deduction Authorization	5 YRS
	After Termination Of Employment
F.S.A. Payroll Deduction Records (Other Records)	7 YRS

INFORMATION SYSTEM RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Purchase Orders.....	2 YRS

MAIL ROOM RECORDS

Shipping Documents.....	2 YRS
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PHYSICAL PLANT RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Blueprints and Drawings	PERM
Maintenance Project Construction Plans, Drawings and Specifications	PERM
Other Maintenance Project Records	10 YRS
	After Project Completion
Purchase Orders and Requisitions	2 YRS
Vehicle Scheduling Records	2 YRS

PRINT SHOP RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value

Bids, Specifications, and Proposals (Successful Bids)10 YRS
After Terms of Related Contract are Completed

Bids, Specifications, and Proposals (Unsuccessful Bids)3 YRS
After Rejection

Charge-Back Reports (Monthly).....2 YRS

Contracts, Leases, and Agreements (Successful Bids)10 YRS
After Terms of Related Contract are Completed

Contracts, Leases, and Agreements (Unsuccessful Bids)3 YRS
After Rejection

Print Shop Request Forms.....60 Days
After Completion of Work

Purchase Orders, Requisitions and Requests2 YRS

Vendor Payment Backup Records2 YRS

VICE PRESIDENT FOR DEVELOPMENT, COMMUNICATION, AND CREATIVE SERVICE RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

Press Clippings and Releases (Press Releases with Historical Value)..... PERM

Press Clippings and Releases (All Other Records)..... 2 YRS

Purchase Orders an Requisitions 2 YRS

INSTITUTIONAL RESEARCH RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

A.C.T. Profile Service Summary Reports.....3 YRS

Attrition Studies (Completed Surveys and Summaries)5 YRS

Enrollment Analysis Reports.....3 YRS

Facilities Reports3 YRS

Grade Distribution Reports3 YRS

High School Student Enrolled Listings	2 YRS
I.C.C.B. Enrollment Reports.....	5 YRS
I.P.E.D.S. Reports.....	3 YRS
In-House Enrollment Reports.....	5 YRS
In-House Follow-Up Studies	5 YRS
Student Enrollment Statistics	3 YRS
Student Enrollment Statistics Per 1991 Agency Request	PERM
Unit-Cost Analysis Reports	7 YRS

VICE PRESIDENT FOR STUDENT SERVICES

Administrative Files*	1 YR
	If File Is Of No Further Value
Academic "Standards" Records (Documenting Student Who Fail to Meet Academic Standards) (Originals).....	5 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Goals and Objectives Reports (Annual).....	7 YRS
Purchase Orders and Requisitions	2 YRS
"Talented Student Application" Discontinued Records (Student Loss or Discontinuance of Scholarship. Originals are in Student Permanent Files. ..	5 YRS

ADMISSIONS RECORDS

Student Add/Drop-Change of Schedule Cards	5 YRS
Student Alphabetical Listings	5 YRS
Student Grade Rosters (Permanent Records)	60 YRS
	After the Student has Transferred, Graduated, or Otherwise Permanently Withdrawn From School
Student Graduation Lists and Graduation Reports	PERM
Student Schedule Reports	2 YRS

Student Temporary Records (Applications for Admission, Copies of High School Transcripts, Class Substitutes, Suspensions, Dismissals, Etc.)..... **5 YRS**
After Student has Transferred, Graduated or Withdrawn from School

Student Transcripts.....**60 YRS**
After the Student has Transferred, Graduated, or Otherwise Permanently Withdrawn From School

ATHLETIC RECORDS

Administrative Files* **1 YR**
If File Is Of No Further Value

Athletic Contracts (Events) **2 YRS**

Athletic Records (Scholarship Papers, Signed Code of Conduct, Etc.) **5 YRS**
After Student has Transferred, Graduated or Withdrawn from School

Budget Requests and Working Papers **2 YRS**

Eligibility Lists..... **2 YRS**

Purchase Orders and Requisitions **2 YRS**

CAREER PLANNING AND PLACEMENT RECORDS

Budget Requests and Working Papers **2 YRS**

Career Guidance Center Progress Quarterly Reports **2 YRS**

Occupational Follow-Up Studies **5 YRS**

Purchase Orders, Requisitions and Duplicate Copies of Paid Bills..... **2 YRS**

Student Credential Records (Resumes, Curriculum Sheets, Credential Requests, Etc.) **5 YRS**
After Graduation

FINANCIAL AID RECORDS

Administrative Files* **1 YR**
If File Is Of No Further Value

College Work-Study Time Sheets **2 YRS**

Ledger Sheets **7 YRS**

Pell Grant Cards	7 YRS
Pell Grant Records.....	3 YRS
	After Final Expenditure Report
Student Financial Aid Files	5 YRS
	After Graduation or Date of Last Attendance
Student Financial Aid Inquiry Forms (IL Dept of Public Aid)	1 YR
Student Illinois Guaranteed Loan Files	7 YRS
Student Illinois Guaranteed Loan Program Cards	7 YRS
Student Pell Grant Files	3 YRS
Tuition Waiver Records.....	5 YRS
	After Graduation or Date of Last Attendance
Vouchers and Claim Forms (Duplicates)	2 YRS

INDIVIDUALIZED LEARNING CENTER RECORDS

Budget Reports and Request Work Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Student Tutoring Session Date and Time Sheets	2 YRS
Tutoring Information Cards	5 YRS
Tutoring Rosters	2 YRS
Athletic Physicals	5 YRS
	After Graduation or Date of Last Attendance
Health Services Insurance Records (Policies)	7 YRS
	After Expiration or Cancellation
Health Services Insurance Records (Claims)	7 YRS
	After Settlement
Student Health Records.....	5 YRS
	After Graduation or Date of Last Attendance
Discipline Records (For Students with Disabilities)	5 YRS
	After Graduation or Date of Last Attendance
Behavioral Intervention Records	5 YRS

After Graduation or Date of Last Attendance

Disability Service Records **5 YRS**
After Graduation or Date of Last Attendance

VICE PRESIDENT FOR WORKFORCE DEVELOPMENT RECORDS

Administrative Files* **1 YR**
If File Is Of No Further Value

Applications for Student Field Trips **1 YR**

Education for Employment Plans **5 YRS**
After Graduation

Employee Action Forms (Copies) **2 YRS**

Grant Records..... **3 YRS**
After Final Expenditure Report

I.C.C.B. Curriculum Approvals, Changes, and Deletions **PERM**

Intergovernmental Agency Agreements..... **5 YRS**
After Termination or Completion of Contract Terms

Purchase Orders and Requisitions **2 YRS**

Vocational Instruction Practicum Applications **2 YRS**

FOUNDATION RECORDS

Administrative Files* **1 YR**
If File Is Of No Further Value

Audits and Audit Worksheets (Worksheets) **7 YRS**

Audit Reports **PERM**

Duplicate Audit Reports..... **1 YR**

Blueprint and Plans **PERM**

Board Reports Including Treasurer's Monthly Reports (Original)..... **PERM**

Board Reports Including Treasurer's Monthly Reports (Copies)..... **1 YR**

Budgets (Including Special Event Budgets) **7 YRS**

Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices **7 YRS**

Certificate of Status Tax Exempt Property	2 YRS
Chart of Accounts	Dispose When Superseded By a New Chart
Charter and By-Laws	PERM
Deeds, Purchase, Bill of Sale.....	1 YRS After Property is Sold
Donations.....	7 YRS
General Ledgers and Journal Entries	7 YRS
Grant Records.....	3 YRS After Final Expenditure Report
Insurance Policies and Claims (Policies)	7 YRS After Expiration or Cancellation
Insurance Policies and Claims (Claims).....	7 YRS After Settlement
Investment Records (Certificates of Deposit, Securities, Treasury Notes, and Other Records)	7 YRS
Legal Judgments and Settlement Agreements	PERM
Legal Case Files (Other Records).....	3 YRS After Settlement
Minutes of Meetings (Originals)	PERM
Minutes of Meetings (Duplicates).....	1 YR
Property Leases.....	10 YRS After Termination or Completion of Terms of Contract, Agreement, or Lease
Reconciliation Records (Including Special Event Records)	2 YRS
Requisitions for Payment Reimbursements	3 YRS
Resolutions	60 Days If Recorded in Minute Book
Scholarship Records.....	7 YRS
Tax Return Records.....	7 YRS

Trial Balance Reports **2 YRS**

- * “Administrative Files” include: convenience copies, working papers, and miscellaneous correspondence (including emails) classified as general correspondence and not related to another record series.
- ** Parents must be notified of the destruction schedule for student permanent records.
- *** Parents must be notified before the disposal of any student temporary records.
- **** If an employee remains working after the age of 78, records may be disposed of 10 years after the employee’s termination.

Adopted November 9, 1998

Revised May 10, 2004

Revised November 11, 2019

Revised

Calendar of Events

Thursday, October 7, 2021	Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 11, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 28, 2021	1-5 p.m. Board Retreat Foundation and Alumni Center
Thursday, November 4, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 9, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Friday, January 7, 2022	Spring 2022 Opening Day
Monday, January 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, May 5, 2022

Finance Committee Meeting
9 a.m. – Board and Administration Center, 011
Resource and Development Committee Meeting
10 a.m. – Board and Administration Center, 011

Monday, May 9, 2022

6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice-President for Business Services

CC:

DATE: October 6, 2021

RE: Proposed Board Policy 10.22.02 Revisions

Board Policy 10.22 (Purchasing, Bidding and Prevailing Wages for Fixed Works) does not include any specific language to bidding requirements when the College is spending federal funds for purchases. I propose we add the language under 10.22 (item #2) under the heading "Bidding requirements when using Federal Funds- Uniform Guidance Requirements" to clarify the steps the College must take when using federal funds and based on the amount of federal funds being expended.

Proposed revisions were submitted as first reading for your consideration during the September 2021 regular meeting. I respectfully request the Board approve the proposed revisions during the October 2021 regular meeting. I am happy to address any questions or concerns.

10.22**Purchasing, Bidding, and Prevailing Wages for Fixed Works**

The Board of Trustees, with a view toward maintaining integrity in purchases, meeting the needs of the College, providing safeguards to the tax dollars, and abiding by all requirements of the Illinois Prevailing Wage Act, does hereby establish the following policies:

1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper

submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request approved by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of \$25,000 for goods, services and for construction. When a bid is required, the office of the Vice President for Business Services will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the

Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less.

Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

Bidding requirements when using Federal Funds – Uniform Guidance Requirements

Purchases using sponsored funds must be made in accordance with OMB's Uniform Guidance, 2 CFR 200, which requires:

basis for vendor selection,

justification for selected or non-competitive purchases, and

basis for the price of the purchase.

Written documentation is not required for transactions under \$9,999 as long as the transaction is deemed reasonable. Verification of the reasonableness of a price may be accomplished by comparing it to previous purchases, having personal knowledge of the item being purchased, or comparing the price for the item to the price of similar items purchased. To the extent practicable, purchases must be distributed equitably among qualified suppliers with reasonable prices.

For purchases between \$10,000 and \$24,999, departments shall follow the procedures outlined in the Purchases Using Non-sponsored Funds section above. Procedures may include the comparison of submitted price quotations, market prices or similar items, and other considerations that justify the accepted bid. Department bids are subject to review by the Business [Services Department](#).

For purchases in excess of \$25,000, the Department shall follow the procedures outlined in the Purchases Using Non-sponsored Funds

section above. Procedures may include the comparison of price quotations submitted, market prices, or similar items, and other considerations that justify the accepted bid.

For purchases in excess of \$250,000, the current Simplified Acquisition Threshold level defined by the OMB Uniform Guidance, 2 CFR 200, the Business Services Department must complete a price analysis and conduct a sealed, public, competitive bidding process with at least two bids obtained and analyzed.

-For purchases over \$25,000, any supplier debarred or suspended by the federal government is not permitted to do business with the federal government, under government contracts or subcontracts, and the University may not contract with such suppliers unless an exception is granted in writing by a government contracting officer.

The Business Services Department is responsible for verifying that potential suppliers are not on the government's list of debarred or suspended contractors (<http://sam.gov/>).

3. Fixed Works

In accordance with the Prevailing Wage Act (PWA), the College will determine whether each of its procurements is subject to the PWA. If PWA applies, the College will notify vendors, contractors and subcontractors of their obligation to comply with all requirements of the Act. Notification will include the vendors, contractors or subcontractors obligation to pay laborers, workers and mechanics performing services on public works projects no less than the current prevailing rate of wages (hourly cash wages plus amount for fringe benefits) in the county where the work is performed and in accordance with the prevailing wage rates published on the Illinois Department of Labor's (IDOL) website. Notification will also include the obligation of the vendors, contractors or subcontractors for record-keeping duties. This includes filing certified payroll documentation, via the Illinois Department of Labor's electronic

database, demonstrating compliance with the PWA no later than the 15th day of each calendar month during the construction phase of the project.

Public works means all fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds. This includes any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased or rented. This reference to equipment means fixtures and systems attached to and integrated into a building, such as elevators, HVAC units, mechanical systems, etc.

4. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- B. Contracts for the printing of Finance Committee reports and departmental reports.
- C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
- E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can

best be performed by the manufacturer or authorized service agent.

- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.
- G. Contracts for duplicating machines and supplies.
- H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
- I. Purchases of equipment previously owned by some entity other than the District itself.
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$25,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency.
- L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Board Policy 10.22

Adopted November 9, 1998
Revised July 12, 1999
Revised May 10, 2004
Revised November 14, 2005
Revised July 14, 2014
Revised May 9, 2016
January 8, 2018
Revised June 8, 2020
[Revised](#)

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: September 21, 2021

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 29.07 cents per \$100 EAV. Therefore, the College is able to levy 11.07 cents per \$100 EAV for the 2021 tax year.

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

Cents per \$100 EAV

2020 – 29.09
2019 – 29.05
2018 – 29.12
2017 – 29.62
2016 – 29.97

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: 1021-003

DATE: 10/11/21

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 29.07 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 11.07 cents per \$100 of equalized assessed valuation to 29.07 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2021 tax year.

Adopted this 11th day of October, 2021 by the following vote:

AYES:

NAYS:

ABSENT:

Board Chair

ATTEST:

Board Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution of Intent to Continue the Foundation Tax Levy, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of October, 2021.

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 _____, 2021.

Secretary, Board of Trustees



MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: October 4, 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 2022 plan year.

Based on the previous effective plan changes and limited utilization increases, I am pleased to report we are not recommending any plan design changes for the 2022 plan year for the College's health insurance except for the addition of some new voluntary benefits which are presented below.

Regarding premium rate changes and impact to employees, we are recommending the following changes for the 2022 Plan Year:

- Health Insurance – A 2.3% change overall meaning a 2.3% increase in premiums, and a 2.3% increase in employee cost sharing.

HDHP/HSA

- Single: \$0 Per Month, \$0 cost for single coverage
- Single+1: \$326.04 Per Month; \$87.00 more annually
- Family: \$503.23 Per Month; \$134.16 more annually

PPO

- Single: \$0 Per Month, \$0 cost for single coverage
- Single+1: \$600.16 Per Month; \$160.08 more annually
- Family: \$795.22 Per Month; \$212.04 more annually

- Dental Insurance – A 5% increase in premiums to cover a cost/funding gap that has occurred over the past several years. The premium increase impacts employee rates as follows:
 - Single: \$0 Per Month; \$0 cost for single coverage
 - Single+1: \$15.46 Per Month; \$8.88 more annually
 - Family: \$24.44 Per Month; \$13.92 more annually

- Vision Insurance – No cost changes overall, so the employee contributions will remain unchanged from last year and are as follows:
 - Single: \$5.59 Per Month; \$0 change annually
 - Single +1: \$10.62 Per Month; \$ \$0 change annually
 - Family: \$15.51 Per Month; \$0 change annually

In the 2022 plan year, we are adding 4 new voluntary benefits for the members of our plan as follows:

- Voluntary Accident
- Voluntary Critical Illness
- Voluntary Hospital Indemnity
- Voluntary Short Term Disability

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 2022 health, dental and vision insurance plan renewal through Aetna as **presented above.**



MEMO

TO: Dr. Josh Bullock, President

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

DATE: October 1, 2021

RE: August 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of August for Fiscal Year 2022.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through August 2021, the second month of FY2022.

Overall Variances:

- *Revenue* – Total August 2021 revenue was \$3,831,927 resulting in a favorable variance of \$1,833,302 MTD and unfavorable \$1,259,439 YTD. The monthly variance is favorable primarily due to a \$1,065,545 favorable variance in local source revenue and a \$697,865 favorable variance in the ICCB Equalization Grant revenue. The YTD variance remains unfavorable mainly due to unfavorable variances in ICCB Equalization Grant Revenue along with Tuition and Fee Revenue.
- *Expenditures* – Total August 2021 expenditures were \$1,917,580 resulting in a favorable variance of \$1,187,822 MTD and \$4,777,063 YTD with favorable variances in nearly all line items.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$1,065,545 MTD and \$125,115 YTD. The variance on a monthly basis is a timing issue dependent on the local counties property tax cycle and the timing as to when funds are sent to the College. As the year transpires, we expect a normalized variance.
- *ICCB Credit Hour Grant* – We received a \$218,088 payment in August 2021 resulting in an unfavorable monthly variance of \$1,185 and a yearly unfavorable variance of \$49,195. The variances are timing related as we typically receive a larger payment in

the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.

- *ICCB Equalization Grant* – We received equalization payments of \$1,010,502 in August 2021 resulting in a favorable monthly variance of \$697,865, while a yearly unfavorable variance remains at \$240,046. The variances are timing related based on a slow payment process from the State of Illinois, but we remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* – August 2021 had a favorable monthly variance for tuition of \$8,595 while fees were favorable by \$56,933. Year to date, tuition is unfavorable by \$469,644 and fees are unfavorable by \$307,871. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The Monthly variance is negative \$7,141 while YTD the variance is unfavorable by \$309,830. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Month to date the variance is favorable by \$12,692 and year to date it is unfavorable by \$7,968.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines have a monthly favorable variance of \$429,142 and year to date favorable variance of \$1,534,501. A portion of the variance is related to timing issues and how the College records prepaid salaries for audit purposes. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was a monthly favorable variance in employee benefits in August 2021 of \$199,459 and YTD of \$193,476.
- *Instructional* – The Instructional expenditures had favorable variance in August 2021 of \$480,958 and YTD of \$1,420,005. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$2,175 in August 2021 and YTD of \$79,255.
- *Student Services* – The Student Services expenditures had a favorable variance in August 2021 of \$34,642 and YTD of \$199,117.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable August 2021 variance of \$14,361 and YTD of \$155,220.

- *Operations & Maintenance* – The Operations and Maintenance expenditures had a monthly favorable variance of \$37,215 and YTD of \$263,145.
- *Institutional Support* – The Institutional Support expenditures had a favorable August 2021 of \$630,444 and YTD variance of \$2,529,039 with favorable variances in nearly all line items. As the year transpires, we expect the variance to normalize.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for August 2021 of \$11,972 and YTD favorable variance of \$131,281.

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.

Aug-21

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Final Audited Numbers	FY22 Annual Budget
Revenues:										
2,071,575	1,006,030	1,065,545	Local Sources	3,689,518	3,564,404	125,115	3.51%	3,437,617		9,745,282
218,088	219,274	(1,185)	ICCB Credit Hour Grant	827,900	877,095	(49,195)	-5.61%	-		4,385,475
1,010,502	312,637	697,865	ICCB Equalization Grant	1,010,502	1,250,548	(240,046)	-19.20%	-		6,252,740
32,650	39,792	(7,141)	Other State Sources	56,282	366,112	(309,830)	-84.63%	61,732		1,154,557
245,582	236,987	8,595	Tuition	4,556,852	5,026,495	(469,644)	-9.34%	5,057,662		8,670,590
137,906	80,974	56,933	Fees	1,525,045	1,832,915	(307,871)	-16.80%	1,754,959		4,177,668
115,623	102,932	12,692	Other Revenue	241,111	249,079	(7,968)	-3.20%	102,520		1,110,509
-	-	-	Gift in Kind	-	-	-	0.00%	7,403		-
3,831,927	1,998,625	1,833,302	Total Revenues	11,907,210	13,166,648	(1,259,439)	(1)	10,421,893	-	35,496,821
Expenditures:										
Instructional										
556,725	931,201	374,476	Salary and Wages	1,552,978	2,562,366	1,009,389	39.39%	1,530,004		12,547,027
169,768	268,307	98,539	Employee Benefits	263,894	361,785	97,891	27.06%	260,727		2,277,438
12,841	6,970	(5,871)	Contractual Services	15,361	10,825	(4,536)	-41.90%	6,778		406,760
37,747	40,809	3,063	General Materials and Supplies	51,688	250,395	198,707	79.36%	28,542		163,678
1,868	11,574	9,706	Travel and Meeting Expenses	3,099	26,677	23,578	88.38%	1,190		117,757
-	-	-	Fixed Charges	-	-	-	0.00%	(2,182)		56,375
553	1,598	1,045	Capital Outlay	566	95,542	94,976	99.41%	-		120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
779,501	1,260,459	480,958	Total Instructional	1,887,585	3,307,590	1,420,005	42.93%	1,825,060	-	15,689,470
Academic Support										
33,262	35,452	2,191	Salary and Wages	62,730	96,482	33,753	34.98%	86,470		388,891
10,063	14,865	4,803	Employee Benefits	15,094	19,845	4,751	23.94%	16,798		68,707
-	-	-	Contractual Services	-	300	300	100.00%	-		1,500
23,034	17,132	(5,902)	General Materials and Supplies	31,781	58,530	26,749	45.70%	30,685		333,406
-	1,083	1,083	Travel and Meeting Expenses	8,664	22,367	13,703	61.26%	18		8,800
-	-	-	Fixed Charges	-	-	-	#DIV/0!	3,615		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
66,358	68,532	2,175	Total Academic Support	118,268	197,524	79,255	40.12%	137,585	-	801,304
Student Services										
116,880	128,647	11,768	Salary and Wages	277,129	302,735	25,606	8.46%	286,179		1,717,949
39,373	57,070	17,697	Employee Benefits	58,385	76,648	18,262	23.83%	57,097		471,802
832	832	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	10,086		9,322
4,815	6,271	1,456	General Materials and Supplies	7,191	83,927	76,736	91.43%	6,812		113,270
739	4,460	3,721	Travel and Meeting Expenses	947	20,204	19,257	95.31%	881		42,580
-	-	-	Fixed Charges	-	60,306	60,306	100.00%	-		60,306
-	-	-	Other Expenditures	-	-	-	0.00%	-		15,000
162,639	197,280	34,642	Total Student Services	354,024	553,141	199,117	36.00%	361,055	-	2,430,229
Public Service/Cont Ed										
22,430	31,260	8,831	Salary and Wages	41,867	62,520	20,653	33.03%	46,869		433,304
4,105	5,986	1,881	Employee Benefits	6,157	7,997	1,840	23.01%	7,803		67,001
1,391	2,500	1,109	Contractual Services	3,043	4,300	1,257	29.22%	3,413		42,155
5,245	7,338	2,093	General Materials and Supplies	13,091	20,541	7,450	36.27%	4,452		116,191
202	750	548	Travel and Meeting Expenses	319	1,010	692	68.47%	236		4,595
8,588	8,488	(100)	Fixed Charges	17,176	17,505	329	1.88%	25,246		102,235
-	-	-	Capital Outlay	-	123,000	123,000	0.00%	-		123,000
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	G/K	-	-	-	0.00%	-		-
41,961	56,322	14,361	Total Public Service/ Cont Ed	81,653	236,873	155,220	65.53%	88,019	-	888,481
Operations & Maintenance										
68,207	83,176	14,969	Salary and Wages	134,391	163,358	28,967	17.73%	126,063		1,089,976
25,918	51,091	25,173	Employee Benefits	39,975	70,194	30,219	43.05%	39,079		421,363
3,720	100	(3,620)	Contractual Services	(347)	73,568	73,915	100.47%	12,428		260,470
26,684	-	(26,684)	General Materials and Supplies	30,052	79,719	49,667	62.30%	24,991		220,500
-	-	-	Travel and Meeting Expenses	-	575	575	100.00%	-		1,250
750	750	-	Fixed Charges	2,250	4,000	1,750	43.75%	37,429		103,788
82,402	109,779	27,378	Utilities	174,507	237,558	63,051	26.54%	147,883		1,335,350
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-		15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-		-
-	-	-	Gift In Kind	-	-	-	100.00%	7,403		-
207,681	244,896	37,215	Total Operation and Maint	380,827	643,972	263,145	6	395,277	-	3,447,697
Institutional Support										
258,200	275,109	16,909	Salary and Wages	132,571	548,705	416,133	75.84%	123,152		3,631,055
75,059	126,424	51,365	Employee Benefits	126,283	166,795	40,512	24.29%	104,067		1,287,608
30,612	163,149	132,536	Contractual Services	57,522	618,678	561,156	90.70%	105,841		1,400,678
181,374	576,110	394,736	General Materials and Supplies	489,737	1,170,054	680,317	58.14%	261,248		959,849
500	72,546	72,046	Travel and Meeting Expenses	1,751	150,267	148,516	98.83%	142		273,481
6,578	575	(6,003)	Fixed Charges	8,600	206,200	197,600	95.83%	188,883		218,150
8,843	-	(8,843)	Capital Outlay	8,843	159,450	150,607	94.45%	-		18,900
86,301	24,000	(62,301)	Contingency Funds	96,441	278,424	181,983	65.36%	-		1,392,266
-	-	-	Other	-	22,216	22,216	0.00%	30,434		49,075
-	40,000	40,000	Strategic Initiatives	-	130,000	130,000	100.00%	-		400,000
-	-	-	COVID Expenses	-	-	-	0.00%	21,581		-
647,468	1,277,912	630,444	Total Institutional Support	921,748	3,450,787	2,529,039	7	835,349	-	9,631,062
11,972	-	(11,972)	Scholarships, grants, waivers	18,719	150,000	131,281	0.00%	334,630	-	1,228,566
1,917,580	3,105,402	1,187,822	Total Expenditures	3,762,825	8,539,888	4,777,063	55.94%	3,976,974	-	34,116,809
1,914,347	(1,106,777)	645,480	Revenue Less Expenditures	8,144,385	4,626,761	(6,036,502)	(2)	6,444,919	-	1,380,012
-	-	-	Transfers Out:	-	-	-	#DIV/0!	259,334	-	1,380,012
Excess of Revenues over Expenditures & Transfers										
1,914,347	(1,106,777)	645,480		8,144,385	4,626,761	(6,036,502)	#DIV/0!	6,185,585	-	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,055,703.35	1,484,845.20	429,141.85	Salary and Wages	2,201,665.30	3,736,166.16	1,534,500.86
324,284.93	523,743.74	199,458.81	Employee Benefits	509,788.20	703,264.11	193,475.91
49,396.61	173,550.95	124,154.34	Contractual Services	85,950.56	716,992.02	631,041.46
278,899.52	647,659.78	368,760.26	General Materials and Supplies	623,539.29	1,663,165.31	1,039,626.02
3,309.02	90,413.15	87,104.13	Travel and Meeting Expenses	14,779.11	221,099.30	206,320.19
15,915.81	9,812.50	(6,103.31)	Fixed Charges	28,026.42	227,705.00	199,678.58
82,401.55	109,779.17	27,377.62	Utilities	174,506.90	237,558.33	63,051.43
9,395.74	1,597.50	(7,798.24)	Capital Outlay	9,408.73	392,991.67	383,582.94
86,301.05	24,000.00	(62,301.05)	Contingency Funds	96,441.19	278,424.00	181,982.81
-	-	-	Other Expenditures	-	22,215.64	22,215.64
1,905,607.58	3,065,401.99	1,159,794.41	Total	3,744,105.70	8,199,581.54	4,455,475.84

Lake Land College

FY2022 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted		FY22 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$1,552,978	\$2,562,366	\$1,009,389	\$12,547,027			\$12,547,027	\$12,547,027
Salary and Wages - Acad. Support	\$62,730	\$96,482	\$33,753	\$388,891			\$388,891	\$388,891
Salary and Wages - Stud. Svcs	\$277,129	\$302,735	\$25,606	\$1,717,949			\$1,717,949	\$1,717,949
Salary and Wages - Public Svc.	\$41,867	\$62,520	\$20,653	\$433,304			\$433,304	\$433,304
Salary and Wages - Maintenance	\$134,391	\$163,358	\$28,967	\$1,089,976			\$1,089,976	\$1,089,976
Salary and Wages - Inst. Support	\$132,571	\$548,705	\$416,133	\$3,631,055			\$3,631,055	\$3,631,055
Total Salary and Wages	\$2,201,665	\$3,736,166	\$1,534,501	\$19,808,202		\$0	\$19,808,202	\$19,808,202

Employee Benefits	Year to Date			FY2020 Budgeted		FY22 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$263,894	\$361,785	\$97,891	\$2,277,438			\$2,277,438	\$2,277,438
Employee Benefits - Acad. Support	\$15,094	\$19,845	\$4,751	\$68,707			\$68,707	\$68,707
Employee Benefits - Stud. Svcs	\$58,385	\$76,648	\$18,262	\$471,802			\$471,802	\$471,802
Employee Benefits - Public Svc.	\$6,157	\$7,997	\$1,840	\$67,001			\$67,001	\$67,001
Employee Benefits - Maintenance	\$39,975	\$70,194	\$30,219	\$421,363			\$421,363	\$421,363
Employee Benefits - Inst. Support	\$126,283	\$166,795	\$40,512	\$1,287,608			\$1,287,608	\$1,287,608
Total Employee Benefits	\$509,788	\$703,264	\$193,476	\$4,593,919		\$0	\$4,593,919	\$4,593,919



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: October 11, 2021

RE: Student Government Elections

On September 15 and 16, 2021, the Student Government Association (SGA) conducted an election for the 2021-2022 freshmen 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. 54 students participated in the election.

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

Jordan Oliver
Marylee Orman
Douglas Wilson
Tess Patton
Toby Winans
Morgan Greuel
Mackenzie Bratton
Paul Dorman

Judges certifying the election:
Skye Schumaker, President, Student Government Association
Katie Greuel, Student Trustee
David Seiler, Director of Student Life



MEMO

TO: Valerie Lynch, VPSS

FROM: Dave Seiler, Interim Director of Student Life

CC: Dustyn Fatheree, Student Life Specialist

DATE: September 17, 2021

RE: Freshman SGA elections

A total of 54 students voted in the SGA freshman elections. Voters could choose up to 8 candidates.

Totals were as follows for filed candidates:

1. Jordan Oliver-28
2. Marylee Orman-26
3. Douglas Wilson-22
4. Tess Patton-21
5. Toby Winans-19
6. Morgan Greuel-17
7. Mackenzie Bratton-17
8. Paul Dorman-15

.....

9. Meghan Whitten-14

Write-in votes for eligible freshmen:

Cassidee Pantier-1



MEMO

TO: Jon Althaus, Vice President for Academic Services
FROM: Emily Ramage, Director of Grants and Academic Operations
DATE: September 20, 2021
RE: Acceptance of FY22 ASPIRE Project Award

Women Employed, a Chicago-based, non-profit advocacy group with a mission to improve women's economic status and remove barriers to economic equity, invited Lake Land College to participate in the Accelerating Student Progress and Increasing Racial Equity (ASPIRE) Project. Overall ASPIRE Project goals include:

- (1) to accelerate students' progress through developmental education;
- (2) to provide opportunities for colleges to learn from one another; and
- (3) to use what is collectively learned from the project to inform the field and to inform Women Employed's developmental education policy agenda.

Lake Land College, as one of 10 participating Illinois colleges, will work collaboratively with Women Employed to achieve the goals of the project. In return, Women Employed has offered \$10,000 to the College, in consideration of the project activities performed, including technical assistance, group meetings, site visits, and any travel related to these activities.

I respectfully request that the Board of Trustees accept this grant award.

MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: September 16, 2021

RE: Vehicle Alignment Machine Gift-in-Kind item

The Foundation office has received recent notification of a gift in kind donation from Teutopolis Auto Repair of a vehicle alignment machine valued at \$5,000.00. This item will be received by the Foundation, thanks to Kevin Miller, Automotive Technology instructor. The equipment will be utilized by automotive technology students and faculty at the Lake Land College Marshall location.

I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation on behalf of the Automotive Technology program.

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name _____ Organization _____

Address _____ City _____ State/Zip _____

Telephone _____ Fax _____

Donor's Estimated Value \$ _____

Gift-in-Kind Description: (Please describe in detail)

Description _____

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. **Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.**

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____



MEMO

TO: Dr. Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice President for Business Services

DATE: September 16, 2021

RE: MOU for AFSCME31 regarding Maximum Security Pay

I would like to request that the Board of Trustees accept the Memorandum of Understanding for AFSCME 31. Since the ratification of the collective bargaining agreement this summer, Lawrence Correctional Facility is now a maximum security prison. To align with current compensation practices at Illinois Department of Corrections, we are asking that staff scheduled to work there receive up to a \$70 per month stipend for a maximum security pay differential.

In addition, we are requesting this be made retroactive to July 16, 2021 to also align with the timeline that other AFSCME employees began receiving this same differential.

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (the "MOU") is entered into this 11th day of October 2021, between Lake Land College Board of Trustees ("College") and the American Federation of State, County & Municipal Employees, Council 31, AFL-CIO ("Union") (collectively, the "Parties").

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the "CBA"), effective July 1, 2021, through June 30, 2024.

WHEREAS, Lawrence Correctional Facility is now considered a maximum security facility.

WHEREAS, the Parties wish to provide maximum security pay differential to those employees and other employee whose work site may become a maximum security facility.

NOW, THEREFORE, the Parties agree as follows:

1. Salaries

Article XII Salaries, Section 8 shall be amended to read as follows:

Section 8 Maximum Security Differential

Employees that are currently employed at a facility whose general population offenders are classified as a Level 1, maximum, security shall be paid a monthly stipend of \$70 per month as long as they remained employees at a maximum security facility. If this stipend would increase the employee's creditable earnings for that contract year above the SURS cap on the career earnings based on the employee's prior year creditable earnings, then the employee shall receive the monthly stipend up to but not exceeding an amount equal to the SURS cap on end of career earnings. This monthly stipend is not added to the employee's base pay.

2. Entire Understanding

The terms set forth in this MOU represent all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof and no other promises, agreements, or understandings, whether oral or written, expressed or implied exist between the Parties.

3. Effective Date

This MOU is effective July 16, 2021 and pay will be made retroactive to that date.

IN WITNESS WHEREOF, the parties have executed this memorandum of Understanding on the dates set forth below.

David Beck
AFSCME, Council 31

Mr. Mike Sullivan, Chair of the Board
Lake Land College

Date

Date



MEMO

TO: Valerie Lynch, Interim Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

CC: Greg Nuxoll, Vice President for Business Services

DATE: September 30, 2021

RE: Seeking Approval to extend contract with Interact Advertising Agency

In October 2020, the Board of Trustees approved a contract for digital marketing with Interact Communications, a national leader in marketing and communications. Interact exclusively serves two-year colleges and provides valuable resources to our national marketing community.

During the 2020-2021 Fiscal Year, the Marketing & Public Relations staff established a good working relationship with Interact Communications. The initial expenditure for the 9-month advertising campaign was \$60,000. Since that time we invested an additional \$12,500 to increase our Google Adwords campaign based on the company recommendations and to include a TIKTOK advertising campaign.

Overall, the campaign resulted in Lake Land College ads appearing 1.5 million times to the people in our district as they were consuming content on YouTube, general Internet sites, TV Streaming, TikTok and browsing on Google. This comprehensive approach resulted in 33,014 visits to the College website and 463,939 video ad views from December 2020 – August 2021.

The Pay Per Click ad campaign, commonly known as Google Adwords, presented additional tracking metrics which revealed the ads generated 952 calls, 444 completed web forms such as enroll now/request more info/visit and 2,173 visits to the website. The TikTok campaign, which went live in June, generated 10,728 clicks to the website.

Through this contract we also have access to results from the 2020 National Media Preferences Survey and will participate in the Fall 2021 Survey. This will allow us to collect data from our students revealing their preferences for social media, communication styles and local and traditional media. This data will be invaluable in developing a marketing plan for the future.

Since we are just completing our campaign with Interact, we would like to request approval to extend our contract another year to be able to build upon the experiences we have had and to draw on Interact's expertise for the 2021-2022 digital advertising campaign. I am submitting this memo to request an exemption from Board Policy [10.22 Purchasing, Bidding, and Prevailing Wages for Fixed Works](#) under item 4. *Goods and services exempt from the formal bid process include: A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.*

The financial investment of \$83,709.40 in this advertising campaign represents a significant portion of the College's advertising budget, however I would like to explain that Marketing & Public Relations staff would be investing these funds either with a single company such as Interact or with multiple companies to accomplish our objectives of securing a solid mix of advertising tactics.

Thank you for considering my request to extend the contract with Interact Communications for \$83,709.40 to execute the College's marketing objectives. I will be in attendance at the meeting and would be glad to answer any questions or provide additional documentation.

Interact

2-Year College Experts

PROPOSAL FOR SERVICES LAKE LAND COLLEGE

A proposal by Interact Communications

Prepared by
Christopher Salazar, Account Coordinator

September 24, 2021

Proposal of Services

Campaign Collateral Development

1. Display Ads

Interact Communications will create two (2) ad sets containing minor flash motion to be placed in their Display campaign, and the ads will be similar to ad sets created for the client by Interact in the past.

The cost for this will be **\$500.00** total for the two ad sets.

General and Program Awareness Digital Campaign

2. Media Buying

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. This is another effective tool to revive interest after the loss of enrollments during the COVID-19 pandemic. We have also created effective messaging and realize tremendous reach in traditional radio, online video and radio, cable TV, social media, outdoor, custom digital display, geofencing, Pay Per Click, and over-the-top (OTT) advertising.

For Lake Land's campaign, Interact recommends the following channels and tactics.

Please note that all media buys must be prepaid before placement.

LAKE LAND COLLEGE PROPOSED MEDIA BUDGET PLAN OCT. 2021 – JUNE 2022

Main Campaigns	2021			2022						Total:
	October	November	December	January	February	March	April	May	June	
Pay Per Click (PPC)	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 19,206.00
YouTube- Program Ads							\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
YouTube- Brand Awareness				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00
Snapchat					\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 8,000.00
Display & OTT				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00
Spotify							\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 4,800.00
TikTok	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 19,350.00
										\$ -
TOTAL	\$ 4,284.00	\$ 4,284.00	\$ 4,284.00	\$ 6,284.00	\$ 7,884.00	\$ 7,884.00	\$ 12,484.00	\$ 12,484.00	\$ 12,484.00	\$ 72,356.00

***See Appendix A for enlarged Budget Plan**

Media Placement Fee: \$10,853.40

Media Cost: \$72,356.00

Timeline and Fee Summary

Digital Campaigns will run between October 2021 – June 2022.

Menu of Options Fee Summary	Cost
1. Creative Services- Two (2) Digital Ad Sets	\$500.00
2. Media Buy and Media Management Fee (15% of media buy) To be placed in October 2021 – June 2022	\$83,209.40
Total	\$83,709.40

Payment Schedule	Cost
1. Upon Signing Contract- 50% Payment of Creative Services, Media Buy for October 2021 through December 31, 2021, and Media Management Fee.	\$15,029.80
2. Beginning to Mid-November 2021- Upon Completion and Delivery of Display Ads	\$250.00
3. December 15, 2021- Payment of Media Buy for January 1, 2022 through 31 March 2022 and Media Management Fee	\$25,359.80
4. March 15, 2022- Payment of Media Buy for April 1, 2022 through June 30, 2022	\$43,069.80
Total	\$83,709.40

Extension Clause

Contract can be extended through July and August 2022 if the client notifies Interact Communications by June 10, 2022.

Terms

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% upon contract signing and 50% upon completion of each deliverable, on a monthly basis. The entirety of the buy (hard costs and management fees) will be invoiced 100% 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, and agrees to pay the associated increased fees and costs to Agency. Agency requires, and Client agrees to pay, a work re-start fee in the event Client has delayed approvals, information, or communication for a period in excess of 30 days. Client will also assume responsibility for any increased fees or costs or delayed work completion by third parties arising out of any delayed grant of necessary authority or approvals.

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

Any other services that Lake Land 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. All media is to be paid 100% before placement.

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

Christopher Salazar, Account Coordinator

Signature



Date

September 24, 2021

Appendix A- Media Budget

	2021			2022						
Main Campaigns	October	November	December	January	February	March	April	May	June	Total:
Pay Per Click (PPC)	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 2,134.00	\$ 19,206.00
YouTube- Program Ads							\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
YouTube- Brand Awareness				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00
Snapchat					\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 8,000.00
Display & OTT				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00
Spotify							\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 4,800.00
TikTok	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 19,350.00
										\$ -
TOTAL	\$ 4,284.00	\$ 4,284.00	\$ 4,284.00	\$ 6,284.00	\$ 7,884.00	\$ 7,884.00	\$ 12,484.00	\$ 12,484.00	\$ 12,484.00	\$ 72,356.00



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: October 6, 2021

Re: Approval of Bid for CDL Driving Simulator

The College recently solicited bids for a CDL Driving Simulator. This updated simulator will allow the CDL Program students to train with the latest technology.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of three bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Doron Precision Systems, Inc. Binghamton, New York	\$99,550
D.P. Associates A Division of L3 Technologies, Inc. Salt Lake City, Utah	\$98,400
Virage Simulation Inc. Montreal, Canada	\$115,000 \$90,900 – Alternate Bid for Demo VS600M

Based on the bids received, it is my recommendation that we award this bid to Virage Simulation Inc., QC, for the CDL Driving Simulator for \$115,000. This recommendation is based upon the additional features offered by Virage:

- Virage's curriculum is designed for inexperienced drivers.
- The quality of the visual system and graphics is highly superior and more realistic in the Virage package.
- Virage has an incredible LMS that provides highly detailed data for each student, allows for student comparisons, and provides comprehensive, stackable training. Their trademarked "Golden" package includes certifications in steering, shifting and backing.
- Virage offers the "Pre-trip Package"– this will enhance our existing curriculum in a process that takes a significant amount of time for instructors to teach and provides for another learning modality for each student.
- Virage's package includes a web-based program that allows for additional training for students who are not using the simulator. This will allow all students to be fully engaged.

- Virage includes the “Ecodrive” Fuel Efficiency Program – we may be able to offer this to companies as an “add-on” or standalone training package to maximize driver fuel efficiency and minimize environmental impact.
- The Pneumatic Brake System Active Schematic is a feature that may be used by other areas of the college (namely Automotive) for both instruction and troubleshooting.
- In comparing the three vendors, Virage’s debriefing station is exceptional, allowing for multiple views and viewing speeds. This will be helpful in assisting a student to recognize their errors and identify their mindset during simulation.
- Virage offers three options for their extended warranty packages. Doron only has one extended warranty option and L3 Harris has no extended warranty option. In addition, L3 Harris, the maker of our current simulator no longer provides service for our simulator. Virage and Doron offer lifetime support.

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

LAKE LAND

COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College CDL Driving Simulator Bid Tab
Project No. 2021-012
BID DATE: September 27, 2021 - 2:00 PM

CONTRACTOR	Total Bid					
Doron Precision Systems, Inc. Binghamton, New York	\$ 99,550.00					
D.P. Associates A Division of L3 Technologies, Inc. Salt Lake City, Utah	\$ 98,400.00					
Virage Simulation Inc. Montreal, Canada	\$ 115,000.00					
Alternate - Demo VS600M	\$ 90,900.00					



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: September 28, 2021

Re: Approval of Bid for Water Cooler Replacement

The College recently solicited bids for water cooler replacement. This upgrade will replace the remainder of the water fountains with the newer models with bottle fillers.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of four bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
E.L. Pruitt Company Springfield, Illinois	\$53,832
Stoops Plumbing, Inc. Peoria, Illinois	\$64,000
United Mechanical Group, Inc. Champaign, Illinois	\$81,830
Davis-Houk Mechanical, INC Urbana, Illinois	\$83,800

Based on the bids received, it is my recommendation that we award this bid to E.L. Pruitt Company of Springfield, Illinois, for the water cooler replacement.

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

LAKE LAND

COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Water Cooler Replacement Bid Tab

Project No. 2021-013

BID DATE: September 28, 2021 - 1:30 PM

CONTRACTOR	Total Bid					
E.L. Pruitt Company Springfield, Illinois	\$ 53,832.00					
Stoops Plumbing, Inc. Peoria, Illinois	\$ 64,000.00					
United Mechanical Group, Inc. Champaign, Illinois	\$ 81,830.00					
Davis-Houk Mechanical, INC Urbana, Illinois	\$ 83,800.00					



MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: October 4, 2021
Subject: Proposed Lease with the City of Paris

Memo

Attached, please find a proposed one-year lease renewal agreement between the College, as Lessee, and the City of Paris as Lessor, for the period of August 1, 2021, through July 31, 2022. The lease agreement is for property located at 314 South Central Avenue, Paris, Illinois and the monthly rent amount is \$350.00.

The original 3-year lease agreement expired on July 31, 2020 but the original lease agreement included 2 one-year automatic renewal options and we are acting on the 2nd of the 2 one-year renewal options with this agreement.

I respectfully request that the Board approve this lease.

Attachment

Lease Renewal Agreement

City of Paris, IL & Lake Land College

TO: Mike Martin, City of Paris Administrator
FROM: Greg Nuxoll, Vice President for Business Services

DATE: September 21, 2021

RE: Lease Agreement Renewal between the City of Paris, IL and Lake Land College

As Lessor, the City of Paris, currently leases a portion of a facility at 314 South Central Avenue, Paris, Illinois to Lake Land College, the Lessee. The current 3 year lease which started August 1, 2017 expired on July 31, 2020. In section 2(b), the Lessor may, at the Lessor's sole discretion, grant two automatic one year lease renewals. The lessor has already acted on the first renewal for the period August 1, 2020 through July 31, 2021.

The Lessor and Lessee would like renew the existing lease for 1 year starting August 1st, 2021 under all the exact same provision described in the existing lease document including a monthly rental fee of \$350.00.

By signed below, both parties agreement to the 1 year lease renewal starting August 1st, 2021 until July 31, 2022 with all the conditions remain in effect from the original lease.

Lessor:

City of Paris, IL

By: 

Lessee:

Board of Trustees,

Lake Land College

By _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
Date: October 11, 2021**

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

Alexander, Amber

9/11/21-10/12/21

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

Craig, Jessica

10/4/21-10/17/21

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

Dean of Academic Operations
Director of Information Security
Instructional Designer

Level 17
Level 15
Level 14

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Borges, Andressa	Covid Test Collection Assistant	10/11/21
	Primary Position-Chemistry Lab Student Assistant	
Broyles, Eleanor	Covid Test Collection Assistant	10/11/21
	Primary Position-Fitness Center Specialist	
Caldeira, Lara	Covid Test Collection Assistant	10/11/21
	Primary Position-Chemistry Lab Student Assistant	
Bunch-Epperson, Genine	Pathways Substitute Instructor	9/8/21
	Primary Position-Traffic Safety Instructor	
Hollingsworth, Travis	Covid Site Collection Driver	10/11/21
	Primary Position-Adm Assist Marshall Ext	
Hussein, Yassin	Covid Test Collection Assistant	10/11/21
	Primary Position-Mailroom Assistant	
Peck, Carly	Tutor - Student Disability Services	9/27/21
	Primary Position-Tutor - Student Lrng Asst	
Puckett, Logan	Tutor-Student Community Education	9/21/21
	Primary Position-Tutor - Student Lrng Asst	
Rincker, Grace	Human Resources Assistant	9/30/21
	Primary Position-Agriculture Education Intern	
Stoutin, Drew	College Work Study - Business	8/31/21

Primary Position-Tutor - Student Lrng Asst

Painter, Allie	Tutor-Student Carl Perkins	9/1/21
	Primary Position- Tutor-Student Community	
Peck, Carly	Tutor - Perkins - Student	9/27/21
	Primary Position- Tutor-Student Community	
Puckett, Logan	Tutor-Student Carl Perkins	9/21/21
	Primary Position- Tutor-Student Community	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Livingston, Bradley	Tech Team Intern	1/26/21
Stoutin, Drew	Tutor-Student Success-Student, Tutor-Student Community Education, Tutor-Student Carl Perkins	7/29/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Booth, Kylee	Dual Credit Instructor	1/10/22
Janssen, Brad	Athletic Department Bus Driver	9/8/21
Mose, Michael	Athletic Department Bus Driver	9/8/21
Full-time		
Brewer II, Paul	Custodian	10/12/21
Jeisy, Kyle	Digital communications Coordinator	10/19/21

Part-time

Brock, Paige	Admissions and Records Data Entry Assistant	9/7/21
Broyles, Eleanor	Fitness Center Specialist	9/7/21
Burton, Jack	Covid Test Collection Assistant	10/11/21
Earp, Claude	Covid Site Collection Driver	10/11/21
McKee, Savannah	Covid Test Collection Assistant	10/11/21
Oliver, Jordan	Laker Mascot Talent	9/20/21
Peck, Carly	Tutor - Student Learning Assistance Center	9/27/21
Pruemer, Dave	Athletic Trainer	9/10/21
Puckett, Logan	Tutor - Student Learning Assistance Center	9/21/21
Remlinger, Konner	Laker Mascot Talent	9/28/21
Rickey, Constance	Allied Health BNA Adjunct Faculty	10/11/21
Saril, Hannah	Covid Test Collection Assistant	10/11/21
Satterfield, Ryan	Adult Education Adjunct Faculty	8/23/21
Schwenke, Chad	Police Officer	10/1/21
Soltwedel, Julie	Collection Site Lead	10/11/21
Stewart, Allison	Covid Test Collection Assistant	10/11/21
Swift, Janet	Sign Language Interpreter	8/30/21

Tuttle, Allie	Covid Test Collection Assistant	10/11/21
Wilson, Kaylee	Special Needs Note Taker	8/23/21

College Work Study

Alexander, Adam	College Work Study - Social Science Edu	9/27/21
Hennings, Meliah	College Work Study - Early Childhood Edu	9/10/21
McDaniel, Regina	College Work Study - TRIO SSS	9/27/21
Monterusso, Lauren	College Work Study - TRIO SSS	8/30/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bear, Savannah	Administrative Assistant to Humanities	8/25/21
Cather, Darci	Dean of Guided Pathways	9/24/21
Coartney, Blake	Groundskeeper	9/24/21
Crnkovich, Hannah	Foundation Awards & Corporate Relations	9/17/21
Daugherty, Jessica	Financial Aid Verification Specialist	9/10/21
Fields, Terri	Psychology Instructor	8/8/21
Gile, Lamour	Correctional Automotive Technology Instructor	10/1/21
Gravatt, Tomi	Associate Dean of Correctional Programs	9/24/21
Knearem, Katherine	Payroll Specialist	9/9/21
Mallicoat, Morgan	Associate Dean of Correctional Programs	9/21/21
Manion, Kimberly	Tutoring and Testing Center Specialist	9/7/21
Odum, Rick	Correctional Automotive Technology Instructor	8/31/21
Reinhart, Carrie	Custodian	10/11/2021
Richards, Jacqueline	Correctional Commercial Custodian Instructor	9/29/21
Smart, Adam	Correctional Construction Occupations Instr	10/8/21
Taylor, Jason	Information Security Analyst	10/12/21
Williams, Christopher	Associate Dean of Correctional Programs	8/27/21

Part-time

Burton, Jack	Human Resource Assistant	8/23/21
Carlson, Nathaniel	Adjunct Faculty Humanities Division	8/24/21
Maulding, Lacy	Allied Health Den Clinical Instructor (hourly)	5/16/21
Metzelaars, Jason	Police Officer	2/21/21
Miller, Macheal	Bookstore Rush Worker	8/12/21
Romack, Venita	Adjunct Faculty Humanities Division	8/9/20
Saunders, Mackenzie	Covid-19 Checkpoint Screener	5/16/21
Schmidt, Lindy	Kluthe Test Proctor	9/27/21
Swift, Janet	Sign Language Interpreter	8/31/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Arnold, Tera	Financial Aid Student Comm Specialist	10/12/21
	Transferring from- Financial Aid Outreach Specialist	

Mason, Todd	Correctional Horticulture Instructor	9/7/21
	Transferring from-Correctional Horticulture Instructor Hill	
Ramage, Emily	Dean of Academic Operations	10/12/21
	Transferring from-Director of Grants and Academic Opp	
Roberts, Wrobria	Administrative Assistant to Humanities	9/27/21
	Transferring from-Adm Asst to Field House	
Shumard-Shelton, Lisa	Director of Student Life	10/25/21
	Transferring from-Director of Dual Credit	
Webb, Amber	Director TRIO Student Support Services	10/12/21
	Transferring from-TRIO SSS Advising Counselor	
White-Landrus, Mariah	Adult Education Transition Coordinator	10/12/21
	Transferring from-Adult Education Transition Specialist	
College Work Study		
Turner, Trinity	College Work Study - Student Life	9/6/21
	Transferring from-Newspaper Ed Student Editor	