

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
October 10, 2022
Regular Meeting No. 670

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

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



Regular Meeting No. 670
Monday, October 10, 2022, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

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 12, 2022, Regular Meeting.
2. Approval of Minutes of September 12, 2022 Closed Session.
3. Approval of Agenda of October 10, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

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

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. Maggie Kelly
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. ICCTA Years of Service Honor for Chair Sullivan.	
2. Faculty Focus on Advancing Student Success – Updates from Student Life.	
3. Announcement of 2022-2023 Student Ambassadors.	27
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5. Monthly Data Point Discussion – Student Retention Key Performance Metric.	29-33
6. Curriculum Committee Highlights.	34-35
7. Annual Surplus Report.	36
8. Board Policy Manual Improvements.	
9. Calendar of Events.	37-39

B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution 1022-004: <i>A RESOLUTION AMENDING RESOLUTION NO. 1016-031, A RESOLUTION AUTHORIZING PARTICIPATION IN THE ABATEMENT OF REAL PROPERTY TAX IN THE EFFINGHAM ENTERPRISE ZONE IN THE CITY OF EFFINGHAM, ILLINOIS, EFFINGHAM COUNTY, ILLINOIS, AND THE VILLAGE OF TEUTOPOLIS, ILLINOIS.</i>	40-52

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2. Presentation of Audit and Board Acceptance.
 FY 2022 Audit Report may be viewed at:
<https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/>
3. Approval of Proposed Revisions to Board Policy 05.04.08 – *Bereavement Leave.* 53-55
4. Approval of Proposed Revisions to Board Policies 07.06 – *Residency* and 07.06.01 – *Residency for Special Groups of Students.* 56-61
5. Approval of Proposed Revisions to Board Policy 10.22 – *Purchasing, Bidding, and Prevailing Wages for Fixed Works.* 62-70
6. Approval of Proposed Revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants.* 71-72
7. Approval of Proposed Revisions to Board Policy 10.31 – *Tax Abatement and Educational Incentives as an Inducement to Industry.* 73-77
8. Approval of Proposed Revisions to Board Policy 10.32 – *Pay Schedule.* 78-79
9. Approval of Resolution No. 1022-005 - Intent to Continue Foundation Tax Levy. 80-82
10. Approval of Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna. 83-84
11. Acceptance of August 2022 Financial Statements. 85-90
12. Certification of Fall Student Government Association Election Results. 91
13. Acceptance of ICCB Pipeline for Advancement of the Healthcare Workforce (PATH) Grant. 92-115
14. Acceptance of 4Imprint One by One Grant. 116
15. Approval of Bid for Physical Plant Parking Addition. 117-118
16. Approval of Bid for Ag Tech Epoxy Flooring. 119-120
17. Approval of Purchase of a Used Mini-Van. 121
18. 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]
19. Approval of Recommendation Regarding the Grant, Extension or Denial of Tenure Status for a Non-Tenured Faculty Member as Discussed in Closed Session.
20. Approval of Human Resources Report as Discussed in Closed Session. 122-125

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V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 669
Board and Administration Center, Room 011
Mattoon, IL
September 12, 2022

Minutes

Call to Order.

Chair Sullivan called the September 12, 2022, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the 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 Maggie Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of August 8, 2022, Regular Meeting.
2. Approval of Minutes of August 8, 2022, Closed Session.
3. Approval of Agenda of September 12, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	142,958.28
Building Fund	\$	73,874.81
Site & Construction Fund	\$	268,703.61
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	58,670.48
Restricted Purposes Fund	\$	941,805.23
Working Cash Fund	\$	-
Audit Fund	\$	26,470.00
Liability Insurance Fund	\$	20,111.33
Student Accts Receivables	\$	94,247.66
Total	\$	1,626,841.40

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

5. Destruction of Tape Recording of the March 8, 2021, 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 Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the administration is working to implement updated policies and/or procedures resulting from recently passed state laws that impact higher education.

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 said the Committee met on September 8, 2022, and discussed the landscape master plan.

Foundation.

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

- The Alumni Board is excited to sponsor a booth for the return of the Special Olympics Family Festival being held September 17, 2022, on campus.
- The golf registration for our annual Foundation Golf Classic is live on our Foundation website. We hope you can join us, whether it's golfing or volunteering, on Friday, September 30, 2022.
- Braddi Browning, our scholarship coordinator in Financial Aid, hosted a table at the Student Welcome Day to hand out scholarship flyers and cookies. The Foundation scholarship application closed August 31 and reviews are underway for the 2nd cycle. We have over 420 completed applications submitted during the month which brings our total overall to 1,366 submitted scholarship applications for 2022.
- Our Foundation fall appeal (first appeal for the fiscal year) is in the final stages and will be reaching mailboxes soon! This is our first time moving this back internal and we could not be more excited and thankful to our MPR and Print shop colleagues for making this happen.

Student Report.

Ms. Maggie Kelly, Student Trustee, said there are many activities concerning the student body coming up in the month ahead. She said the blood drive we just held doubled our expectations! We collected a total of 36 units of blood which helps around 108 hospital patients. Turnout was so good that the Red Cross wants to hold another blood drive in January. The Student Government Association has extended the deadline for applications until next Tuesday, September 9, 2022. She said that the Student Government Association (SGA) students think that many students don't have a feel for what SGA is and extending the deadline will be beneficial so we can advocate for the organization. On September 24, 2022, Lake Land baseball and criminal justice alumni Tyrone Dennis will be here to speak. Everyone is welcome to attend. Ms. Kelly said the Special Olympics will be held at the school on September 17, 2022. She said Student Life will be helping with this and the parade. She continued that on September 28 there will be a mental health event with speaker Mr. Abraham Sculley, and this will be held at 11 a.m. in Laker Point. She said the Student Ambassadors (SAB) is trying to work hard to promote mental health awareness. Lastly, she highlighted that

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the volleyball team now has a win/loss record of 5-3 and their next game is tonight at 6:30 p.m. with a “Paint the Fieldhouse Red” theme!

President’s Report.

- Lake Land received \$110,707 from the Illinois Department of Juvenile Justice (IDJJ) in August and no funds from the Illinois Department of Corrections (IDOC) toward the FY 2022 outstanding balance. A total of \$154,693 remains outstanding for IDOC and IDJJ is paid in full for FY 2022.
- Lake Land received no funds from the Illinois Department of Juvenile Justice (IDJJ) or the Illinois Department of Corrections (IDOC) in August toward the FY 2023 outstanding balance. A total of \$392,188 remains outstanding for IDOC and \$26,701 for IDJJ for FY 2023.
- In August, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and equalization payments of \$544,608. A total of \$4.8 million in credit hour reimbursement and \$5.4 million in equalization remain outstanding for FY 2023.
- The College received \$302,942 in CTE funding from the state in August, leaving \$302,942 outstanding for FY 2023.
- The College received \$3.0 million in property tax payments in August.

Business Items.

Non-action Items.

Proposed Additions to City of Effingham Enterprise Zone.

Mr. Todd Hull and Ms. Sasha Althoff, economic development representatives from the City of Effingham, presented on an enterprise zone application to the state that will provide additions to their current enterprise zone.

Faculty Focus on Advancing Student Success – Early Childhood Education Program.

Ms. Tanille Ulm, Early Childhood Education Instructor, presented on a new program within the Early Childhood Education program as a result of the Board earlier this year accepting an Early Childhood Access Consortium for Equity Opportunity grant in the amount of \$696,605 from ICCB.

Fall 2022 Tenth Day Enrollment Report.

Ms. Valerie Lynch, Vice President for Student Services, presented the Fall 2022 Tenth Day Enrollment Report to the Board.

Annual Report of Special Event Tuition Waiver Requests.

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Trustees reviewed a memo from Dr. Bullock which highlighted the five special event tuition waivers granted by the Board in FY 2022. Trustees learned Dr. Bullock did not grant any additional special event tuition waivers.

Monthly Data Point Discussion – Utilization of Board-Approved Special Event or Program Tuition Waivers.

Ms. Lisa Cole, Director of Data Analytics, presented the annual report of special event tuition waiver requests that was approved during FY 2022. 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.

Proposed Revisions to Board Policy 05.04.08 – Bereavement Leave.

Mr. Greg Nuxoll, Vice President for Business Services, provided a recommendation for the Board to approve revisions to Board Policy 05.04.08 – *Bereavement Leave*. He said revisions reflect alignment with Public Act 102-1050 which was signed into law this past summer by Governor Pritzker and modified the Child Bereavement Act. This new law takes effect January 1, 2023.

Mr. Nuxoll said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 07.06 – Residency and 07.06.01 – Residency for Special Groups of Students.

Ms. Lynch provided a recommendation for the Board to approve revisions to Board Policy 07.06 – *Residency* and 07.06.01 – *Residency for Special Groups of Students*. She reminded the Board that last month she asked the Board to consider revisions to Policy 07.06 - *Residency* to include reference to the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement) which was approved by ICCB in 2020, with all 39 community college districts in the state participating in this Agreement. She said the policy revisions reflect Lake Land College's participation in the CAREER Agreement and clarify a student will not be classified as an Out-of-District resident if a student is attending under the provisions of the CAREER Agreement. She said we are bringing this back as first reading as in addition to incorporating the CAREER Agreement we recommend additional revisions in response to Public Act 102-0800 which was signed into law earlier this year by Governor Pritzker. Ms. Lynch said proposed additions will acknowledge our compliance with this Act regarding the tuition rate for members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 USC 3679 (C) of the federal code.

Additionally, Ms. Lynch recommends revisions to Policy 07.06.01 – *Residency for Special Groups of Students* to address the above-referenced issues for the CAREER Agreement and Public Act 102-0800 regarding tuition for veterans but also to clarify a title change to "Tuition Charges for Special Groups of Students" to designate between the general residency policy

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which establishes residency classification and 07.06.01 that only pertains to how groups of students are charged tuition.

Ms. Lynch said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 10.27 – Acceptance of Gifts and Grants.

Ms. Jean Anne Highland, Chief of Staff, provided a recommendation for the Board to approve revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants*. She said the proposed revisions were provided to each trustee and reflect an effort to avoid delays in launching work associated with awarded grants, especially where a timeline of proposed activity would be adversely affected by delays in our hiring processes. She said with Board approval, Dr. Bullock would be authorized to approve a supervisor to begin a conditional hiring process (i.e., develop position descriptions, advertise for grant positions, etc.) for grant funded positions upon notification of a grant award by the funding agency. Trustees learned authorization of hiring grant-funded positions would remain subject to final Board approval. Trustees also learned that proposed revisions to Policy 10.27 align with Board Policy 05.10 (#14) – *Hiring for Full-Time Employees* in which Dr. Bullock may alter the normal hiring process due to extenuating circumstances.

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 10.31 – Tax Abatement and Educational Incentives as an Inducement to Industry.

Ms. Highland provided a recommendation for the Board to approve revisions to Board Policy 10.31 – *Tax Abatement and Educational Incentives as an Inducement to Industry*. She said the proposed revisions were provided to each trustee and clarify the Board will follow all applicable state laws for tax code abatements and incentives within the Illinois Property Tax Code. Ms. Highland said revisions also clarify the Board's ability to support residential developments that are part of a TIF district or enterprise zone application to be approved under state guidelines for those two development incentive plans and pursuant to Section 18-170 of the Illinois Property Tax Code, 35 ILCS 200/18-170 (2022).

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 10.32 – Pay Schedule.

Ms. Highland provided a recommendation for the Board to approve revisions to Board Policy 10.32 – *Pay Schedule*. She said the proposed revisions were provided to each trustee and will align this Policy with our current pay schedule practices. She said that Ms. Madge Shoot, Comptroller, directs employees to submit time entries by an appropriate deadline as needed per pay period based on various scheduling issues such as holidays.

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Foundation Golf Classic on September 30, 2022, and the Foundation and Alumni Awards Reception to be held October 20, 2022.

Action Items.

2023 Trustee Election Information and Acceptance of Letters of Designation.

Ms. Highland said three six-year terms held by Ms. Doris Reynolds, Mr. Mike Sullivan and Ms. Denise Walk will appear on the Lake Land College ballot for the 2023 Trustee Election as part of the consolidated election. Ms. Highland said the candidate election packet may be requested from the President's Office by contacting her via phone or email. Ms. Highland highlighted pertinent election dates including:

- The Trustee election will be held April 4, 2023.
- Candidates may begin circulating petitions on September 20, 2022.
- The filing period will be December 12-19, 2022.

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

Trustee Cadwell moved and Trustee Storm seconded to accept as presented the letters of designation for the April 4, 2023, Trustee Election.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly 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 2023 including:

- Business and Computer Contest.
- Academic Challenge (formerly known as the WYSE Challenge).
- Principals, Deans and Counselors meeting.
- Miss Illinois 2023.

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- 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 Curtis moved and Trustee Walk seconded to approve as presented special tuition waiver requests related to five separate special events to be held in FY 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Community Outreach Tuition Waiver Requests.

Ms. Lynch requested that the Board approve up to 100 three-credit hour tuition waivers for the Spring 2023, Summer 2023 and Fall 2023 terms 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 2022. Trustees received information on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

Trustee Walk moved and Trustee Curtis seconded to approve up to 100 three-credit hour tuition waivers for the Spring 2023, Summer 2023 and Fall 2023 terms 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 Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of July 2022 Financial Statements.

Trustees reviewed the July 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

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Trustee Storm moved and Trustee Curtis seconded to approve as presented the July 2022 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 Kelly voted yes.

Absent: None.

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 2023. 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 2023 includes the addition of the following three positions as compared to FY 2022:

- Chief Information Officer.
- Director of Information Security.
- Information Security Specialist.

Trustee Cadwell 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 Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Technology Items as Surplus.

Mr. Nuxoll requested the Board declare as surplus various technology items ranging from core switches to various audio-visual devices from the Information Systems and Services (ISS) Department. He said these items have become obsolete and have little value to the College. He said that if these items are approved by the Board as surplus, then the administration will dispose of the item in a manner most beneficial to the College.

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Trustee Curtis moved and Trustee Walk seconded to declare as surplus various technology items that had been utilized by ISS 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Long-Term Lease with Jasper Holdings, LLC.

Trustees heard a recommendation from Mr. Nuxoll who reminded the Board that earlier this year they accepted the Early Childhood Access Consortium for Equity Opportunity Grant and approved a short-term lease agreement with Maranatha Christian Academy. He said the short-term lease was needed so that we could avoid delays and begin an early childhood care and education program learning lab to teach child care and education techniques to Lake Land students in a living lab environment that will enroll up to ten children ranging in age from three to five years. Mr. Nuxoll said that following an extensive search for optimal space and in consultation with legal counsel, we are now ready to recommend a long-term lease solution for the early childhood care and education program learning lab. Trustees were provided a recommendation from Mr. Nuxoll for the Board to enter into a three-year agreement between the College, as Lessee, and Jasper Holdings, LLC, as Lessor, for property located at 1808 W. Broadway, Mattoon. He said the proposed monthly rent amount is \$1,800 per month for year one, \$1,900 per month for year two and \$2,000 per month for year three. He said the lease will have two three-year options for renewals with no price escalations.

Trustee Storm moved and Trustee Curtis seconded to approve as presented a long-term lease agreement between the College, as Lessee, and Jasper Holdings, LLC, as Lessor, for property located at 1808 W. Broadway, Mattoon, in which the College will provide an early childhood care and education program learning lab. The proposed monthly rent amount is \$1,800 per month for year one, \$1,900 per month for year two and \$2,000 per month for year three.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Revised Grant Acceptance for Early Childhood Education Grant.

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Trustees reviewed a recommendation from Ms. Beth Craig, Grants Writer and Coordinator, that the Board approve a revision to an earlier accepted grant for the Early Childhood Access Consortium for Equity Opportunity Grant from ICCB. Dr. Bullock said as noted in the previous action item the College will provide an early childhood care and education program learning lab. Dr. Bullock said since the Board accepted this grant in June of 2022 and per ICCB, the budget of this grant has been revised to reflect a 10% cap on indirect costs for the grant.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a revised budget per ICCB for the Early Childhood Access Consortium for Equity Opportunity Grant, reflecting a 10% cap on indirect costs for the grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Intergovernmental Agreement with the Illinois Department of Transportation (IDOT) for a Highway Construction Careers Training Program.

Trustees heard from Dr. Bullock who said the Illinois Department of Transportation (IDOT) has partnered with ten community colleges throughout the state for a Highway Construction Careers Training Program (HCCTP). He said that IDOT representatives recently requested that Lake Land College add this training opportunity for Community College District #517. Dr. Bullock said the HCCTP allows individuals to learn more about highway construction careers while receiving job readiness and skill specific training. Dr. Bullock along with Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, recommend the Board approve a proposed intergovernmental agreement with the Illinois Department of Transportation for a Highway Construction Careers Training Program, with an anticipated start in the spring of 2023. He said with Board approval, we will seek to hire a program coordinator to oversee the development and implementation of Lake Land College's Highway Construction Careers Training Program.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented an intergovernmental agreement with the Illinois Department of Transportation for the Highway Construction Careers Training Program, with an anticipated start in the spring of 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of IGEN Electric Vehicle Charging Station Grant.

Trustees heard a recommendation from Dr. Bullock that the Board accept a grant for \$8,500 from the Illinois Green Economy Network (IGEN) to purchase and install an electric vehicle charging station. He said this will allow the College to add a second electric vehicle charging station. Dr. Bullock said IGEN provides a platform for collaboration among all Illinois community colleges and their partners to drive growth of the green economy.

Trustee Walk moved and Trustee Curtis seconded to accept a grant for \$8,500 from the Illinois Green Economy Network (IGEN) to purchase and install an electric vehicle charging station.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of IPRF Safety and Education Grant.

Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, that the Board accept a safety grant in the amount of \$26,810 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.

Trustee Reynolds moved and Trustee Walk seconded to accept a safety grant in the amount of \$26,810 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Ag Tech Lighting Replacement.

Trustees heard a request from Mr. Nuxoll for the Board to approve the bid from Commercial Electric, Inc. of Mattoon, in the amount of \$25,134, for the Ag Tech Lighting Replacement Project No. 2022-018. Each trustee was provided with the bid tabulation sheet detailing Commercial Electric submitting the lowest of six bids received. He said this project will enable the College to replace the existing lighting fixtures with LED fixtures in the shop and mezzanine areas of the Ag Tech north and south buildings.

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Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from Commercial Electric, Inc. of Mattoon, in the amount of \$25,134, for the Ag Tech Lighting Replacement Project No. 2022-018.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of New Building Automation Software for Kluthe Building.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve accepting the \$33,460 cost proposal from Dynamic Controls, Inc. of East Peoria to upgrade the College's building automation software for the Kluthe Building in Effingham, IL. Trustees were provided the cost proposal from Dynamic Controls.

Mr. Nuxoll reported the Kluthe Building remains on an outdated version of building automation software that will not have support in the near future. He said additionally the College has transitioned to a newer automation software system with Dynamic Controls resulting from the newer construction projects such as the Board and Administration Center, the Foundation and Alumni Center and the Workforce Development Center. Mr. Nuxoll said converting the Kluthe building to the new automation software would also be optimal at this time given the recently installed HVAC system at the Kluthe Building.

Mr. Nuxoll reported a bid was not necessary per Board Policy 10.22 (4)(F) which exempts software purchases for the bid process.

Trustee Storm moved and Trustee Walk seconded to approve as presented a cost proposal of \$33,460 from Dynamic Controls, Inc. of East Peoria, Illinois, to upgrade the College's building automation software for the Kluthe Building in Effingham.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Termination of Agreement with BlackBeltHelp.

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Trustees heard a recommendation from Mr. Nuxoll for the Board to terminate an existing three-year agreement with BlackBeltHelp (BBH) for 24/7/365 outsourced help desk solutions and technical support needs effective January 3, 2023. Mr. David Stewart, Chief Information Officer, reported that Lake Land College partnered with BBH for three primary reasons: 1) to offload most support from our ISS Department to BBH, 2) to free up ISS staff to focus on higher level technical needs, and 3) to provide better support to our students, faculty, and staff. Mr. Stewart reported that to date, BBH has not enabled the ISS to reach any of the objectives of our engagement.

Mr. Nuxoll said the previously approved agreement, which was provided to each of the trustees, allows for an early termination with 90 days' notice, and Mr. Stewart provided this notice to BBH earlier this month.

Trustee Cadwell moved and Trustee Reynolds seconded to approve the termination of an existing agreement with BlackBeltHelp (BBH) for 24/7/365 outsourced help desk solutions and technical support needs effective January 3, 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Service Now Agreement for IT Service Management (ITSM) and Contract with CDW for Implementation and Training.

Trustee heard a recommendation from Mr. Nuxoll for the Board to purchase ServiceNow as our IT Service Management (ITSM) solution and contract with CDW for the implementation and training. He said ServiceNow Software would provide ISS with a help desk ticketing system that collects and tracks all customer support interactions from various channels. Mr. Stewart reported that ServiceNow is a seven-time Gartner Magic Quadrant leader for ITSM Tools. Mr. Nuxoll said the ticket management system will modernize our IT operations to optimize productivity, cost, and resilience. He also said the three-year license cost for ServiceNow is \$42,500.00 annually with a \$5,000.00 first year cost for learning credits. Mr. Nuxoll said this is a total license cost of \$132,500.00 for 3 years.

Additionally, Mr. Nuxoll and Mr. Stewart recommended the Board approve contracting with CDW for the implementation and training of the ServiceNow solution. Mr. Nuxoll said CDW is a ServiceNow Elite Partner with 18+ years' experience in ServiceNow implementations. He said CDW will assist start to finish in the ServiceNow implementation to design, develop, train, and advise to ensure a successful implementation. Mr. Nuxoll said the cost for CDW ITSM Jumpstart implementation is \$133,968.00, which will bring our three-year grand total to \$266,468.00.

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Trustee Cadwell moved and Trustee Walk seconded to approve as presented the purchase of ServiceNow Software as the College's IT Service Management (ITSM) solution and contract with CDW for the implementation and training, at a total cost of \$266,468.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:33 p.m. – Trustee Storm moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:43 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis, Ms. Reynolds, Mr. Dave Storm, Mr. Sullivan, Chair; Ms. Denise Walk and Mr. Tom Wright, Secretary and Ms. Maggie Kelly, Student Trustee.

Trustees Absent: None.

Approval of Resolution No. 0922-003 to Approve Sixth Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2025, as Discussed in Closed Session.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock's contract term through June 30, 2025. Chair Sullivan said Dr. Bullock's annual performance evaluation for FY 2021-2022 had been completed and reviewed by all Trustees.

Chair Sullivan thanked the Trustees for their collective feedback as part of the annual performance evaluation.

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[The agenda item was noted that a complete copy of the proposed resolution and sixth 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 Cadwell moved and Trustee Reynolds seconded to approve as presented Resolution No. 0922-003 - Approving Sixth Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2025. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly 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 personnel changes.

Trustee Curtis motioned and Trustee Walk seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this follows discussion on the topic in closed session related only to a request for a general leave of absence without pay by two employees as detailed on the Human Resources Report.

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

Arena, Amanda	07/18/22-10/18/22 Intermittent
Carr, David	08/30/22-9/29/22
Pender, Diane	8/3/22-8/25/22

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

Pender, Diane	8/25/22-9/25/22
Tkachuk, Jerome	9/6/22-10/7/22

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

Highway Construction Careers Training Program Coordinator Level 13

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Caldwell, Nicholas	Adjunct Faculty Social Science Division Primary Position Dual Credit Coordinator	8/22/22
Camfield, Jenny	Adj Reading Instructor Primary Position Adj Faculty Social Science	8/22/22
Estacio, Estiven	Tutor - BA Degree - Learning Asst Center Tutor - Bachelor's Disability Primary Position Print Shop Tech Asst	9/1/22 9/1/22
Fatheree, Dustyn	Adjunct Faculty Humanities Division Primary Position Student Life Specialist	8/22/22
Fisher, Kerry	Allied Health BNA Adjunct Faculty Allied Health BNA Clinical Instructor (hourly) Primary Position Dual Credit Instructor	8/22/22 8/22/22
Hodges, John	Director of Intramurals Primary Position Fitness Center Specialist	8/25/22
Hoots, Corbin	Tutor-Disability Services Primary Position Tutor - Student Lrng Asst	8/23/22
Horton, Jesse	IEL Instructor Primary Position Adj Faculty Social Science	8/22/22
Kaurin, Joy	Adj Reading Instructor Primary Position Trio SSS Advisor	8/22/22
Marino Lopez, Juliana	Lab Student Assistant Primary Position Covid Test Collection	8/30/22
Murphy, Jacob	Adjunct Faculty Math and Science Division Primary Position Laboratory Supervisor	8/22/22
Smith, Molly	Newspaper Editor - Student Newspaper Primary Position Adm & Rec Data Entry Asst	8/17/22
Strohl, Maria	Allied Health Clinical Instructor (hourly) Primary Position Allied Health BNA Adj Fa	7/11/22
Wilson, Chance	Tutor - BA Degree - Learning Asst Center Tutor - Bachelor's Disability Primary Position Tutor - Perkins - BA	9/1/22 9/1/22
Part-time - Grant Funded		
Reynolds, Theresa	Pathways Substitute Instructor Primary Position Pathways Classroom Asst	8/29/22
Strode, Celestia	Tutor- Carl Perkins	6/1/22

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Unpaid/Volunteer		
	Primary Position Tutor-Student Community	
Black, Gabriel	Assistant Baseball Coach Volunteer	1/12/22
Stevenson, Alexander	Primary Position Print Shop Technician Asst	
	Assistant Baseball Coach Volunteer	8/31/22
	Primary Position Pt Groundskeeper	

Work Study

Pierson, Kadie	College Work Study - John Deere Ag Tech	8/26/22
	Primary Position Agriculture Education Intern	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Alfauri, Hamza	Print Shop Technician Assistant	8/9/22
	Primary Position Tutor - Student Lrng Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Cox, Morgan	Dual Credit Instructor	8/17/22
Full-time		
Branson, Casey	Maintenance I	9/13/22
Breer, Morgan	Simulation Lab Coordinator	9/13/22
Part-time		
Brock, Reese	Human Resources Assistant	8/22/22
Collie, Paige	Fitness Center Specialist	8/22/22
Dill, Gregory	Clinical Dentist	8/22/22
Donberger, Damian	Adjunct Faculty Technology Division	8/22/22
Dorman, Paul	Newspaper Editor - Student Newspaper	8/17/22
Heiser, Calista	Newspaper Editor - Student Newspaper	9/6/22
Hoots, Corbin	Tutor - Student Learning Assistance Center	8/23/22
Iheasi, Elfrieda	Bookstore Rush Worker	8/8/22
Lawyer, Jeffery	Commercial Driver Training Instructor	9/12/22
Nzeribe, Blessing	International Student Ambassador	8/15/22
Phinney-Schultz, Alyssa	Clinical Dentist	8/22/22
Rhine, Marina	Print Shop Technician Assistant	8/25/22
Stevenson, Alexander	Part-Time Groundskeeper	8/31/22

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Tsysar, Svitlana	International Student Ambassador	8/29/22
Wines, Jeff	Police Officer	9/6/22

Part-time Grant Funded

Beltran, Mariah	Trio Destination College Intern	8/23/22
Flavin, Deborah	Adult Education Instructor	8/16/22
Reynolds, Theresa	Pathways Classroom Assistant	8/29/22
Wilson, Chance	Tutor - Perkins - Bachelor	9/1/22

College Work Study

Turner, Trinity	College Work Study - Student Life	8/22/22
Vonderheide, Anthony	College Work Study Radio TV	8/30/22
Wagner, Sophia	College Work Study - College Advancement	8/22/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Johnson, Stephanie	Alternative Education Instructor	8/19/22
McPherson, Deborah	Correctional Office Assistant	7/29/22
Murray, Ginger	Associate Dean of Correctional Programs	8/19/22
Nau, Jessica	Correctional Commercial Custodial Instructor	7/28/22
Nead, Kaitlyn	Coordinator for Student Comm & Initiative	8/31/22
Temple, Benjamin	Engineering & Facilities Planning Technician	9/12/22
Urfer, Brent	Correctional Custodial Maintenance Instructor	7/22/22
Vancil, Jami	Correctional Office Assistant	8/12/22

Part-time

Cougill, Elizabeth	Dual Credit Program Assistant	8/19/22
Edwards, Kelby	Allied Health EMS Adjunct Faculty	8/12/22
Graziano, Amy	Adjunct Faculty Humanities Division	12/10/21
Hawf, Rachel	Library Assistant	9/1/22
Miller, Karla	Retiree Incentive Program	8/11/22
Ramage, Jacob	Library Assistant	7/21/22
Staley, Jennifer	Adult Education Welding Instructor	8/18/22
Strange, Peggy	Retiree Incentive Program	8/11/22
Voss, Ashley	Student Accommodations Graduate Assistant	5/13/22
Westcott, Robert	Technical Writer	5/20/22

Transfers/Promotions

The following employee is recommended for a change in position

Position	Effective Date
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Full-time

Craig, Bethany	Grants Writer and Coordinator	9/13/22
	Transferring from PT Grants Writer and Coor	
Lash, Lara	Allied Health Instructor	8/8/22
	Transferring from Simulation Lab Coordinator	
Zike, Philip	Technical Support Specialist II	9/19/22
	Transferring from Technical Support Specialist	

Part-time

Repking, Mackenzie	Allied Health Clinical Instructor (hourly)	8/5/22
	Transferring from Nursing Instructor	
Thomas, Sarah	Print Shop Technician Assistant	8/8/22
	Transferring from Print and Courier Assistant	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting at 7:46 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

 Board Chair

 Board Secretary

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Pamela Hartke, Associate Dean of Enrollment

DATE: September 8, 2022

RE: 2022-2023 Student Ambassadors

CC: Valerie Lynch, Vice President for Student Services

The 2022-2023 Student Ambassadors were selected in September after a very difficult process of reviewing over 30 excellent 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. The 15 ambassadors will receive a \$1000 yearly scholarship. Listed below are the names and hometowns for each student ambassador. I hope that the Board of Trustees and the Student Ambassadors will be able to meet in the near future. Thank you!

Ben Archer	West Greene, PA
Kate Bond	Galatia, IL
Paige Brock	Auburndale, WI
Reese Brock	Auburndale, WI
Leno Caldieraro	Greenville, IL
Gabe Hanson	La Porte City, IA
Paige Lemenager	Hudson, IL
Tyler Miller	Armington, IL
Jordan Oliver	Buncombe, IL
Lauryn Samuelson	Mattoon, IL
Jacqueline Schertz	El Paso, IL
Molly Smith	Charleston, IL
Emerson Tarr	Le Roy, IL
Weston Tharp	Newton, IL
Sophia Wagner	Onarga, IL

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Vice President for Student Services

DATE: September 27, 2022

RE: 2022 Student Laureate Nomination: Jordi Oliver

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 2022 Lake Land College Student Laureate nominee is Miss Jordi Oliver. As described in the full nomination packet included in the electronic folder for each member of the Board of Trustees, Jordi has been involved in many roles on campus and in extracurricular activities outside of Lake Land College.

While at Lake Land, she serves as a full time Agricultural Transfer major with hopes of transferring onto the University of Illinois to obtain a dual major in Agricultural Communications and Animal Science. While she is at the University of Illinois, she plans to join the Air Force ROTC with hopes to commission into the Air Force after the conclusion of her collegiate career. While at Lake Land, she is embracing every opportunity to achieve her goals. At Lake Land College, Jordi serves as our Student Government President. She also serves as the Agricultural Transfer Club President, the Collegiate Farm Bureau Club Vice President, an LLC Vibe member, and a Student Ambassador for the college. Jordi also works with our athletic and marketing department serving as Laker Louie, our college mascot. She is a very dedicated individual that not only is extremely active and serves Lake Land, but many outside organizations. Jordi currently serves as the Illinois State 4-H Livestock Ambassador Team President, the Illinois Junior Angus Association Secretary, as well as the past Illinois Junior Angus Association Royal Queen and the 2020-2021 Illinois Association FFA State Secretary.

Jordi 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. Jordi’s nomination was submitted to the Illinois Community College Board staff. The Academy will follow up with Jordi by email with a letter of congratulations signed by the Governor, a challenge coin, and a \$500 stipend should she be chosen for the award. I would like to share Jordi Oliver’s nomination at the October meeting of the Board of Trustees. Thank you.

Lake Land College – Key Performance Indicators

Retention

Retention – The process of keeping students enrolled or completing their intention for attending college.

Term-to-Term – Students enrolled in the Fall semester that persist and enroll in the following Spring semester.

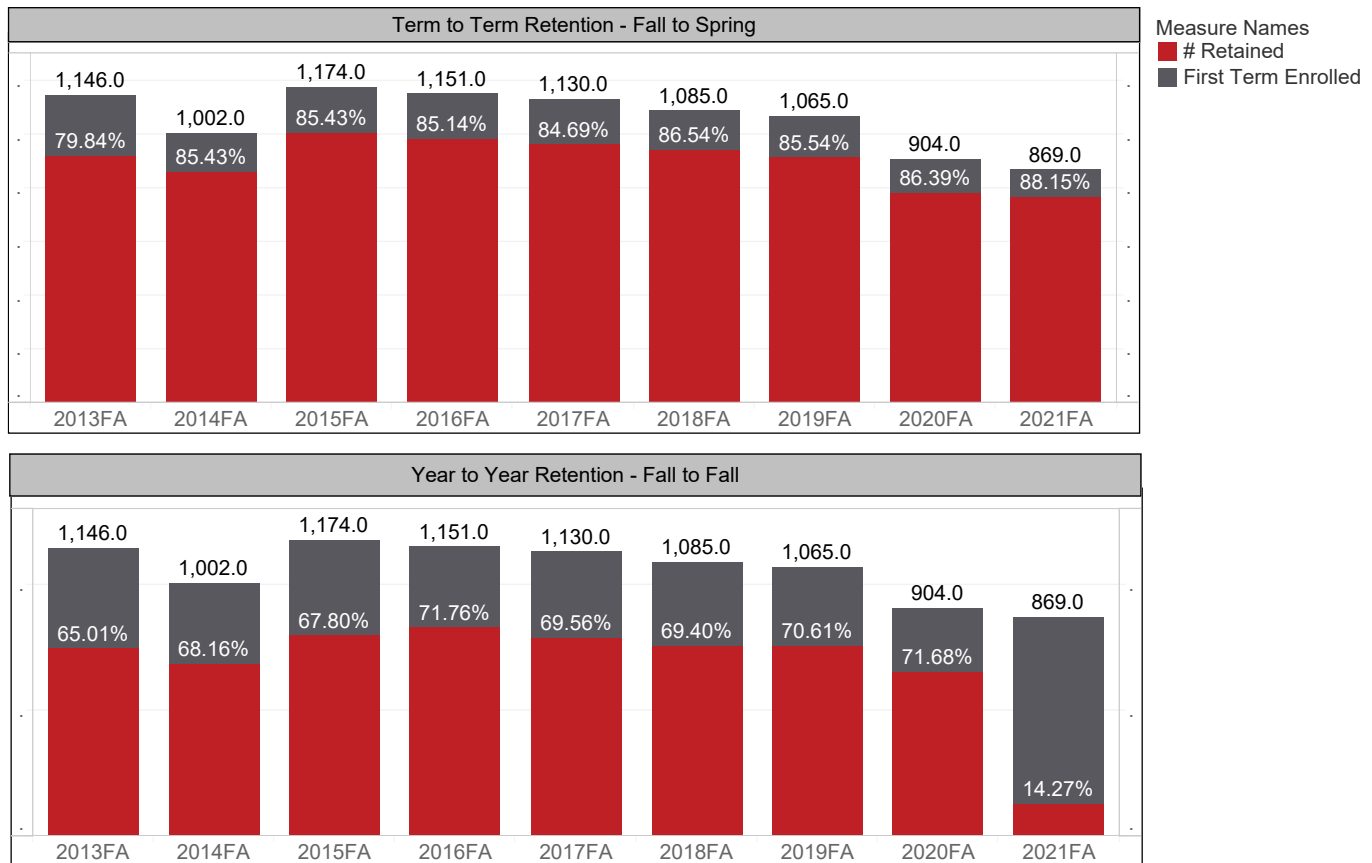
Year-to-Year – Students enrolled in the Fall semester that return the following Fall or complete their enrollment with graduation.

Why is Retention Important – Retention rates show how successful our students are at completing a degree. Retention rates indicate how well we are performing as an Institution for our students.

Population – Retention uses the First Time, Full-Time, New Students as a base. Students who have taken Dual Credit classes or began in the summer and have continued their enrollment with us are counted as a first-time student.

Lake Land College Retention

(First-Time, Full-Time, New Students)



Retention:

Based on the first time the student enrolls after high school graduation. Spring and Summer starts are included in the Fall New Student numbers. Once a student completes a degree they are considered a completer and if they enroll again they will not be counted.

Our Term-to-Term Retention Rate saw an increase from 86.39% in 2020 Fall to 88.15% in 2021 Fall. These numbers are representative of terms during the Covid Pandemic. Even though our starting population was lower the % retained is much better.

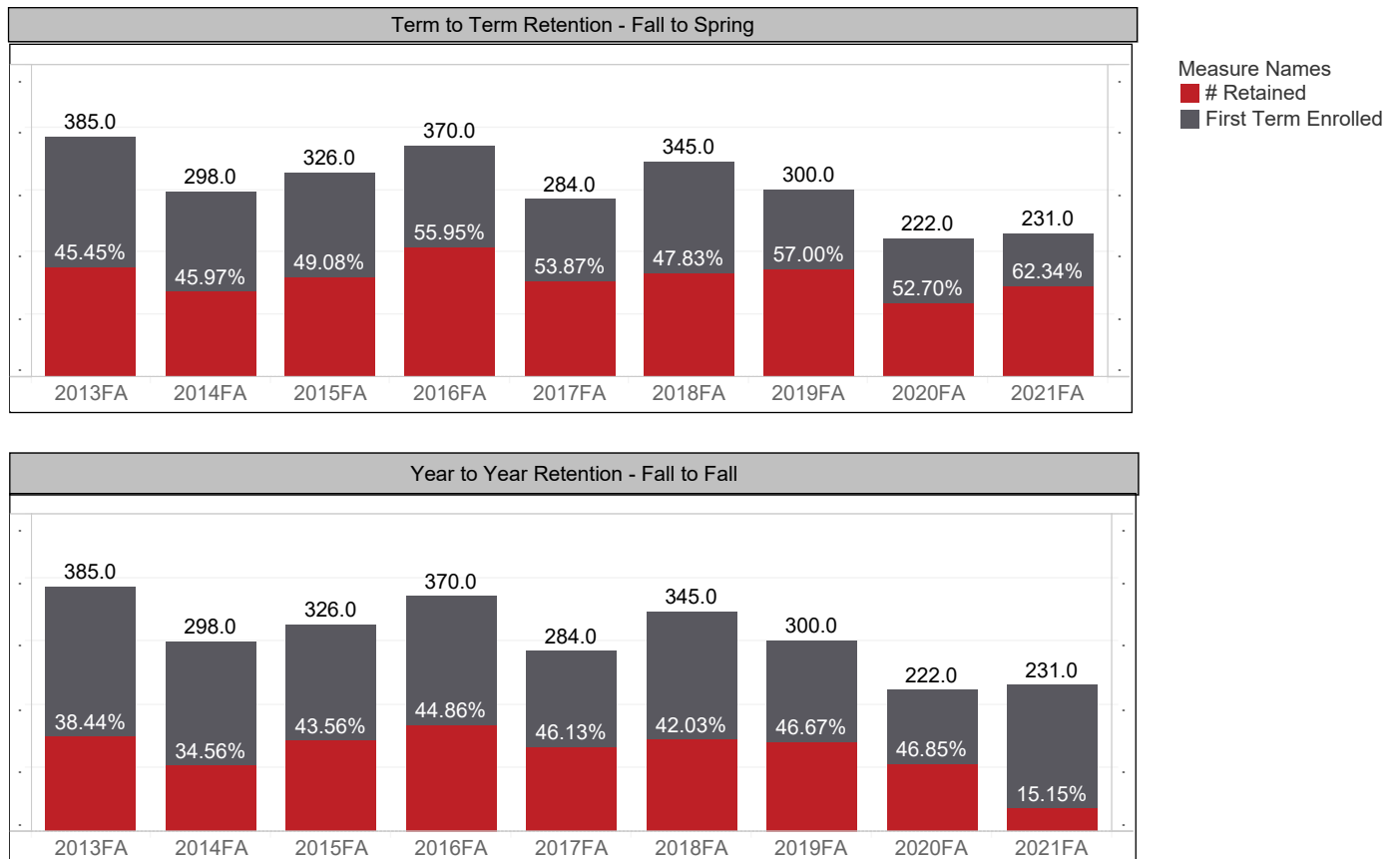
Year-to-Year Retention is calculated at the end of the term to allow for students to enroll in courses starting later in the term. The 14.27% of the students that you see on 2021 Fall have completed their degree or certificate and have graduated. This is a snapshot of a real-time chart, 2021 Fall is incomplete and will be updated at the end of the term.

From 2019 Fall to 2020 Fall you also see that we increased from 70.61% to 71.68%.

Referencing the 2021 IPEDS Data Feedback Report when comparing retention to institutions similar to Lake Land their average retention rate for Full-Time/First Time students is 61%.

Lake Land College Retention

(First-Time, Part-Time, New Students)



Retention:

Based on the first time the student enrolls after high school graduation. Spring and Summer starts are included in the Fall New Student numbers. Once a student completes a degree they are considered a completer and if they enroll again they will not be counted.

Part-Time students are less likely to retain compared to Full-Time students.

The term to term retention is much better than the year to year. We need to be better at capturing the students intent to enrolling. Some students only want to complete a few classes to better their skills and not complete a degree.

Referencing the 2021 IPEDS Data Feedback Report when comparing retention to institutions similar to Lake Land their average retention rate for Full-Time/Part Time students is 43%.

Lake Land College Retention

100%, 150% & 200% Time to Completion

(First-Time, Full-Time, New Students)

Retention to Completion									
	2013FA	2014FA	2015FA	2016FA	2017FA	2018FA	2019FA	2020FA	2021FA
First Term Enrolled	1,173	1,021	1,195	1,159	1,138	1,090	1,069	908	876
# Returned or Graduated Following Spring	926	868	1,021	984	961	939	914	783	767
% Retained First Fall to Spring	78.94%	85.01%	85.44%	84.90%	84.45%	86.15%	85.50%	86.39%	88.15%
# Graduated Fall, Spring or Summer - Year 1	63	72	75	73	61	40	72	74	55
# Returning Next Fall (2nd Fall Term)	689	618	734	755	726	713	683	574	70
% Retained to Year 1	64.11%	67.58%	67.70%	71.44%	69.16%	69.08%	70.63%	71.68%	14.27%
# Graduated Years 1 and 2 (100%)	366	331	418	448	387	397	414	369	72
% Successfully Completed by Year 2 (100%)	31.20%	32.42%	34.98%	38.65%	34.01%	36.42%	38.73%	40.64%	8.22%
# Returning Next Fall (3rd Fall Term)	219	214	259	267	264	226	221	36	15
% Retained to Year 2	49.87%	53.38%	56.65%	61.69%	57.21%	57.16%	59.40%	44.60%	9.93%
# Graduated Years 1, 2 & 3 (150%)	484	454	563	584	516	519	543	388	76
% Successfully Completed by Year 3 (150%)	41.26%	44.47%	47.11%	50.39%	45.34%	47.61%	50.80%	42.73%	8.68%
# Returning Next Fall (4th Fall Term)	93	72	94	112	100	85	24	11	11
% Retained to Year 3	49.19%	51.52%	54.98%	60.05%	54.13%	55.41%	53.04%	43.94%	9.93%
# Graduated Years 1, 2, 3 & 4 (200%)	530	493	614	644	572	567	560	391	78
% Successfully Completed by Year 4 (200%)	45.18%	48.29%	51.38%	55.57%	50.26%	52.02%	52.39%	43.06%	8.90%

Retention:

Based on the first time the student enrolls after high school graduation. Spring and Summer starts are included in the Fall New Student numbers. Once a student completes a degree they are considered a completer and if they enroll again they will not be counted.

This chart shows you the details that comprise the retention calculation. It also shows the percentage of successful completers based on 100% (2 Years), 150% (3 Years) and 200% (4 Years) of time. These percentages are national standards when comparing retention to other colleges.

These retention numbers do not include those who transferred and are continuing their education at another institution. We are currently researching ways to collect this information to be able to provide the persistence numbers.

Lake Land College Retention

100%, 150% & 200% Time to Completion

(First-Time, Part-Time, New Students)

Retention to Completion									
	2013FA	2014FA	2015FA	2016FA	2017FA	2018FA	2019FA	2020FA	2021FA
First Term Enrolled	385.0	298.0	326.0	370.0	284.0	345.0	301.0	222.0	231.0
# Returned or Graduated Following Spring	175	137	160	207	153	165	172	117	144
% Retained First Fall to Spring	45.45%	45.97%	49.08%	55.95%	53.87%	47.83%	57.14%	52.70%	62.34%
# Graduated Fall, Spring or Summer - Year 1	40.0	21.0	28.0	36.0	37.0	22.0	32.0	26.0	22.0
# Returning Next Fall (2nd Fall Term)	108.0	82.0	114.0	130.0	94.0	123.0	109.0	78.0	13.0
% Retained to Year 1	38.44%	34.56%	43.56%	44.86%	46.13%	42.03%	46.84%	46.85%	15.15%
# Graduated Years 1 and 2 (100%)	59.0	39.0	53.0	84.0	64.0	66.0	76.0	42.0	25.0
% Successfully Completed by Year 2 (100%)	15.32%	13.09%	16.26%	22.70%	22.54%	19.13%	25.25%	18.92%	10.82%
# Returning Next Fall (3rd Fall Term)	61.0	52.0	59.0	66.0	52.0	61.0	43.0	10.0	5.0
% Retained to Year 2	31.17%	30.54%	34.36%	40.54%	40.85%	36.81%	39.53%	23.42%	12.99%
# Graduated Years 1, 2 & 3 (150%)	81.0	62.0	70.0	104.0	84.0	85.0	97.0	46.0	25.0
% Successfully Completed by Year 3 (150%)	21.04%	20.81%	21.47%	28.11%	29.58%	24.64%	32.23%	20.72%	10.82%
# Returning Next Fall (4th Fall Term)	29.0	23.0	40.0	33.0	26.0	32.0	7.0	6.0	3.0
% Retained to Year 3	28.57%	28.52%	33.74%	37.03%	38.73%	33.91%	34.55%	23.42%	12.12%
# Graduated Years 1, 2, 3 & 4 (200%)	91.0	68.0	87.0	115.0	96.0	94.0	100.0	49.0	25.0
% Successfully Completed by Year 4 (200%)	23.64%	22.82%	26.69%	31.08%	33.80%	27.25%	33.22%	22.07%	10.82%

Retention:

Based on the first time the student enrolls after high school graduation. Spring and Summer starts are included in the Fall New Student numbers. Once a student completes a degree they are considered a completer and if they enroll again they will not be counted.

The reason for extending the chart above to 200% is to allow students who are persisting, with only part time credits, the opportunity to complete within 4 years and still be successful.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: September 21, 2022
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 April 2022 to September 2022.

Please share this listing with the Board of Trustees at their regular meeting of October 10. I will be available to answer any questions you or the Board may have.

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights April 2022 – September 2022

Course Additions

- AUT 041 Basic Auto I
- AUT 042 Basic Auto II
- TUT 010 Math Pathway

DOC Course Changes

- COC 055 Basic Carpentry II
- COC 061 Construction Leadership Skills
- COC 063 Construction Contracting
- COC 064 Construction Estimating
- COC 065 Construction Project Management
- TEC 081 Occupational and Math Skills

DOC Program Additions

AAS.XCO Construction Occupations



MEMO

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

FROM: Madge Shoot, Comptroller

CC:

DATE: September 26, 2022

RE: Dispensation of Surplus Items

It is a normal College process to bring surplus items to the board as needed prior to disposing of them. In the last year, the College did bring several items to the board seeking surplus and I have notated several items below and the result of the process.

- Agriculture Department Items in Kinzie Seek Boxes – All items surplus sold in one lot at auction in the amount of \$1,000
- John Deere 480 – All Terrain Forklift – Ultimately, the forklift was sold for scrap value as the market value was deemed zero due to the condition of the forklift.
- Athletic Department related items – The items are still at the Fieldhouse and no action has been taken at this time.
- Bullseye Fire Extinguisher Training Simulator – The simulator was donated to the Mattoon Fire Department
- Office furniture from the Northeast Building and other related buildings. A significant amount of office furniture was donated to several school districts, specifically Stewardson Strasburg, Windsor, Cumberland, Dieterich, Effingham and Mattoon. We still have office furniture in the Physical Plant building and we need to take action on disposal in the near future.
- Older Vehicles - In February 2022, we received via auction \$1,873 for a 2002 Chevrolet Van and \$4,872 for a 1992 Ford F700 Diesel Truck with/Bucket.

I would be available for any questions you may have.

Calendar of Events

Monday, October 10, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 20, 2022	Foundation & Alumni Awards Reception
Thursday, November 10, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, November 14, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, November 30, 2022	11 a.m. – Holiday Luncheon – Field House
Thursday, December 8, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, January 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, February 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, March 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011

Monday, April 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 4, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, May 8, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, June 8, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, June 12, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, July 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 10, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, August 14, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, September 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, September 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
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Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: September 29, 2022
RE: Resolution to Support Additions to the Effingham Enterprise Zone

The City of Effingham is proposing additions to its current Enterprise Zone to incentivize residential development. Effingham is requesting the Lake Land College Board of Trustees approve residential property abatements in the Enterprise Zone under the following guidelines:

- A three-year property tax abatement for new multi-family dwellings (two units or more).
- A five-year property tax abatement for new construction of single-family homes.

Residential projects would also receive the sales tax abatement on permanently affixed building materials, which would not impact Lake Land College. For residential rehab projects, the building material sales tax abatement would apply only for projects with a total minimum cost of \$50,000.

The current Effingham Enterprise Zone was established on January 1, 2018, with an initial life of 15 years and a chance for a 10-year extension in year 13. This would place initial expiration in 2033, with expiration in 2043 if approved for a 10 year extension.

The City has requested support for the residential property tax abatement from its taxing bodies, and leaders from the City presented this request to the Lake Land College Board of Trustees during its September 2022 regular meeting. By Board Policy 10.31, the Board hears a request for a tax abatement in one month and then a one-month period must elapse before the Board makes a final decision.

To foster economic development for the region, I respectfully request the Board of Trustees approve the attached resolution during the October 2022 regular meeting to support the additions for residential development incentives within the Effingham Enterprise Zone.

Attachments

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 1022-004

DATE: October 10, 2022

A RESOLUTION AMENDING RESOLUTION NO. 1016-031, A RESOLUTION AUTHORIZING PARTICIPATION IN THE ABATEMENT OF REAL PROPERTY TAX IN THE EFFINGHAM ENTERPRISE ZONE IN THE CITY OF EFFINGHAM, ILLINOIS, EFFINGHAM COUNTY, ILLINOIS, AND THE VILLAGE OF TEUTOPODIS, ILLINOIS

WHEREAS, pursuant to the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), as amended (hereinafter referred to as the "Act"), the State of Illinois authorized the creation of enterprise zones, together with certain incentive programs; and,

WHEREAS, pursuant to the Act, the City of Effingham, Illinois, (hereinafter referred to as the "City") pursuant to City of Effingham Ordinance No. 71-2016, dated August 16, 2016 (hereinafter referred to as the "City Ordinance No. 71-2016"), the County of Effingham, Illinois, (hereinafter referred to as the "County"), pursuant to Effingham County Resolution No. 16-58 dated August 15, 2016 (hereinafter referred to as the "County Resolution No. 16-58), and the Village of Teutopolis, Illinois (hereinafter referred to as the "Village") pursuant to Village of Teutopolis Ordinance No. 868, dated August 17, 2016 (hereinafter referred to as the "Village Ordinance No. 868") established the City of Effingham/Effingham County Enterprise Zone, which included certain real estate located within the City of Effingham, Illinois, the County of Effingham, Illinois, and the Village of Teutopolis, Illinois (hereinafter referred to as the "City of Effingham/Effingham County Enterprise Zone"); and,

WHEREAS, pursuant to the Act, the Lake Land College, Community College District No. 517 (hereinafter referred to as the "Government Entity") adopted Resolution No. 1016-031, A Resolution Authorizing Participation in the Abatement of Real Property Tax in the City of Effingham, Illinois, Effingham County, Illinois, and the Village of Teutopolis, Illinois, on October 10, 2016, (hereinafter referred to as "Resolution No. 1016-031") wherein the Government Entity authorized its participation in the abatement of real property tax on improvements to real property in the Effingham/Effingham County Enterprise Zone; and,

WHEREAS, pursuant to the Act, approval of City of Effingham/Effingham County Enterprise Zone, as designated by the City Ordinance No. 71-2016, County Resolution No. 16-58, and Village Ordinance No. 868, as well as the Intergovernmental Agreement, was made by the Illinois Department of Commerce and Economic Opportunity ("DCEO") by certification dated October 16, 2017, to begin operations on January 01, 2018; and,

WHEREAS, after careful investigation, the City, County, and Village, have jointly determined and concur that it is desirable and necessary for the City of Effingham/Effingham County Enterprise Zone, to amend the qualifying criteria for local incentives and property tax abatement within the boundaries of the City of Effingham/Effingham County Enterprise Zone to meet the needs of existing residents, employers, targeted investors and industry sectors in the region; and,

WHEREAS, to offer the amended property tax abatement incentives within the Effingham/Effingham County Enterprise Zone, the City, County, and Village must provide to DCEO, as part of its application to Expand, Limit, or Repeal Incentives, a resolution from the governing boards of taxing bodies that are participating in the amendment to the abatement of property tax; and,

WHEREAS, the Governing Entity hereby finds that the amendment of qualifying criteria and property tax abatements to include residential properties within the Effingham/Effingham County Enterprise Zone is necessary for the continued economic growth and job creation of the region, and is necessary to promote and conserve the public health, safety, and welfare of the region; and;

WHEREAS, the governing board of the Governing Entity finds that it is necessary and in the best interests of citizens of the Governing Entity to amend Resolution No. 1016-031, as provided for herein.

NOW, THEREFORE, BE IT RESOLVED by 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, State of Illinois (the "Board") as follows:

1. The findings made in the prefatory portion of this Resolution are hereby adopted.
2. Amendment to Resolution No. 1016-031. Sections 2 and 3 of Resolution No. 1016-031 is hereby amended in their entirety and replaced with the following:

"2. Subject to the conditions set forth in paragraph 3 of this Resolution, the Government Entity shall and does hereby extend and provide the real estate tax abatement incentives described in Exhibit B (hereinafter referred to as the "Tax Abatement Incentive"), which is attached hereto and hereby incorporated by this reference as though fully stated herein, on property located within the Enterprise Zone Area, as depicted in the attached Exhibit A, as amended from time to time.

3. Conditions: The Tax Abatement Incentive set forth in paragraph 2 of this Resolution are subject to and conditioned upon the following:

- a. The Tax Abatement Incentive shall apply only to those projects located within the geographic boundaries of the Effingham/Effingham County Enterprise Zone, as amended from time to time, which are industrial, commercial, and new residential projects; and,
- b. The Tax Abatement Incentive shall only apply to the ad valorem taxes generated by an increase in assessed valuation resulting from the new construction of improvements or projects after the same have been duly assessed; provided that such abatement shall not exceed the amount attributable to the new construction of the improvement or project; and,
- c. The Tax Abatement Incentive shall apply only to that parcel, tract, or lot of real estate physically located within the Enterprise Zone, which has been improved after the date of certification of the amendment to modify local incentives Enterprise Zone by the Illinois Department of Commerce and Economic Opportunity pursuant to the Act; and,
- d. Any real property located within the Enterprise Zone Area and also located within the boundaries of any tax increment finance redevelopment area duly and legally adopted by any unit of local government pursuant to applicable Illinois law shall not be eligible for any abatement authorized hereunder; and,
- e. While the Tax Abatement Incentive is in effect, the Government Entity shall continue to receive all ad valorem taxes resulting from the equalized assessed valuation for such real estate for that tax year immediately preceding the new construction of the improvement or project; and,
- f. Notwithstanding anything contained herein to the contrary, if the term of

any abatement of ad valorem taxes has not expired as of January 1, 2018 on any qualified commercial or industrial project located within the Original Effingham/Effingham County Enterprise Zone, authorized pursuant to City Ordinance No.9-88, dated March 15, 1998, and County Ordinance dated March 15, 1998, as renewed and extended pursuant to City of Effingham Ordinance No. 54-2004 dated June 15, 2004, and Effingham County Ordinance No. 04-67 dated June 21, 2004, then such abatement shall not terminate, but shall instead continue in full force and effect until the natural termination of such qualifying commercial project's three (3) year abatement or industrial project's ten (10) year abatement; provided, however, that such qualifying commercial project shall not be entitled to more than three (3) years abatement during the term of the new Enterprise Zone or such qualifying industrial project shall not be entitled to more than seven (7) years abatement during the term of the new Enterprise Zone; and,

g. For purposes of this Resolution, the term "Qualifying Project" shall mean those projects which meet each condition set forth in Paragraph 4(a) through 4(d) of this Agreement."

3. Exhibit A to Resolution No. 1016-031, is hereby supplanted and replaced by the Exhibit A, which is attached hereto and hereby incorporated by reference as though fully stated herein.
4. Exhibit B to Resolution No. 1016-031, is hereby supplanted and replaced by the Exhibit B, which is attached hereto and hereby incorporated by reference as though fully stated herein.
5. Except as specifically modified by this Resolution, the remaining provisions of Resolution No. 1016-031, shall remain in full force and effect.

- 6. The passage of this Resolution shall be inscribed permanently in the records of the proceedings of the Government Entity.

- 7. This Resolution shall be in full force and effect from and after its passage, approval and recording according to law only until the expiration date of the Effingham/Effingham County Enterprise Zone.

ADOPTED this ___ day of _____, 20__ by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
 LAKE LAND COLLEGE
 COMMUNITY COLLEGE DISTRICT NO. 517
 COUNTIES OF CHRISTIAN, CLARK, CLAY,
 COLES, CRAWFORD, CUMBERLAND,
 DOUGLAS, EDGAR, EFFINGHAM, FAYETTE,
 JASPER, MACON, MONTGOMERY,
 MOULTRIE, AND SHELBY
 STATE OF ILLINOIS

By: _____

Chair

Attest: _____ (Seal)

Secretary

SECRETARY'S CERTIFICATE

I, Tom Wright, 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, a RESOLUTION AMENDING RESOLUTION NO. 1016-031, A RESOLUTION AUTHORIZING PARTICIPATION IN THE ABATEMENT OF REAL PROPERTY TAX IN THE EFFINGHAM ENTERPRISE ZONE IN THE CITY OF EFFINGHAM, ILLINOIS, EFFINGHAM COUNTY, ILLINOIS, AND THE VILLAGE OF TEUTOPOLIS, ILLINOIS, 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 10th day of October, 2022.

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 10th day of October, 2022.

Secretary, Board of Trustees

EXHIBIT A
(Enterprise Zone Map)

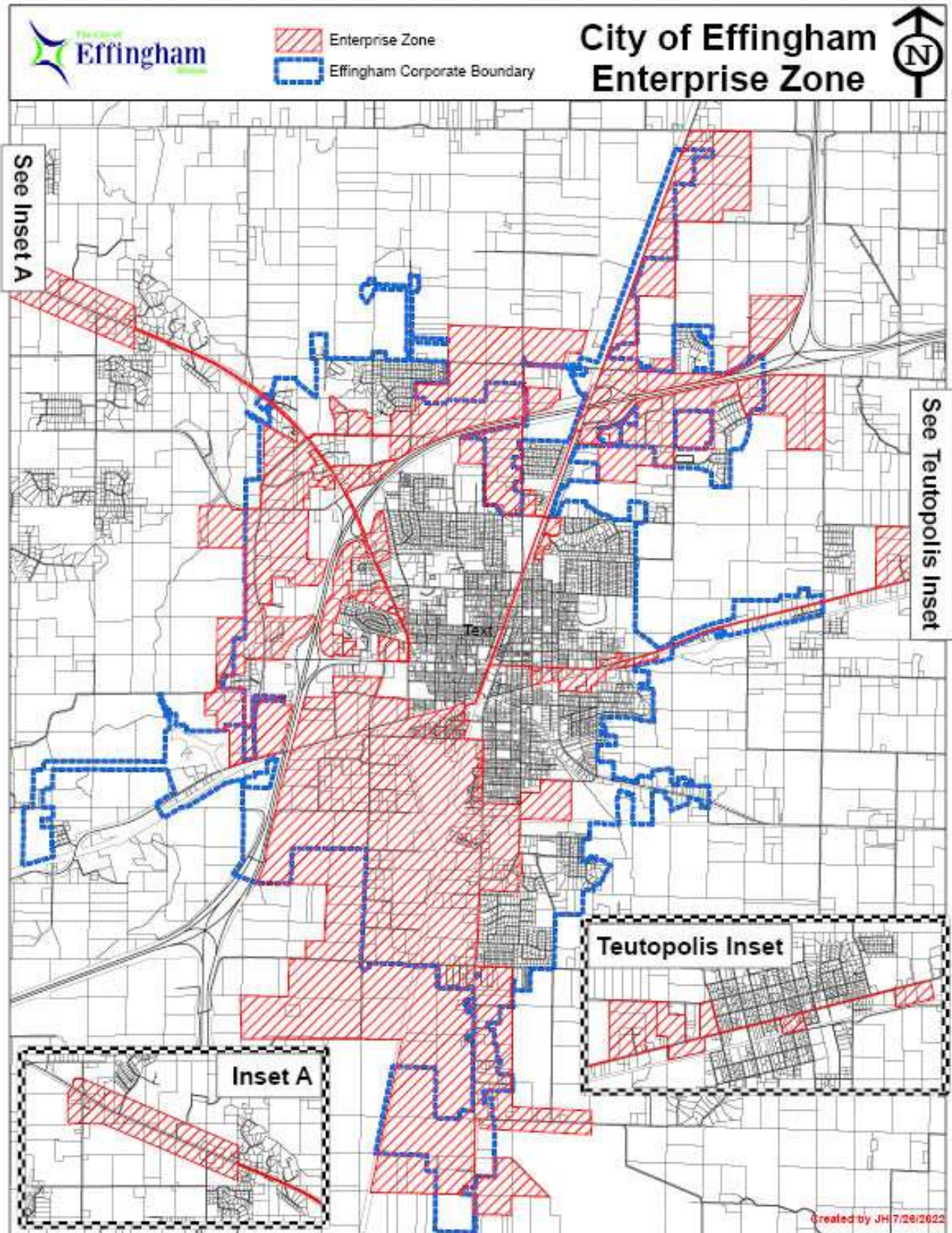


EXHIBIT B

1. Tax Abatement Incentive (Commercial Projects): Subject to the conditions set forth in paragraph 3 of this Resolution, the Effingham County Clerk is authorized and directed to abate the ad valorem real estate taxes imposed by the Government Entity via the Government Entity's real estate tax levy on any Qualifying Project, which are commercial projects, beginning on that year in which the commercial Qualifying Project is assessed for ad valorem real estate tax purposes by the Effingham County Supervisor of Assessments based upon the Scheduled Tax Abatement Incentive Calculation as follows:

Year One: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Two: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Three: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

2. Tax Abatement Incentive (Industrial Projects): Subject to the conditions set forth in paragraph 3 of this Resolution, the Effingham County Clerk is authorized and directed to abate the ad valorem real estate taxes imposed by the Government Entity via the Government Entity's real estate tax levy on any Qualifying Project, which are industrial projects, beginning on that year in which the industrial Qualifying Project is assessed for ad valorem real estate tax purposes by the Effingham County Supervisor of Assessments based upon the Scheduled Tax Abatement Incentive Calculation as follows:

Year One: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Two: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Three: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred

percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Four: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Five: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Six: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Seven: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

3. Tax Abatement Incentive (New Multi-Family Residential Projects): Subject to the conditions set forth in paragraph 3 of this Resolution, the Effingham County Clerk is authorized and directed to abate the ad valorem real estate taxes imposed by the Government Entity via the Government Entity's real estate tax levy on any Qualifying Project, which are new residential projects, beginning on that year in which the new residential Qualifying Project is assessed for ad valorem real estate tax purposes by the Effingham County Supervisor of Assessments based upon the Scheduled Tax Abatement Incentive Calculation as follows:

Year One: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Two: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Three: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

4. Tax Abatement Incentive (New Single-Family Residential Projects): Subject to the conditions set forth in paragraph 3 of this Resolution, the Effingham County Clerk is authorized and directed to abate the ad valorem real estate taxes imposed by the Government Entity via the Government Entity's real estate tax levy on any Qualifying Project, which are new residential projects, beginning on that year in which the new residential Qualifying Project is assessed for ad valorem real estate tax purposes by the Effingham County Supervisor of Assessments based upon the Scheduled Tax Abatement Incentive Calculation as follows:

Year One: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Two: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Three: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Four: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.

Year Five: An amount equal to one hundred percent (100%) of the ad valorem taxes extended by the Effingham County Clerk attributable to one hundred percent (100%) of the assessed value of the Qualifying Project as established by the Effingham County Supervisor of Assessments.



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: October 4, 2022

RE: Board Policy 05.04.08

This summer, the Governor signed into law Public Act 102-1050, which amends the Child Bereavement Act. This newly signed law changes the title to "Family Bereavement Act" and now requires an employer to provide up to 2 weeks of unpaid bereavement leave. It also updates who is an eligible employee (as defined by FMLA) for law for deaths of certain family members, as well as coverage for miscarriage, unsuccessful insemination, failed adoption or surrogacy, and stillbirth. This law becomes effective January 1, 2023.

I submitted this recommendation as first reading for your consideration during the September 2022 Board meeting. I respectfully request the Board approve proposed revisions during the October 2022 Board meeting.

Attachment

05.04.08

Bereavement Leave

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

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

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

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

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

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

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

Adopted November 9, 1998

Revised November 11, 2002

Revised June 13, 2011

Revised June 9, 2014

Revised February 13, 2017

Revised February 12, 2018

Revised December 10, 2018

Revised

Page 1 of 1



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Vice President for Student Services

CC: Lake Land College Board of Trustees

DATE: September 27, 2022

RE: Final Approval of Revisions to Board Policy 07.06 – *Residency* and 07.06.01 – *Residency for Special Groups of Students*

Last month, I asked the Board to review for first reading Board Policy 07.06-Residency and 07.06.01-Residency for Special Groups of Students to include residency language regarding students attending Lake Land College under the provisions of the CAREER Agreement and the tuition rate for members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 USC 3679 (C) of the federal code. I also presented for first reading the addition of language to 07.06-Residency to fulfill our compliance with Public Act 102-0800. Board Policy 07.06, now includes proposed language for members of the armed forces and students attending under chargeback, cooperative, or CAREER agreement describing that these students will not be classified as residents of the district for classification purposes. Subsequently, I am asking the Board to review for approval a related policy, 07.06.01-Residency for Special Groups of Students, which will speak to how these special groups of students are charged tuition. Under 07.06.01, the language will now follow P.A. 102-0800 to ensure that students in the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679 (c) are-charged in district tuition regardless of their official residency classification. I am also proposing the same language for students attending under chargeback, cooperative, or CAREER agreements. In addition, out-of-district residents who are employed 35 hours or more per week within the district or who are taking a class because of a contractual agreement between the College and an in-district employer may be charged the in-district rate.

For clarification purposes, I am proposing the title of policy 07.06.01 be changed to "Tuition Charges for Special Groups of Students" to designate between the general residency policy which establishes residency classification and 07.06.01 that only pertains to how groups of students are charged tuition. Another proposed change to 07.06.01 will be to word the introductory sentence differently to reflect the students benefitting from this policy are part of a special group of students who are charged in district tuition but are not considered in-district residents for official classification purposes. I respectfully submit these requests for final approval from the Board.

I am happy to answer any questions that you or the Board may have. Thank you!

07.06**Residency**

Students will be classified by residency according to the following provisions:

State Resident

1. To be classified as a resident of the state, one must have occupied a dwelling within the state of Illinois for thirty (30) days immediately prior to the date established for classes to begin. Students who fail to meet the 30-day state residency requirement may not meet that requirement by attending classes at Lake Land College.
2. The following categories of people shall be classified as residents of Illinois without meeting the 30-day residency requirement:
 - A. Federal job corps workers stationed in Illinois.
 - B. Members of the armed forces stationed in Illinois.
 - C. Inmates of state correctional/rehabilitation institutions located in Illinois.
 - D. Students who are employed full-time in Illinois.

District Resident

To be classified as a resident of District 517, one must have occupied a dwelling in the community college district for thirty (30) days immediately prior to the date established to begin classes at Lake Land College.

Students who fail to meet the 30-day district residency requirement may not meet that requirement by attending classes at the College for thirty (30) days or more.

Out-of-District Resident

The following categories of people shall not be classified as residents of the district:

1. Federal job corps workers stationed in the district.
2. Members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679(c).
3. Inmates of state or federal correctional/rehabilitational institutions located in the district.
4. Full-time students attending a post-secondary educational institution who have not demonstrated through documentation a verifiable interest in establishing permanent residency.
5. Students who occupy a residence outside the district but who are employed by a firm located in the district.
6. Students attending the community college under the provisions of a chargeback, ~~or~~ cooperative agreement, or CAREER agreement with other community college districts.
7. Students on an F-1 visa.

Other Provisions

1. Persons who reside in the college district whose primary intent in obtaining such residence is not to attend the College shall be exempted from the 30-day state and/or district residency requirement if they demonstrate through documentation a verifiable interest in establishing a permanent residency.

2. Students residing in the college district who are currently under legal guardianship of, or recently emancipated from, the Illinois Department of Children and Family Services shall be exempted from the 30-day state and/or district residency requirement if they provide verification of Departmental status and current in-district residency. Those students who previously met the residency requirement shall continue to be considered in-district if they have a placement change into a new community college district during their enrollment.
3. Students who fail to meet the 30-day state and/or district residency requirement may meet that requirement upon presentation of a voter's registration card verifying in-district residency.
4. Any approved change in residency status is not retroactive to previous semesters or terms.
5. Documentation verifying state and district residency may include signed statements on the application as well as other requested documents.

Adopted November 9, 1998
Revised May 12, 2003
Revised April 10, 2006
Revised January 9, 2017
[Revised](#)

07.06.01

Tuition ChargesResidency for Special Groups of Students

The following groups of people are charged in district tuition rates but are not considered as in-district residents for official residency classification: ~~tuition charges only:~~

1. Students enrolled in courses taught at business and industry locations in the district.
2. Full-time students enrolled at Eastern Illinois University, except students on an F-1 visa, who will be classified as out-of-state.
3. International students on an F-1 visa who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school.
4. In accordance with Public Act 102-0800, Members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679(c).
5. Students attending the community college under the provisions of a chargeback, cooperative agreement, or CAREER agreement with other community college districts.
6. In accordance with ICCB Administrative Rules, out-of-district residents who are employed for at least 35 hours per week by an ~~entity~~entity located in the Lake Land College district or is in a course that is being provided under terms of a contract for services between the employing entity and the College.

Adopted November 9, 1998
Revised May 12, 2003
Revised April 10, 2006
Revised

Page 1 of 1



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: September 23, 2022

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

I am submitting recommended revisions to Board Policy 10.22 – *Purchasing, Bidding, and Prevailing Wages for Fixed Works* to align the language in section 4 for bid process exemptions with current law per ILCS 805/3-27.1. A proposed revision to section 10.22 (4.J) increases the threshold amount from \$25,000 to \$50,000 for the bid process exemption involving contracts for repair, maintenance, remodeling, renovation, or construction, or a single project not involving a change or increase in the size, type, or extent of an existing facility. The addition of 10.22 (4.N) allows a bid process exemption for contracts for the purchase of perishable foods and perishable beverages.

Since proposed revisions merely align this Policy with existing law, I respectfully request the Board waive first reading and approve proposed revisions during the October 2022 regular Board of Trustees meeting.

Thank you for your consideration of this request.

Attachment

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 Policy 10.22

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~~\$50,000 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.
- N. [Contracts for the purchase of perishable foods and perishable beverages.](#)

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 October 11, 2021
Revised



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: October 5, 2022

RE: Revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants*

I am submitting recommended revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants* in an effort to avoid delays in launching work associated with awarded grants, especially where a timeline of proposed activity would be adversely affected by delays in our hiring processes. The recommended additions to this Policy authorize the College President to approve a supervisor to begin a conditional hiring process (i.e., develop position descriptions, advertise for grant positions, etc.) for grant funded positions upon notification of a grant award by the funding agency. Authorization of hiring grant-funded positions remain subject to final Board approval. Please note this addition to Policy 10.27 aligns with Board Policy 05.10 (#14) – *Hiring for Full-Time Employees* in which the President may alter the normal hiring process due to extenuating circumstances.

I submitted this recommendation as first reading for your consideration during the September 2022 Board meeting. I respectfully request the Board approve proposed revisions during the October 2022 Board meeting.

Thank you for your consideration of this request.

Attachment

10.27

Acceptance of Gifts and Grants

The Lake Land College Board of Trustees is authorized to accept gifts or grants or legacies from any source when made for community college purposes and to accept federal funds when proffered for all types of instructional programs, for student services and counseling, and for construction of physical facilities.

The College President is authorized to approve a supervisor to begin a conditional hiring process (i.e., develop position descriptions, advertise for grant positions, etc.) for grant funded positions upon notification of a grant award by the funding agency. Authorization of hiring grant-funded positions remain subject to final Board approval.

Usually private gifts, grants or bequests will be forwarded to the Board through the Lake Land College Foundation. This will ensure that donors have the full benefit of itemized tax advantages. The Board of Trustees wholeheartedly endorses the activities of the Lake Land College Foundation and encourages its support by potential donors.¹

¹ 110 ILCS 805/3-39 and 3-39.1
Revised

Adopted November 9, 1998



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: October 5, 2022

RE: Revisions to Board Policy 10.31 – *Tax Abatements and Educational Incentives as an Inducement to Industry*

I am submitting recommended revisions to Board Policy 10.31 - *Tax Abatements and Educational Incentives as an Inducement to Industry*. Proposed revisions clarify the Board will follow all applicable state laws for tax code abatements and incentives within the Illinois Property Tax Code. Revisions also clarify the Board's ability to support residential developments that are part of a TIF district or enterprise zone application to be approved under state guidelines for those two development incentive plans and pursuant to Section 18-170 of the Illinois Property Tax Code, 35 ILCS 200/18-170 (2022).

Please note that these recommended revisions follow consultation with Robbins Schwartz, the College's legal counsel.

I submitted this recommendation as first reading for your consideration during the September 2022 Board meeting. I respectfully request the Board approve proposed revisions during the October 2022 Board meeting.

Thank you for your consideration of this request.

Attachment

10.31

Tax Abatements and Educational Incentives as an Inducement to Industry

~~Global, domestic and area competition for retraining and attracting industry have increased the use of state and local inducements as marketing tools. However, all other location factors have to be satisfied for inducements to be effective. There are four basic categories of inducement: taxes, financing, training, and special, e.g. legislation, reduced price of property, utility extensions, etc.~~

~~Lake Land College, as a community college, is directly involved in providing training inducements. Industry specific, customized training and retraining services are provided to existing, expanding and new businesses within the College district. Companies look favorably toward locating in areas with strong, comprehensive community colleges. The emphasis is on obtaining a skilled, quality work force with high productivity levels.~~

~~Training offered by Lake Land College, coupled with assistance in securing training grants, aids existing, expanding and start-up companies by reducing training costs. Lake Land College works with businesses in securing these funds offered through the State of Illinois, thus providing two of the four inducements: training and financing. To request that Lake Land College offer a third inducement through tax abatement could affect the College's ability to provide a skilled, technological, current work force.~~

~~Tax abatement, as an incentive, will be brought to the Board on an individual basis. When considering tax abatement requests, the Board will weigh the number of jobs to be retained or to be added; the company's commitment to capital investment; the market for the~~

~~commodity, good, and/or service; and the time length of the abatement. Abatements will be granted for capital investment expended on new developments and/or expansion efforts only. Although tax abatements are normally afforded to business or industry, the Board may elect to approve an abatement which includes residential developments. For the Board to consider such requests, the following guidelines must be met: 1) the affected properties are not in a TIF district; 2) the length of time for the abatement is three (3) years or less; and 3) the total number of residential lots is 30 or less for the city or town.~~

~~Companies, firms, or agencies will present tax abatement requests to the Board at a monthly meeting. A one-month period of time will elapse between the time the request is made and the decision of the Board.~~

Global, domestic and area competition for retraining and attracting industry have increased the use of state and local inducements as marketing tools. There are four basic categories of inducement: taxes, financing, training, and special, e.g., legislation, reduced price of property, utility extensions, etc.

Companies look favorably toward locating in areas with strong, comprehensive community colleges. In addition to providing a strong, comprehensive community college, Lake Land College, as a community college, is directly involved in providing training, financing and tax inducements.

Lake Land College provides training inducements by offering industry specific, customized training and retraining services to existing, expanding, and new businesses within the College district. The emphasis is on obtaining a skilled, quality work force with high productivity levels.

Lake Land College provides financial inducements by contributing aid in securing training grants to existing, expanding, and start-up companies which reduces training costs incurred by these companies. Lake Land College also works with businesses to secure funds offered through the State of Illinois.

Lake Land College provides tax inducements by considering requests for abatement of taxes as permitted by Illinois law. The College views

tax incentives which support residential development or redevelopment of blighted areas as significant ways to support community and economic development. The Illinois Property Tax Code authorizes taxing districts to abate taxes in relation to specific commercial and industrial properties (35 ILCS 200/18-165 (2022) et seq.). All tax abatement requests will be considered by the Board on an individual basis and may be granted in the discretion of the Board and in compliance with the applicable statutes. Companies, firms, or agencies will present tax abatement requests to the Board for consideration at a monthly meeting. A one-month period of time will elapse between the time the request is made and the decision of the Board.

In compliance with 35 ILCS 200/18-165 et seq. of the Illinois Property Tax Code, the following are the requirements for tax abatement requests:

1. Tax abatement requests must be submitted in writing to the Board.
2. Tax abatements will not be granted for a period of time in excess of ten (10) years.
3. When considering tax abatement requests, the Board will weigh the following factors:
 - a. The number of jobs to be retained or to be added;
 - b. The company's, firm's or agency's commitment to capital investment;
 - c. The market for the commodity, good, and/or service;
 - d. The economic or community development impact to the region; and
 - e. The time length of the abatement.
4. Abatements will be granted for capital investment expended on new developments, redevelopments and/or expansion efforts only.
5. Although tax abatements are normally afforded to business or industry, the Board may elect to approve an abatement which includes residential developments that are part of a TIF district or enterprise zone application or extension request to be approved under state guidelines for those two development incentive plans, pursuant to Section 18-170 of the Illinois Property Tax Code, 35 ILCS 200/18-170 (2022).

6. For the Board to consider requests to approve an abatement which includes residential developments that are not part of a TIF district or enterprise zone application but are otherwise permitted by law, the following guidelines must be met:

- a. The length of time for the abatement is three (3) years or less; and
- b. The total number of residential lots is thirty (30) or less for the city or town.

Adopted November 9, 1998
Revised April 12, 2004
Revised September 11, 2006
Revised



MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: October 5, 2022

RE: Revisions to Board Policy 10.32 – *Pay Schedule*

I am submitting recommended revisions to Board Policy 10.32 – *Pay Schedule* to align this Policy with our current pay schedule practices. Ms. Madge Shoot, Comptroller, directs employees to submit time entries by an appropriate deadline as needed per pay period based on various scheduling issues such as holidays.

I submitted this recommendation as first reading for your consideration during the September 2022 Board meeting. I respectfully request the Board approve proposed revisions during the October 2022 Board meeting.

Thank you for your consideration of this request.

Attachment

10.32**Pay Schedule**

Payroll is distributed bi-weekly for all employees. All electronic time entry must be submitted by an employee and approved by the employee's supervisor by ~~1:00 p.m. on Tuesday following the end of the pay period~~ a due date established by the Comptroller.

Faculty members have the option of receiving their annual salary paid on a nine-month, ten month or twelve-month basis. In either case, the option must be made with the Accounting office no later than the first day of the Fall Semester and may not be changed during that academic year.

Payment for overload will be made according to the approved Faculty Association contract.

Paychecks will be sent via regular U.S. Mail one day prior to the official pay date for employees who choose this option. Employees may also choose to view their pay advices online.

Adopted November 9, 1998
Revised June 10, 2002
Revised April 12, 2004
Revised December 13, 2004
Revised January 10, 2005
Revised July 14, 2014
Revised December 12, 2016
Revised December 10, 2018
Revised

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: September 28, 2022

RE: Resolution of Intent to Continue Foundation Tax Levy

Attached is the Resolution of Intent to Continue the Foundation Tax Levy for the coming tax year. Lake Land is eligible to annually levy for the Foundation tax since the college is eligible to receive equalization grant money and since our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 28.33 cents per \$100 EAV. Therefore, the College is able to levy 10.33 cents per \$100 EAV for the 2022 tax year.

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

<u>Cents per \$100 EAV</u>
2021 – 29.07
2020 – 29.09
2019 – 29.05
2018 – 29.12
2017 – 29.62

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: 1022-005

DATE: 10/10/22

RESOLUTION OF INTENT TO CONTINUE THE FOUNDATION TAX LEVY

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, intends to increase the levy by 10.33 cents per \$100 of equalized assessed valuation to 28.33 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2022 tax year.

Adopted this 10th day of October, 2022 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 10th day of October, 2022.

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 _____, 2022.

Secretary, Board of Trustees



MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: September 29, 2022
Subject: Health, Dental and Vision Insurance 2023 Plan
Renewal Recommendation

Over the past three months, we have actively been working with our insurance consultant, Gallagher, to renew the employee health, dental and vision insurance. In anticipation of potential significant increases due to current market conditions, we went through an RFP process seeking best pricing for all insurance lines.

Overall, eleven different insurance carriers submitted a proposal and upon review, our incumbent carrier, Aetna, and Blue Cross Blue Shield (BCBS) were the clear potential insurance carrier options for the College.

In aggregate expected costs, the BCBS proposal was \$93,616 less expensive than Aetna's proposal due to slightly deeper market discounts on gross service costs; however, the deeper market discounts come with a 2% margin of projection error. While the markets discounts are better with BCSB, the BCBS proposal carries a significantly higher administration fee of \$136,918 compared to Aetna.

Aetna's proposal represents a 0% change in the annual administration fee compared to the prior year and overall would represent a 5.4% overall cost increase to the College. Considering Aetna is the incumbent carrier and the College is pleased with Aetna's administration and coverage area, I am recommending the College stay with Aetna despite costing an additional \$93,616 more than BCBS. It is important to note that the cost savings achieved in switching to BCBS would be mitigated by the significant time and energy from our Human Resource Team leading our College employees in going through the process of transitioning from BCBS to Aetna.

Similar to the prior year renewal, I am pleased to report we are not recommending any plan design changes for the 2023 plan year for the College's health insurance.

Regarding premium rate changes and impact to employees, we are recommending the following changes for the FY 2023 Plan Year:

- Health Insurance – A 4.96% increase to employees premiums

HDHP/HSA

- Single: \$0 Per Month, \$0 cost for single coverage
- Single+1: \$342.21 Per Month; \$194.10 more annually
- Family: \$528.19 Per Month; \$299.52 more annually

PPO

- Single: \$0 Per Month, \$0 cost for single coverage
- Single+1: \$629.93 Per Month; \$357.24 more annually
- Family: \$834.67 Per Month; \$473.34 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 means impact to employees is as follows:

- Single: \$0 Per Month; \$0 cost for single coverage
- Single+1: \$16.23 Per Month; \$9.27 more annually
- Family: \$25.66 Per Month; \$14.66 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

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 2023 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: September 26, 2022

RE: August 2022 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of August for Fiscal Year 2023.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through August 2022, the second month of FY2023.

Overall Variances:

- *Revenue* – Total August 2022 revenue was \$3,364,270 resulting in a favorable variance of \$1,405,534 MTD and \$1,045,385 YTD. The monthly variance is favorable primarily due to positive variances in all revenue line items.
- *Expenditures* – Total August 2022 expenditures were \$2,673,485 resulting in an overall favorable variance of \$562,287 MTD and \$2,673,172 YTD.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$691,754 for MTD and \$135,149 YTD. The variance 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 the variance to normalize.
- *ICCB Credit Hour Grant* – We received \$389,792 in August 2022 resulting in a favorable monthly variance of \$127,866 and a yearly variance of \$71,920. 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 \$544,608 in August 2022 resulting in a \$0 monthly variance and \$0 year to date variance.

- *Tuition & Fees* – August 2022 had a favorable monthly variance for tuition of \$137,093 while fees were favorable monthly by \$90,647. Year to date, tuition and fees are favorable to budget year to date \$621,520 and \$118,589 respectively. In the FY 2023 budget, the College budgeted enrollment to be at the same level as FY 2022. Through August 2023, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable variance.
- *Other State Sources* – The Month to Date variance in this area is favorable by \$298,065; however, it remains unfavorable year to date \$20,796. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Other revenue is favorable by \$58,186 MTD and \$119,004 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a \$176,881 favorable variance in August 2022 and a YTD favorable variance of \$636,484. 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)* – An unfavorable variance in employee benefits exists in August 2022 in the amount of \$50,588 and YTD of \$52,716.
- *Instructional* – The Instructional expenditures had favorable variance in August 2022 of \$292,748 and a YTD favorable variance of \$588,159. 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 an unfavorable variance of \$34,504 in August 2022; however, the YTD variance remains favorable at \$45,541.
- *Student Services* – The Student Services expenditures had a favorable variance in August 2022 of \$25,633 and YTD of \$144,580.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable of \$21,979; however, the YTD variance remains positive at \$3,807.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had an unfavorable variance in August 2022 of \$56,546; however, the YTD variance remains favorable at \$87,761.
- *Institutional Support* – The Institutional Support expenditures had a favorable variance in August 2022 of \$636,552 and YTD of \$1,998,879. There are positive variances in nearly all line items with the largest variance in Contractual Services, Contingency Funds and Other. Over the course of the year, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for August 2022 of \$279,618 and YTD of \$195,555.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY22 Final Audited Numbers	FY23 Annual Budget
Revenues:										
1,461,250	769,496	691,754	Local Sources	4,129,931	3,994,782	135,149	3.38%	3,689,518		11,372,321
389,792	261,925	127,866	ICCB Credit Hour Grant	1,119,622	1,047,702	71,920	6.86%	827,900		5,238,509
544,608	544,608	(0)	ICCB Equalization Grant	1,089,217	1,089,217	-	0.00%	1,010,502		6,535,300
337,857	39,792	298,065	Other State Sources	361,729	382,525	(20,796)	-5.44%	56,282		1,201,880
316,842	179,750	137,093	Tuition	4,434,011	3,812,492	621,520	16.30%	4,556,852		6,000,121
167,599	76,952	90,647	Fees	1,631,493	1,512,904	118,589	7.84%	1,525,045		5,551,040
146,322	86,212	60,109	Other Revenue	336,504	217,500	119,004	54.71%	241,111		1,034,153
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
3,364,270	1,958,735	1,405,534	Total Revenues	13,102,507	12,057,121	1,045,385	1	11,907,210	-	36,933,124
Expenditures:										
Instructional										
591,588	816,379	224,791	Salary and Wages	1,495,327	1,826,859	331,532	18.15%	1,552,978		13,028,296
179,682	174,120	(5,562)	Employee Benefits	262,546	253,263	(9,283)	-3.67%	263,894		2,188,558
3,978	7,290	3,312	Contractual Services	5,759	20,300	14,541	71.63%	15,361		426,050
49,790	112,923	63,133	General Materials and Supplies	64,845	279,541	214,696	76.80%	51,688		578,994
1,032	7,406	6,374	Travel and Meeting Expenses	1,928	33,924	31,996	94.32%	3,099		142,462
-	-	-	Fixed Charges	-	-	-	0.00%	-		56,375
-	700	700	Capital Outlay	-	4,678	4,678	100.00%	566		28,828
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
826,070	1,118,818	292,748	Total Instructional	1,830,405	2,418,565	588,159	24.32%	1,887,585	-	16,449,563
Academic Support										
52,648	23,822	(28,826)	Salary and Wages	70,571	58,891	(11,680)	-19.83%	62,730		216,254
11,862	13,454	1,593	Employee Benefits	14,524	21,429	6,905	32.22%	15,094		63,897
-	-	-	Contractual Services	-	-	-	0.00%	-		-
22,561	12,708	(9,853)	General Materials and Supplies	38,348	78,767	40,419	51.31%	31,781		209,850
68	2,650	2,582	Travel and Meeting Expenses	68	9,966	9,898	99.32%	8,664		11,100
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
87,138	52,635	(34,504)	Total Academic Support	123,511	169,052	45,541	26.94%	118,268	-	500,901
Student Services										
133,932	144,852	10,920	Salary and Wages	263,499	288,268	24,769	8.59%	277,129		1,892,481
48,081	69,451	21,370	Employee Benefits	65,890	92,900	27,010	29.07%	58,385		574,909
9,540	-	(9,540)	Contractual Services	9,540	9,540	-	0.00%	10,372		12,040
8,002	3,313	(4,689)	General Materials and Supplies	10,764	78,623	67,859	86.31%	7,191		129,821
(211)	7,360	7,571	Travel and Meeting Expenses	247	25,190	24,943	99.02%	947		83,565
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Other Expenditures	-	-	-	0.00%	-		15,000
199,343	224,976	25,633	Total Student Services	349,941	494,521	144,580	29.24%	354,024	-	2,707,816
Public Service/Cont Ed										
33,904	42,738	8,834	Salary and Wages	60,349	74,791	14,442	19.31%	41,867		493,346
6,799	6,322	(477)	Employee Benefits	9,498	8,445	(1,054)	-12.48%	6,157		62,870
34,298	4,000	(30,298)	Contractual Services	35,661	7,700	(27,961)	-363.13%	3,043		59,400
7,973	8,396	423	General Materials and Supplies	13,343	27,284	13,941	51.10%	13,091		125,645
2,066	1,598	(468)	Travel and Meeting Expenses	2,066	4,221	2,155	51.06%	319		15,953
8,541	8,548	7	Fixed Charges	17,132	19,415	2,283	11.76%	17,176		106,271
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
93,581	71,602	(21,979)	Total Public Service/ Cont Ed	138,049	141,856	3,807	2.68%	81,653	-	863,485
Operations & Maintenance										
80,512	33,322	(47,190)	Salary and Wages	143,049	96,733	(46,316)	-47.88%	134,391		1,041,986
32,977	34,171	1,194	Employee Benefits	46,556	49,984	3,429	6.86%	39,975		376,366
27,636	60	(27,576)	Contractual Services	32,456	67,483	35,026	51.90%	(347)		269,170
24,922	12,500	(12,422)	General Materials and Supplies	45,535	69,250	23,715	34.25%	30,052		250,500
307	-	(307)	Travel and Meeting Expenses	321	650	329	50.68%	-		1,150
1,100	750	(350)	Fixed Charges	9,974	6,500	(3,474)	-53.44%	2,250		104,000
95,179	125,283	30,104	Utilities	190,515	250,567	60,051	23.97%	174,507		1,503,400
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-		25,000
-	-	-	Contingency Funds	-	-	-	0.00%	-		-
-	-	-	Gift In Kind	-	-	-	0.00%	-		-
262,633	206,087	(56,546)	Total Operation and Maint	468,405	556,167	87,761	2	380,827	-	3,571,572
Institutional Support										
265,068	273,419	8,352	Salary and Wages	169,399	493,137	323,738	65.65%	132,571		3,533,791
156,375	87,668	(68,707)	Employee Benefits	207,296	127,574	(79,722)	-62.49%	126,283		824,367
161,467	631,863	470,396	Contractual Services	195,680	954,701	759,020	79.50%	57,522		2,094,460
267,730	246,447	(21,283)	General Materials and Supplies	459,048	750,163	291,115	38.81%	489,737		1,863,491
15,765	5,400	(10,365)	Travel and Meeting Expenses	14,253	29,095	14,842	51.01%	1,751		382,917
478	750	272	Fixed Charges	183,394	204,250	20,856	10.21%	8,600		220,000
-	-	-	Capital Outlay	-	9,450	9,450	100.00%	8,843		18,900
12,777	91,107	78,330	Contingency Funds	19,088	325,829	306,741	94.14%	96,441		1,126,330
-	225,000	225,000	Other	-	226,627	226,627	100.00%	-		119,075
-	-	-	Strategic Initiatives	-	200,000	200,000	100.00%	-		-
45,442	-	(45,442)	One Time Budget Requests	73,788	-	(73,788)	0.00%	-		-
925,102	1,561,654	636,552	Total Institutional Support	1,321,947	3,320,825	1,998,879	6	921,748	-	10,183,331
279,618	-	(279,618)	Scholarships, grants, waivers	281,121	85,566	(195,555)	-228.54%	18,719	-	1,228,566
2,673,485	3,235,773	562,287	Total Expenditures	4,513,380	7,186,552	2,673,172	37.20%	3,762,825	-	35,505,234
690,784	(1,277,037)	1,967,821	Revenue Less Expenditures	8,589,127	4,870,569	3,718,558	0	8,144,385	-	1,427,890
-	-	-	Transfers Out:	-	-	-	0.00%	-		1,427,890
690,784	(1,277,037)	1,967,821	Excess of Revenues over Expenditures & Transfers	8,589,127	4,870,569	3,718,558	0	8,144,385	-	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,157,651.84	1,334,532.90	176,881.06	Salary and Wages	2,202,194.67	2,838,679.00	636,484.33
435,775.09	385,187.02	(50,588.07)	Employee Benefits	606,310.20	553,594.59	(52,715.61)
236,919.18	643,212.73	406,293.55	Contractual Services	279,096.45	1,059,723.31	780,626.86
380,977.38	396,288.04	15,310.66	General Materials and Supplies	631,882.47	1,283,627.22	651,744.75
19,027.19	24,414.00	5,386.81	Travel and Meeting Expenses	18,883.20	103,046.45	84,163.25
10,119.19	10,047.50	(71.69)	Fixed Charges	210,499.06	230,165.00	19,665.94
95,178.93	125,283.33	30,104.40	Utilities	190,515.43	250,566.67	60,051.24
-	700.00	700.00	Capital Outlay	-	29,127.99	29,127.99
12,776.56	91,107.00	78,330.44	Contingency Funds	19,088.49	325,829.08	306,740.59
-	225,000.00	225,000.00	Other Expenditures	-	226,626.86	226,626.86
2,348,425.36	3,235,772.52	887,347.16	Total	4,158,469.97	6,900,986.17	2,742,516.20

Lake Land College

FY2023 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$1,495,327	\$1,826,859	\$331,532	\$13,028,296	\$1,495,327	\$13,028,296	\$11,532,969
Salary and Wages - Acad. Support	\$70,571	\$58,891	(\$11,680)	\$216,254	\$70,571	\$216,254	\$145,683
Salary and Wages - Stud. Svcs	\$263,499	\$288,268	\$24,769	\$1,892,481	\$263,499	\$1,892,481	\$1,628,982
Salary and Wages - Public Svc.	\$60,349	\$74,791	\$14,442	\$493,346	\$60,349	\$493,346	\$432,997
Salary and Wages - Maintenance	\$143,049	\$96,733	(\$46,316)	\$1,041,986	\$143,049	\$1,041,986	\$898,937
Salary and Wages - Inst. Support	\$169,399	\$493,137	\$323,738	\$3,533,791	\$169,399	\$3,533,791	\$3,364,392
Total Salary and Wages	\$2,202,195	\$2,838,679	\$636,484	\$20,206,154	\$2,202,195	\$20,206,154	\$18,003,959

Employee Benefits	Year to Date			FY2023 Budgeted	FY23 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$262,546	\$253,263	(\$9,283)	\$2,188,558	\$2,051,378	\$2,188,558	\$137,180
Employee Benefits - Acad. Support	\$14,524	\$21,429	\$6,905	\$63,897	\$74,099	\$63,897	(\$10,202)
Employee Benefits - Stud. Svcs	\$65,890	\$92,900	\$27,010	\$574,909	\$438,935	\$574,909	\$135,974
Employee Benefits - Public Svc.	\$9,498	\$8,445	(\$1,054)	\$62,870	\$61,706	\$62,870	\$1,164
Employee Benefits - Maintenance	\$46,556	\$49,984	\$3,429	\$376,366	\$334,730	\$376,366	\$41,636
Employee Benefits - Inst. Support	\$207,296	\$127,574	(\$79,722)	\$824,367	\$1,317,320	\$824,367	(\$492,953)
Total Employee Benefits	\$606,310	\$553,595	(\$52,716)	\$4,090,967	\$4,278,168	\$4,090,967	(\$187,201)

LAKE LAND COLLEGE

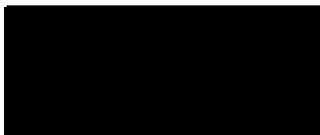
MEMO

TO: Valerie Lynch, Vice President of Student Services
 FROM: Lisa Shumard-Shelton, Director of Student Life
 DATE: September 20, 2022
 RE: Student Government Freshman Elections 2022

The Elections for Freshman Student Government Association were held on Wednesday, September 14 and Thursday, September 15, 2022 online through the HUB. The students were informed about the elections through fliers, posters, Laker, social media, and announcements in Canvas and in classrooms. Students were allowed to vote for up to five candidates for freshman SGA. A total of eight students ran for the eight positions available on the board. A total 71 students cast votes in the election. The following are the results of the elections.

Freshman Student Government Association results:

Jackson Vonderheide	26
Madilyn Brummer	32
Christina Douglas	21
Courtney Jackman	19
Sophia Wagner	29
Briar McLaughlin	20
Paige Lemenager	27
Nicole Gotter	11



Director of Student Life



Jordan Oliver

SGA President



Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of ICCB PATH Grant

Lake Land College has received a one-year grant for \$459,651.00 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH). This grant program was established to create, support and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry. There are unmet labor market needs for both paramedics and nurses in the district. The College plans to use this grant funding to support an “out of the box” idea to help students. Twenty students in the transition from the LPN to RN program beginning in January 2023 will be offered a stipend to offset work hours. The intent of this stipend is to pay students for 15 hours of study time per week at \$15 per hour. In other words, students will agree to decrease their work hours by 15 hours so they have more time to study. In addition, 10 CRT.PS students beginning in January 2023 will be offered the same opportunity.

A part time Allied Health Student Success Coach position will be hired to provide support and check ins to students as they navigate the programs, and some students will receive required medical, classroom and uniform supplies for each program. Twenty-five students in the LPN to RN and 25 students in the CRT.PS programs will participate in a one-credit seminar. This seminar will provide a mechanism for the success coach to check in each week to ensure students are receiving the services and support they need to be successful. The grant will cover the tuition and fees for this one credit seminar for these 50 students. Tuition waivers for 25 paramedical services and 25 nursing students for the spring 2023 semester for the one semester hour course are requested for approval. Please refer to the attachment for more detail on the grant budget.

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

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		AGENCY	
Organization Name: Lake Land College		DUNS# 075598359		NOFO #	
CFSA Number:		CSFA Description:		Fiscal Year(s) : FY2023	
<p><i>All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under " Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.</i></p>					
SECTION A -- STATE OF ILLINOIS FUNDS					
Revenues		Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested		\$ -	\$ -	\$ -	\$ -
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>		Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages)	200.430	\$ 60,320	\$ -	\$ -	\$ 60,320
2. Fringe Benefits	200.431	\$ 7,739	\$ -	\$ -	\$ 7,739
3. Travel	200.474	\$ 65,877	\$ -	\$ -	\$ 65,877
4. Equipment	200.439	\$ -	\$ -	\$ -	\$ -
5. Supplies	200.94	\$ 49,317	\$ -	\$ -	\$ 49,317
6. Contractual Services (200.318) & Subawards (200.92)		\$ -	\$ -	\$ -	\$ -
7. Consultant (Professional Services)	200.459	\$ -	\$ -	\$ -	\$ -
8. Construction		\$ -	\$ -	\$ -	\$ -
9. Occupancy (Rent & Utilities)	200.465	\$ -	\$ -	\$ -	\$ -
10. Research & Development (R&D)	200.87	\$ -	\$ -	\$ -	\$ -
11. Telecommunications		\$ -	\$ -	\$ -	\$ -
12. Training & Education	200.472	\$ -	\$ -	\$ -	\$ -
13. Direct Administrative costs	200.413	\$ -	\$ -	\$ -	\$ -
14. Miscellaneous Costs		\$ 249,175	\$ -	\$ -	\$ 249,175
15. A. <i>Grant Exclusive Line Item(s)</i>		\$ -	\$ -	\$ -	\$ -
B. <i>Grant Exclusive Line Item(s)</i>		\$ -	\$ -	\$ -	\$ -
16. Total Direct Costs (lines 1-15)	200.413	\$ 432,428	\$ -	\$ -	\$ 432,428
17. Indirect Costs* (see below)	200.414	\$ 27,224	\$ -	\$ -	\$ 27,224
Rate: 40 % Base: Salaries + Fringe					
18. Total Costs State Grant Funds (lines 16 and 17)		\$ 459,651	\$ -	\$ -	\$ 459,651

**ILLINOIS COMMUNITY COLLEGE BOARD
INTERGOVERNMENTAL GRANT AGREEMENT**

This Intergovernmental Grant Agreement (Agreement) is made and entered into by and between the State of Illinois acting through the Illinois Community College Board (Board) and Lake Land College (College), (collectively the Parties) under the authority of the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

Period: July 1, 2022 through June 30, 2023

Agreement #: PATH-517-23

Amount: \$459,651.00

Source of Funds: State

This Agreement, consisting of the signature page and numbered sections listed below and any attachments referenced in this Agreement, constitute the entire Agreement between the Parties concerning the subject matter of the Agreement, and supersede all prior proposals, contracts and understandings between the Parties concerning the subject matter of the Agreement. This Agreement may be signed and transmitted electronically or digitally and shall have the same legal effect as an original.

- 1. TERM AND TERMINATION**
- 2. DESCRIPTION OF SUPPLIES AND SERVICES**
- 3. PRICING**
- 4. STANDARD BUSINESS TERMS AND CONDITIONS**
- 5. STANDARD CERTIFICATIONS**

In consideration of the mutual covenants and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this Agreement to be executed by their duly authorized representatives on the dates shown below.

Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

State of Illinois
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701-1711

Signature

Signature

Printed Name and Title

Brian Durham, Ed. D., Executive Director
Printed Name and Title

Date

Date

1. TERM AND TERMINATION

1.1 TERM OF THIS AGREEMENT: This Agreement has an initial term of 7/1/2022-6/30/2023. In no event will the total term of the Agreement, including the initial term, any renewal terms and any extensions, exceed 10 years.

1.2 RENEWAL: Subject to the maximum total term as identified above, the Board has the option to renew for subsequent periods. Any renewal is subject to the same terms and conditions as the original Agreement except as stated in the renewal. This Agreement may not renew automatically nor may the Agreement renew solely at the College's option.

1.3 TERMINATION FOR CAUSE: The Board may terminate this Agreement, in whole or in part, immediately upon notice to the College if: (a) the Board determines that the actions or inactions of the College, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the College has notified the Board that it is unable or unwilling to perform the Agreement.

If the College fails to perform to the Board's satisfaction any material requirement of this Agreement, is in violation of a material provision of this Agreement, or the Board determines that the College lacks the financial resources to perform the Agreement, the Board shall provide written notice to the College to cure the problem identified within the period of time specified in the Board's written notice. If not cured by that date the Board may either: (a) immediately terminate the Agreement without additional written notice or (b) enforce the terms and conditions of the Agreement.

For termination due to any of the causes contained in this Section, the Board retains its rights to seek any available legal or equitable remedies and damages.

1.4 TERMINATION FOR CONVENIENCE: The Board may, for its convenience and with 30 days prior written notice to the College, terminate this Agreement in whole or in part and without payment of any penalty or incurring any further obligation to the College. The College shall be entitled to compensation upon submission of invoices and proof of claim for supplies and services provided in compliance with this Agreement up to and including the date of termination.

2. DESCRIPTION OF SUPPLIES AND SERVICES

2.1 GOAL: To create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees to enter and/or advance their careers in the healthcare industry. Additionally, this program aims to address the shortage of workers in the healthcare industry that has been exacerbated by the COVID 19 pandemic.

2.2 SUPPLIES AND/OR SERVICES REQUIRED: The College will carry out activities as described in their approved Implementation Plan to meet the goals of the PATH program. In addition to program-specific activities, the College will be required to participate in grant meetings, professional development, and technical assistance as designed by the ICCB and its partners.

2.3 MILESTONES AND DELIVERABLES: The College shall not perform services, provide supplies or incur expenses in an amount exceeding the amount shown in this Section, unless the Board has authorized a higher amount in writing prior to the College performing the services, providing the supplies, or incurring the expenses.

Not-to-exceed \$459,651.00

2.4 ASSIGNMENT AND SUBCONTRACTING:

2.4.1 This Agreement may not be assigned, transferred in whole or in part by the College without the prior written consent of the Board.

2.4.2 For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the Agreement.

Will subcontractors be utilized? Yes No

2.4.3 The College shall describe below the names and addresses of all authorized subcontractors to be utilized by the College in the performance of this Agreement, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement. The College shall provide a copy of any subcontracts within 20 days of execution of this Agreement.

Subcontractor Name _____ Amount to be paid _____
Address _____ Description of work _____

Subcontractor Name _____ Amount to be paid _____
Address _____ Description of work _____

2.4.4 The College shall notify the Board of any additional or substitute subcontractors hired during the term of this Agreement. The College shall provide to the Board a copy of all such subcontracts within 20 days of execution of the subcontract.

2.4.5 All subcontracts must include the same certifications that the College must make as a condition of this Agreement. The College shall include in each subcontract the subcontractor certifications as shown in Article 5 of this Agreement.

2.5 WHERE SERVICES ARE TO BE PERFORMED: Unless otherwise specified in this section all services shall be performed in the United States. If the College manufactures the supplies or performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the Board as a breach of the Agreement by the College. Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the College received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of Agreement if the College shifts any such work outside the United States.

2.6 SCHEDULE OF WORK: Any work performed on State premises shall be done during the hours designated by the Board and performed in a manner that does not interfere with the Board and its personnel.

2.7 WARRANTIES FOR SUPPLIES AND SERVICES:

2.7.1 The College warrants that the supplies furnished under this Agreement will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the Board or furnished by the College and agreed to by the Board, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good

title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. The College agrees to reimburse the Board for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.

2.7.2 The College shall insure that all manufacturers' warranties are transferred to the Board and shall provide a copy of the warranty. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the Board's payment, acceptance, inspection or failure to inspect the supplies.

2.7.3 The College warrants that all services will be performed to meet the requirements of the Agreement in an efficient and effective manner by trained and competent personnel. The College shall monitor performances of each individual and shall reassign immediately any individual who is not performing in accordance with the Agreement, who is disruptive or not respectful of others in the workplace, or who in any way violates the Agreement or State policies.

3. PRICING

3.1 METHOD AND RATE OF COMPENSATION: The Board will compensate the College for the initial term as follows:

The Board will process four (4) vouchers not to exceed an amount of \$114,912.75 each based on the schedule included within Exhibit C. Total Award Amount: up to \$459,651.00.

3.2 TYPE OF PRICING: Pricing under this Agreement is

- Firm \$459,651.00
 Estimated _____

3.3 RENEWAL COMPENSATION: If this Agreement is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is agreed to by the Parties.

3.8 **PAYMENT TERMS AND CONDITIONS:**

3.8.1 As a condition of receiving payment the College must (i) be in compliance with the Agreement, (ii) pay its employees prevailing wages when required by law (Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The College is responsible for contacting the Illinois Dept. of Labor 217-782-6206 to ensure understanding of prevailing wage requirements), (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the Board upon request.

4. STANDARD BUSINESS TERMS AND CONDITIONS

4.1 AVAILABILITY OF APPROPRIATION (30 ILCS 500/20-60): This Agreement is contingent upon and subject to the availability of funds. The Board, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason, (2) the Governor decreases the Department's funding by reserving some or all of the Department's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the

Department determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

4.2 AUDIT/RETENTION OF RECORDS (30 ILCS 500/20-65): The College and its subcontractors shall maintain books and records relating to the performance of the Agreement or subcontract and necessary to support amounts charged to the Board under the Agreement or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the College for a period of three years from the later of the date of final payment under the Agreement or completion of the Agreement, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay Agreement costs, the College and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. The College and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the Board for the recovery of any funds paid by the Board under the Agreement for which adequate books and records are not available to support the purported disbursement. The College or subcontractors shall not impose a charge for audit or examination of the College's books and records.

4.3 TIME IS OF THE ESSENCE: Time is of the essence with respect to the College's performance of this Agreement. The College shall continue to perform its obligations while any dispute concerning the Agreement is being resolved unless otherwise directed by the Board.

4.4 NO WAIVER OF RIGHTS: Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.

4.5 FORCE MAJEURE: Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the Agreement without penalty if performance does not resume within 30 days of the declaration.

4.6 CONFIDENTIAL INFORMATION: Each Party, including its agents and subcontractors, to this Agreement may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this Agreement. The College shall presume all information received from the Board or to which it gains access pursuant to this Agreement is confidential. The College information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the Agreement shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the Agreement or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the Agreement, in whatever form it is maintained, promptly at the end of the Agreement, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

4.7 USE AND OWNERSHIP: All work performed or supplies created by the College under this Agreement, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the Board is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. The College hereby assigns to the Board all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that the College may have to such work including any so-called "moral rights" in connection with the work. The College acknowledges the Board may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this Agreement.

4.8 INDEMNIFICATION AND LIABILITY: The College shall indemnify and hold harmless the Board, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by the College of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the College's negligent performance; or (c) any act, activity or omission of the College or any of its employees, representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.

4.9 INSURANCE: The College shall, at all times during the term and any renewals, maintain and provide a Certificate of Insurance naming the Board as additional insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days notice has been provided to the Board. The College shall provide: (a) General Commercial Liability-occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit the College's obligation to indemnify, defend, or settle any claims.

4.10 INDEPENDENT CONTRACTOR: The College shall act as an independent contractor and not an agent or employee of, or joint venturer with the Board. All payments by the Board shall be made on that basis.

4.11 SOLICITATION AND EMPLOYMENT: The College shall not employ any person employed by the Board during the term of this Agreement to perform any work under this Agreement. The College shall give notice immediately to the Agency's director if the College solicits or intends to solicit State employees to perform any work under this Agreement.

4.12 COMPLIANCE WITH THE LAW: The College, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this Agreement. The College shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. The College shall obtain at its own expense, all licenses and permissions necessary for the performance of this Agreement.

4.13 BACKGROUND CHECK: Whenever the Board deems it reasonably necessary for security reasons, the Board may conduct, at its expense, criminal and driver history background checks of the College's and subcontractors' officers, employees or agents. The College or subcontractor shall reassign immediately any such individual who, in the opinion of the Board, does not pass the background checks.

4.14 APPLICABLE LAW: This Agreement shall be construed in accordance with and is subject to the laws and rules of the Board. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the Board arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The Board shall not enter into binding arbitration to resolve any Agreement dispute.

The Board does not waive sovereign immunity by entering into this Agreement. The official text of cited statutes is incorporated by reference (An unofficial version can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>). In compliance with the Illinois and federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the federal Rehabilitation Act and other applicable laws and rules the Board does not unlawfully discriminate in employment, contracts, agreements, or any other activity.

4.15 ANTI-TRUST ASSIGNMENT: If the College does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the Agreement, then upon request of the Illinois Attorney General, the College shall assign to the Board rights, title and interest in and to the claim or cause of action.

4.16 PERFORMANCE RECORD / SUSPENSION: Upon request of the Board, the College shall meet to discuss performance or provide Agreement performance updates to help ensure proper performance of the Agreement. The Board may consider the College's performance under this Agreement and compliance with law and rule to determine whether to continue the Agreement, suspend the College from doing future business with the Board for a specified period of time, or to determine whether College can be considered responsible on specific future Agreement opportunities.

4.17 FREEDOM OF INFORMATION ACT: This Agreement and all related public records maintained by, provided to or required to be provided to the Board are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this Agreement.

5. STANDARD CERTIFICATIONS

The College acknowledges and agrees that compliance with this section and each subsection for the term of the Agreement and any renewals is a material requirement and condition of this Agreement. By executing this Agreement the College certifies compliance with this section and each subsection and is under a continuing obligation to remain in compliance and report any non-compliance.

This section, and each subsection, applies to subcontractors used on this Agreement. The College shall include these Standard Certifications in any subcontract used in the performance of the Agreement using the Standard Subcontractor Certification form provided by the Board.

If this Agreement extends over multiple fiscal years including the initial term and all renewals, the College and its subcontractors shall confirm compliance with this section in the manner and format determined by the Board by the date specified by the Board and in no event later than July 1 of each year that this Agreement remains in effect.

If the Parties determine that any certification in this section is not applicable to this Agreement it may be stricken without affecting the remaining subsections.

5.1 As part of each certification, the College acknowledges and agrees that should the College or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the Agreement may be void by operation of law,
- the Board may void the Agreement, and
- the College and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

5.2 The College certifies it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Agreement.

5.3 The College certifies it is not in default on an educational loan (5 ILCS 385/3). This applies to individuals, sole proprietorships, partnerships and individuals as members of LLCs.

5.4 The College (if an individual, sole proprietor, partner or an individual as member of a LLC) certifies it has not received an (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133, (30 ILCS 105/15a).

5.5 The College certifies it is a properly formed and existing legal entity (30 ILCS 500/1.15.80, 20-43); and as applicable has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

5.6 The College certifies it has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has the College made an admission of guilt of such conduct that is a matter of record (30 ILCS 500/50-5).

5.7 If the College has been convicted of a felony, the College certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (30 ILCS 500/50-10).

5.8 If the College, or any officer, director, partner, or other managerial agent of the College, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, the College certifies at least five years have passed since the date of the conviction. The College further certifies that it is not barred from being awarded a contract and acknowledges that the Board shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).

5.9 The College certifies it is not barred from having a contract with the Board based on violating the prohibition on providing assistance to the Board in identifying a need for a contract (except as part of a public request for information process) or by reviewing, drafting or preparing solicitation or similar documents for the State of Illinois (30 ILCS 500/50-10.5e).

5.10 The College certifies that it and its affiliates are not delinquent in the payment of any debt to the State of Illinois (or if delinquent, has entered into a deferred payment plan to pay the debt), and the College and its affiliates acknowledge the Board may declare the Agreement void if this certification is false (30 ILCS 500/50-11) or if the College or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt (30 ILCS 500/50-60).

5.11 The College certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property to the State of Illinois in accordance with provisions of the Illinois Use Tax Act (30 ILCS 500/50-12) and acknowledges that failure to comply can result in the Agreement being declared void.

- 5.12** The College certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract (30 ILCS 500/50-14).
- 5.13** The College certifies it has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has the College accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).
- 5.14** The College certifies it is not in violation of the “Revolving Door” section of the Illinois Procurement Code (30 ILCS 500/50-30).
- 5.15** The College certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement (30 ILCS 500/50-38).
- 5.16** The College certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the Board (30 ILCS 500/50-40, 50-45, 50-50).
- 5.17** In accordance with the Steel Products Procurement Act, the College certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring agency grants an exception (30 ILCS 565).
- 5.18** a) If the College employs 25 or more employees and this Agreement is worth more than \$5,000, the College certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
- b) If the College is an individual and this Agreement is worth more than \$5,000, the College shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the Agreement (30 ILCS 580).
- 5.19** The College certifies that neither it nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This applies to agreements that exceed \$10,000 (30 ILCS 582).
- 5.20** The College certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States (720 ILCS 5/33 E-3, E-4).
- 5.21** The College certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
- 5.22** The College certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any “discriminatory club” (775 ILCS 25/2).
- 5.23** The College certifies it complies with the State of Illinois Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the Board under the Agreement have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

5.24 The College certifies that no foreign-made equipment, materials, or supplies furnished to the Board under the Agreement have been produced in whole or in part by the labor or any child under the age of 12 (30 ILCS 584).

5.25 The College certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5) that states: "Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State of Illinois until the violation is mitigated".

5.26 The College warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits the College and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the Board, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

5.27 The College certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this Agreement will comply with the applicable requirements of the Illinois Information Technology Accessibility Standards; see <https://www.dhs.state.il.us/page.aspx?item=32765>. (30 ILCS 587)

EXHIBIT A PROJECT DESCRIPTION

The purpose of this grant program is to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees to enter and/or advance their careers in the healthcare industry. Additionally, this program aims to address the shortage of workers in the healthcare industry that has been exacerbated by the COVID 19 pandemic.

This initiative aims to meet unmet healthcare community and employment needs by increasing enrollment and retention in nursing and other healthcare pathways, specifically for underrepresented groups of students who might not otherwise be successful or able to enroll in healthcare programs.

The project will focus on three target populations:

1. Incumbent workers who are already in the workforce looking to continue their education and advance their careers in the nursing or healthcare pathway in Illinois.
2. New, entering students on a nursing or healthcare pathway with an identified need for support.
3. Low-income, first generation, and minority students as a subset of both aforementioned target population categories.

All programs made possible &/or supported through this initiative must be directly aligned with a career pathway that allows participants to obtain an industry-recognized credential and/or a community college certificate in the shortest possible time. Programs should also maintain quality instruction aimed at enhancing the participant's eligibility for employment in the healthcare sector (particularly CNA, LPN, RN). Programs may be credit or non-credit.

EXHIBIT B DELIVERABLES OR MILESTONES

The Pipeline for the Advancement of the Healthcare Workforce (PATH) program models the Workforce Equity Initiative (WEI), a statewide grant program focused on expanding short-term training opportunities for minority students in underinvested communities by providing comprehensive wraparound support and career services. For this program, the target populations are expanded to include low-income students, first-generation students, and entry-level incumbent workers.

Similar to WEI, the PATH program adopts the use of career pathways as an overarching strategy to address pain points in the healthcare talent pipeline as well as issues of equity within preparation and employment.

Strategies and allowable uses of funds are purposefully broad and flexible to allow for innovation and discretion by each college. Both credit and non-credit programs, as identified by the Approved CIP list included with the grant application, can be supported through this initiative. The College should tailor strategies to the needs of their local community and employers. The College will also carry out activities as approved in its Implementation Plan, which is incorporated herein by reference.

EXHIBIT C PAYMENT

Total award amount is up to \$459,651.00.

Four (4) payments, each not to exceed the amount of \$114,912.75, will be vouchered by the Board as follows:

- The Board will process a payment for \$114,912.75 upon execution of this Agreement.
- The Board will process a payment for \$114,912.75 during the first week of October 2022.
- The Board will process a payment for \$114,912.75 during the first week of January 2023.
- The Board will, if necessary, process a final payment of up to \$114,912.75 no sooner than April 1, 2023, but no later than August 1, 2023, upon written request from the College.*

* Final payment requests must be submitted on or before August 1, 2023. Final payment request must be sent to: ICCB.grantpayments@illinois.gov. The College should request, in writing, only the necessary amount of funds to fulfill any/all remaining FY23 obligations when contacting the Board for final payment.

All funds distributed to the College remaining unexpended and unobligated at the end of the grant agreement or at the expiration of the period of time grant funds are available for expenditure or obligation by the College shall be returned to the State with 45 days.

Pre-Award Costs: A grantee, may at its own risk and without ICCB prior approval, incur obligations and expenditures to cover costs between July 1 of the current grant fiscal year and the execution date of the award if such costs:

- are necessary for efficient and timely performance of the scope of work, and
- would be allowable under the grant, if awarded, without ICCB prior approval.

If specific expenditures would otherwise require prior approval, the grantee must obtain ICCB approval before incurring the cost.

**EXHIBIT D
CONTACT INFORMATION**

Unless specified elsewhere, all notices required or desired to be sent by either Party shall be sent to the person listed below.

ICCB Contact

Name: Stacey Stottler

Address: 401 East Capitol Avenue
Springfield, IL 62701

Phone: 217-558-2163

E-mail Address: Stacey.stottler@illinois.gov

Lake Land College Contact

Name: Bethany Craig

Address: 5001 Lake Land Boulevard
Mattoon, IL 61938

E-mail Address: bcraig2@lakelandcollege.edu

EXHIBIT E PERFORMANCE MEASURES

Reporting Requirements. The College is required to submit quarterly reports, which include programmatic, performance and expenditure data, 30 days after the quarter ends detailing progress on program activities, according to the following schedule:

Quarter 1: July - September	Due October 30, 2022
Quarter 2: October – December	Due January 30, 2023
Quarter 3: January – March	Due April 30, 2023
Quarter 4: April – June	Due July 30, 2023
Final/Closeout: July – June	Due August 30, 2023

The Board may provide templates for this reporting which may include specified data to be reported.

Financial Reports are to be submitted quarterly and at closeout to: ICCB.grantpayments@illinois.gov.

Programmatic Reports describing the progress of the project are to be submitted quarterly and at closeout to: ICCB.grantpayments@illinois.gov.

Performance Reporting. Annual submission through the regular ICCB MIS submissions, including any supplemental (and more current) attachments specific to the funded Healthcare Pathway Projects.

Close-out Reporting. A final financial report and a final performance report are due August 30, 2023.

Budget modifications up to 10% or \$1,000 (whichever is higher) of any budget category (line item) do not require ICCB approval. Budget modifications are required where increases of over 10% or \$1,000 (whichever is higher) are anticipated in the budget category (line) and must have prior ICCB approval.

To request budget modification approval, submit a completed budget modification form and explanation for the requested changes to ICCB.grantpayments@illinois.gov. Budget modification forms will be provided upon execution of this agreement. Requests for budget modification forms may also be submitted to the email address listed above.

Final budget modification requests are due no later than May 30, 2023.

EXHIBIT F
PERFORMANCE STANDARDS

Performance Standards are based upon the College's most recently approved Narrative/Scope of Work, progress towards creating/supporting/expanding healthcare-related activities as outlined in Exhibit A and progress towards achieving Deliverables/Milestones as outlined in Exhibit B of this Agreement.

The College will adhere to the purpose, target population, and objectives of the grant as described herein and in the notice of funding opportunity.

PART TWO – GRANTOR-SPECIFIC TERMS

No additional requirements exist for this agreement.

PART THREE – PROJECT-SPECIFIC TERMS

The College has the following additional requirements for this Project:

Target Population: This initiative aims to meet unmet healthcare community and employment needs by increasing enrollment and retention in nursing and other healthcare pathways, specifically for underrepresented groups of students who might not otherwise be successful or able to enroll in healthcare programs.

The project focuses on three populations:

1. Incumbent workers who are already in the workforce looking to continue their education and advance their careers in the nursing or healthcare pathway in Illinois.
2. New, entering students on a nursing or healthcare pathway with an identified need for support.
3. Low-income, first generation, and minority students as a subset of both of the aforementioned target population categories.

All programs developed or supported through this initiative should be a part of a career pathway that allows participants to obtain an industry-recognized credential and/or a community college certificate in the shortest possible time while maintaining quality instruction and enhancing the participant's eligibility for employment in the healthcare sector (particularly CNA, LPN, RN).

PATH-Prioritized Classification of Instructional Programs (CIP) Codes: Table 1 lists the prioritized CIP codes that can be supported by PATH funding. The Table provides the program title name and associated CIP. Colleges will be required to specifically address all non-credit programs proposed for funding, in their implementation plans.

<i>Table 1: Prioritized CIP Codes for the PATH Funding Formula</i>	
Program Title	CIPS
Emergency Care Attendant (EMT / Ambulance).	510810
Emergency Medical Technology/Technician (EMT Paramedic).	510904
Respiratory Care Therapy/Therapist.	510908
Registered Nursing/Registered Nurse.	513801
Perioperative/Operating Room and Surgical Nurse/Nursing.	513812
Licensed Practical/Vocational Nurse Training.	513901
Nursing Assistant/ Aide and Patient Care Assistant/ Aide.	513902

Allowable and Unallowable Costs: Generally, colleges should consider capacity-building activities as well as broad, wrap around services and supports for students as a key part of program development.

TABLE 2: ALLOWABLE EXPENDITURE CATEGORY GUIDELINES	
Compensation— Personnel 2 CFR 200.430	Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance, including but not necessarily limited to wages and salaries.
Compensation— Fringe Benefits 2 CFR 200.431	Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, employee agreement, or an established policy of the entity.
Travel Costs 2 CFR 200.474	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip.
Equipment 2 CFR 200.33	Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. Please also see 2 CFR §200.439 Capital Expenditures.
Supplies 2 CFR 200.94	All tangible personal property [other than those described in §200.33 Equipment]. Generally, supplies include any materials that are expendable or consumed during the course of the grant.

(Table 2 – Allowable Expenditure Category Guidelines continued below)

(Table 2 – Allowable Expenditure Category Guidelines continued)

Contractual Services 2 CFR 200.318	All products or services which are procured by contract. “Contract” means a legal instrument by which an entity purchases property or services needed to carry out the project or program.
Training and Education 2 CFR 200.472	The cost of training and education provided for employee development.
Indirect Cost	<p>In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRA’s.</p> <ul style="list-style-type: none"> • Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. ICCB will accept the federally negotiated rate. • State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. • De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a De Minimis rate of 10 percent of modified total direct cost (MTDC). Once established, the De Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDS annually in order to accept the De Minimis rate.
Other Expenditures	Must first be approved in writing by appropriate ICCB staff. Please include a short description of any costs listed under this Budget Category.

PATH-Eligible Programs: Table 3 lists the programs (credit and/or non-credit) that can be supported by PATH funding. The Table provides the program name, associated CIP, and whether the program is a “priority” program for allocation purposes. Colleges will be required to specifically address all non-credit programs proposed for funding, in their implementation plans.

(See Table 3 – PATH-Eligible Programs Below)

Table 3: PATH-Eligible Programs		
Program	CIPS	PATH Eligibility
Health Services/Allied Health/ Health Sciences, General.	510000	Included
Hospital and Health Care Facilities Administration/ Management.	510702	Included
Health Unit Coordinator/Ward Clerk.	510703	Included
Medical Office Management/ Administration.	510705	Included
Health Information/Medical Records Administration/ Administrator.	510706	Included
Health Information/Medical Records Technology/Technician.	510707	Included
Medical Transcription/ Transcriptionist.	510708	Included
Medical Office Assistant/Specialist.	510710	Included
Medical Reception/Receptionist.	510712	Included
Medical Insurance Coding Specialist/Coder.	510713	Included
Medical Insurance Specialist/Medical Biller.	510714	Included
Medical Administrative/Executive Assistant and Medical Secretary.	510716	Included
Medical Staff Services Technology/Technician.	510717	Included
Medical/Clinical Assistant.	510801	Included
Clinical/Medical Laboratory Assistant.	510802	Included
Occupational Therapist Assistant.	510803	Included
Pharmacy Technician/Assistant.	510805	Included
Physical Therapy Assistant.	510806	Included
Anesthesiologist Assistant.	510809	Included
Emergency Care Attendant (EMT \Ambulance).	510810	Included; Weighted
Allied Health and Medical Assisting Services, Other.	510899	Included
Cardiovascular Technology/Technologist.	510901	Included
Electrocardiograph Technology/Technician.	510902	Included
Electroneurodiagnostic/Electroencephalographic Technology/Technologist.	510903	Included
Emergency Medical Technology/Technician (EMT Paramedic).	510904	Included; Weighted
Nuclear Medical Technology/Technologist.	510905	Included
Medical Radiologic Technology/Science - Radiation Therapist.	510907	Included
Respiratory Care Therapy/Therapist.	510908	Included; Weighted
Surgical Technology/Technologist.	510909	Included

(Table 3 – PATH-Eligible Programs Continued Below)

(Table 3 – PATH-Eligible Programs Continued)

Diagnostic Medical Sonography/Sonographer and Ultrasound Technician.	510910	Included
Radiologic Technology/Science - Radiographer.	510911	Included
Polysomnography.	510917	Included
Mammography Technology/Technician.	510919	Included
Magnetic Resonance Imaging (MRI) Technology/Technician.	510920	Included
Clinical/Medical Laboratory Technician.	511004	Included
Histologic Technician.	511008	Included
Phlebotomy Technician/Phlebotomist.	511009	Included
Sterile Processing Technology/Technician.	511012	Included
Substance Abuse/Addiction Counseling.	511501	Included
Psychiatric/Mental Health Services Technician.	511502	Included
Community Health Services/Liaison/ Counseling.	511504	Included
Mental Health Counseling/Counselor.	511508	Included
Mental and Social Health Services and Allied Professions, Other.	511599	Included
Health Aide.	512601	Included
Home Health Aide/Home Attendant.	512602	Included
Registered Nursing/Registered Nurse.	513801	Included; Weighted
Perioperative/Operating Room and Surgical Nurse/Nursing.	513812	Included; Weighted
Licensed Practical/Vocational Nurse Training.	513901	Included; Weighted
Nursing Assistant/ Aide and Patient Care Assistant/ Aide.	513902	Included; Weighted

Specific Program Metric: Number of Completions* (as indicated in approved Implementation Plan)

***Completion** is defined as a student who completes a PATH-eligible program within the Academic Year, culminating in a credential. This is a duplicated count. The ICCB has set completion targets for each district based on the most recent academic year's completions, representing an approximate growth of 15%.

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of 4Imprint onebyone grant

Lake Land College TRIO Student Support Services (SSS) has received a promotional product grant for \$500.00 from the 4Imprint onebyone grant program. This grant program was established to provide promotional product grants to organizations that are making a difference. This grant will allow TRIO SSS to receive imprinted t-shirts that will be given to TRIO SSS student ambassadors who work to educate other students and the campus community about the program.

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



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: September 29, 2022

Re: Approval of Bid for Physical Plant Parking Addition

The College recently solicited bids for the Physical Plant Parking Addition project to add seventeen new parking spots and sidewalks to the building entrances. For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested contractors. A total of three bids were received from area contractors. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total</u>
Bartels Construction Inc. Mattoon, IL	\$43,000
A&R Mechanical Services, Inc. Urbana, IL	\$42,550
Grunloh Construction Inc. Effingham, IL	\$53,300

The parking lot project will be funded by both general contingency funds and funds from the Print Shop retaining earnings balance. Specifically, we will utilize 58.8% (10/17) or \$25,029 from the general contingency funds and 41.2% (7/17) or \$17,521 from the Print Shop retained earnings.

Although an out-of-district vendor, A & R Mechanical Services, Inc. of Urbana submitted the lowest bid of \$42,550, in-district vendor Bartels Construction's bid was higher than A & R Mechanical Services by only \$450. The College has experience with the quality of the concrete work of Bartels Construction for numerous prior projects and we do not have experience working with A & R Mechanical Services for concrete projects. By Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works*, the low bid need not be the sole criterion for purchasing, with consideration given for in-district bidders, reliability of the supplier and the quality and availability of service.

Based on the negligible difference in the bids received from A&R Mechanical and Bartels Construction, and the College's prior experience with the quality and reliability of the work of Bartels Construction, I recommend that we award this bid and initiate a contract with Bartels Construction Inc. of Mattoon, Illinois, for the Physical Plant Parking Addition project.

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 Physical Plant Parking
Addition
Project No. 2022-019
BID DATE: September 29, 2022 - 1:00 PM

CONTRACTOR	Total Bid					
Bartels Construction Inc. Mattoon, Illinois	\$ 43,000.00					
A&R Mechanical Services, Inc. Urbana, Illinois	\$ 42,500.00					
Grunloh Construction Inc. Effingham, Illinois	\$ 53,300.00					

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: September 30, 2022

RE: Approval of Bid for Ag Tech Epoxy Flooring

The College recently solicited bids for the Ag Tech Epoxy Flooring Project. This project will update the existing flooring with an epoxy flooring system and color flakes to match the John Deere logo.

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. Below is a listing of the bids that were received:

<u>Name</u>	<u>Classrooms</u> (Base Bid)	<u>Offices</u> (Alternate 1)	<u>Restrooms</u> (Alternate 2)	<u>Total Bid</u>
CCIMW St. Charles, Missouri	\$31,800	\$15,900	\$12,700	\$60,400
Midwest Commercial Coatings, Inc. Urbana, Illinois	\$38,700	\$13,750	\$8,800	\$61,250
Carpet Weaver's, Inc. Champaign, Illinois	\$40,480	\$14,384	\$9,485	\$64,349
Tiles in Style, LLC South Holland, Illinois	\$48,012.74	\$19,270.35	\$12,879.14	\$80,162.23

Based on the bids received, it is my recommendation that we award this bid including both alternates and initiate a contract with CCIMW, of St. Charles, Missouri, for the Ag Tech Epoxy Flooring project.

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 Ag Tech Epoxy Flooring
Project No. 2022-020
BID DATE: September 30, 2022 - 1:00 PM

CONTRACTOR	Base Bid Classrooms	Alternate #1 Offices	Alternate #2 Restrooms	Total Bid		
CCIMW St. Charles, Missouri	\$ 31,800.00	\$ 15,900	\$ 12,700	\$ 60,400.00		
Midwest Commercial Coatings, Inc. Urbana, Illinois	\$ 38,700.00	\$ 13,750.00	\$ 8,800.00	\$ 61,250.00		
Carpet Weaver's, Inc. Champaign, Illinois	\$ 40,480.00	\$ 14,384.00	\$ 9,485.00	\$ 64,349.00		
Tiles in Style, LLC South Holland, Illinois	\$ 48,012.74	\$ 19,270.35	\$ 12,879.14	\$ 80,162.23		



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: September 29, 2022

RE: Approval for Purchase of a Mini-Van for Delivery of Dual Credit Books

The College is currently using a 2001 white GMC Van with 99,000 miles and rust damage to deliver and pick up dual credit books at our local high schools. The van looks very dated and does not present the image the College would like at our local high schools.

I recommend the College seek to purchase a newer used mini-van with stow away seating that can be used as a cargo van for the dual credit department to continue to deliver and pick up dual credit textbooks. Once purchased, the College will work to properly brand and wrap the mini-van so the College can depict a preferred image with our local high schools. In addition to using the van for dual credit, the College could also using the van for a variety occasions where students need to be transported as part of College activities.

As you are probably aware, the market for used vehicles continues to be impacted by the supply chain issues related to COVID so inventory of used vans is low. Rather than seek approval for a specific van, I would like to seek approval for a mini-van with stow away seating with less than 60,000 miles at a price not to exceed \$40,000, not including tax, title and fees. Based on limited research, the College can secure a nice newer used vehicle under those parameters.

Because the min-van would be a used vehicle, a formal bid is not necessary and the College would only consider in-district car dealers to purchase the mini-van.

I am seeking board approval to purchase a newer, used mini-van with less than 60,000 miles at a price not to exceed \$40,000, not including tax, title and fees.

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

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
October 10, 2022**

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

Corda Hadjaoui, Jamie	9/7/22-11/29/22 continuous and intermittent
Hadjaoui, Ahmed	9/7/22-11/29/22 continuous and intermittent
Haskenherm, Tarah	01/12/23-4/20/23
Wahls, Dustha	8/30/22-8/30/23 intermittent

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

Pender, Diane	10/14/22-11/14/22 intermittent
Tkachuk, Jerry	10/8/22-11/6/22

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

Strength and Conditioning Coach/Head Coach of Men's Basketball	Level 13
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Breer, Morgan	Adjunct Faculty Allied Health Division Primary Position Simulation Lab Coordinator	10/17/22
Dal Pozzo, Thomas	Adjunct Faculty Allied Health Division Sub Primary Position Adj Faculty Allied Health	9/6/22
Deckard, Robin	Adjunct Faculty Allied Health Division Sub Primary Position Adj Faculty Allied Health	9/6/22
Egejuru, Brian	Basketball Scorers/Timers Primary Position Men's Basketball Assistant	9/22/22
Ferguson, Brooke	Engineering Technician Primary Position Adj Faculty Math/Science	9/19/22
Herschberger, Gary	Tutor - Student Learning Assistance Center Primary Position Tutor-Disability Services	9/12/22
Jordan, Danielle	Adjunct Faculty Allied Health Division Sub Primary Position Allied Health Den Cln	9/20/22
Lynch, Annette	Tutor - Bachelor's Disability Primary Position Perkins Student Worker	9/9/22
Mason, Ronald	International Student Ambassador Primary Position Tutor - Student Lrng Asst	8/29/22
Pierson, Kadie	Admissions and Records Data Entry Asst Primary Position Agriculture Education Intern	9/14/22

Plante, Sheila	Allied Health Clinical Instructor (hourly) Primary Position Allied Health BNA Adj Fac	9/19/22
Shook, Ciara	Adjunct Faculty Humanities Division Primary Position Dual Credit Instructor	8/22/22
Songo, Divine	Library Assistant Primary Position Bookstore Rush Worker	9/12/22
Part-time - Grant Funded		
Shelton, Brian	Pathways Substitute Instructor Primary Position Pathways Classroom Assist	9/20/22
Wagner, Sophia	Perkins Student Worker-Agriculture Primary Position CWS College Advancement	9/12/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borges, Andressa	Covid Test Collct Assistant, Collct Site Lead Primary Position Bookstore Rush Worker	7/21/22
Hammond, Diana	Covid Test Collection Assistant Primary Position Adult Ed Instructor	10/27/21
Hollingsworth, Travis	Covid Site Collct Driv, Covid Test Collct Asst Primary Position Adm Assist Marshall Ext	6/23/22
Sims, Tiffany	Covid Test Collection Assistant Primary Position Adm Asst Pana Ext Center	6/9/22
Songo, Divine	Bookstore Rush Worker Primary Position Library Assistant	5/13/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Christian, Danny	Correctional Construction Occup Instr	9/20/22
Einhorn, Beth	Alternative Ed Instr-Effingham Pathways	10/12/22
Hinote, Peighton	Coordinator for Student Comm & Initiatives	10/11/22
Pickering, Ashley	Correctional Office Assistant	9/6/22
Roberts, Michael	Correctional Commercial Cooking Instr	9/19/22
Part-time		
Burns, Kennedy	Special Needs Note Taker	9/27/22
Foley, Carson	Dental Hygiene Clinic Student Assistant	9/26/22
Gracey, Jeremy	Allied Health EMS Adjunct Faculty	8/22/22
Herschberger, Gary	Tutor-Disability Services	9/12/22
Ingalsbe, Jessica	Special Needs Note Taker	8/22/22
Kircher, Michael	Allied Health EMS Adjunct Faculty	8/22/22
Plante, Sheila	Allied Health BNA Adjunct Faculty	9/19/22
Reed, Jenna	Library Assistant	9/20/22
Shanyurai, Terrence	Laker Mascot Talent	10/3/22

Tomer, Gabriel	Digital Media Specialist	9/12/22
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Part-time Grant Funded

Besch, Sierra	Early Childhood Lab Teacher	8/29/22
Bray, Cassandra	BNA Clinical Instructor Adult Education	1/4/23
Bushue, Rachel	Early Education Mentor/Coach	9/5/22
McCarty, Hollie	Focus Group Tran	9/27/22
Shelton, Brian	Pathways Classroom Assistant	9/20/22
Kirby, Marsha	Dual Credit Instructor	8/21/23

College Work Study

Dickenson, Christina	College Work Study - Business	9/15/22
Francis, Allyn	College Work Study - Student Life	9/15/22
Howlett, Kayla	College Work Study - Student Life	9/21/22
Hughes, Charles	College Work Study - Student Life	9/19/22
Pitts, Hayley	College Work Study - Financial Aid	9/6/22
Ryan, Ashley	College Work Study - Counseling	9/22/22
Sample, Stephanie	College Work Study Radio TV	9/7/22
Towles, Lily	College Work Study - Library	9/7/22
Trigg, Jason	College Work Study Radio TV	9/6/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Full-time		
Deters, Timothy	Groundskeeper	10/7/22
Holsapple, Kristen	Dental Hygiene Instructor	10/7/22
Moore, Gene	Associate Dean of Correctional Programs	9/30/22
Nau, Jessica	Correctional Commercial Custodial Instructor	7/28/22
Thompson, Brian	Correctional Automotive Technology Instr	9/16/22
Webb, Amber	Director TRIO Student Supt Serv	10/12/22
Part-time		
Babbs, Braydon	Covid Test Collection Assistant	7/21/22
Bartley, Ashley	Fitness Center Specialist	7/20/22
Deters, Laura	Allied Health BNA Adjunct Faculty	8/1/22
Earp, Claude	Covid Site Collection Driver	2/28/22
Fitt, Jacob	Covid Test Collection Assistant	6/27/22
Fitzsimmons, Jessica	Covid Test Collection Assistant	1/11/22
Heurman, Richard	Covid Site Collection Driver	6/28/22
Hussein, Yassin	Mailroom Assistant	4/12/22
Jarrell, Cameron	Covid Test Collection Assistant	7/12/22
McKee, Savannah	Covid Test Collection Assistant	3/21/22
Myers, Alyvia	Covid Test Collection Assistant	5/9/22

Ramage, Joshua	Covid Test Collection Assistant	6/14/22
Richey, Brandon	Covid Test Collection Assistant	7/11/22
Soltwedel, Julie	Collection Site Lead	6/14/22
Stewart, Allison	Covid Test Collection Assistant	12/14/21
Sudkamp, Sandra	Covid Test Assistant	6/28/22
Tarr, Amy	Adjunct Faculty Business Division	5/9/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Lash, Lara	Nursing Instructor	12/26/22
	Transferring from Allied Health Instructor	
Ohnesorge, Lori	Director of TRIO Student Support Services	10/17/22
	Transferring from Director TRIO Destination College	
Todd, Dalton	Groundskeeper	10/10/22
	Transferring from Custodian	
Part-time		
Caldeira, Lara	Lab Student Assistant	9/14/22
	Transferring from Covid Test Collection	
Garcia Orozco, Karen	Lab Student Assistant	9/4/22
	Transferring from International Stu Ambass	
Kilzer, Barbara	Adjunct Faculty Allied Health Division	9/14/22
	Transferring from Off Asst to Allied Health	
Marino Lopez, Juliana	Lab Student Assistant	9/14/22
	Transferring from Covid Test Collection	
Rubin, Talianna	International Student Ambassador	9/4/22
	Transferring from Tutor-Disability Serv	
Shook, Ciara	Adjunct Faculty Humanities Division	8/22/22
	Transferring from Dual Credit Instructor	
Songo, Divine	Library Assistant	9/14/22
	Transferring from Covid Test Collection	
Starrett, Kai	Tutor - Student Learning Assistance Center	9/4/22
	Transferring from Tutor-Disability Serv	
Part-time- Grant Funded		
Ennis, Emily	Tutor- Carl Perkins	9/4/22
	Transferring from Tutor-Disability Serv	
Strode, Celestia	Tutor- Carl Perkins	9/4/22
	Transferring from Tutor-Disability Serv	