

Lake Land College

District No. 517

Board of Trustees

Agenda and Board Book

October 9, 2023

Regular Meeting No. 682



MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

LAKE LAND
COLLEGE

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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. 682
Monday, October 9, 2023, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of September 11, 2023, Regular Meeting.
2. Approval of Minutes of September 11, 2023, Closed Session.
3. Approval of Agenda of October 9, 2023, 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/>
5. Destruction of Tape Recording of the April 18, 2022 Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Mike Sullivan
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Jackie Schertz
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Updates from Community and Professional Programs Coordinator.	
2. Faculty Focus on Student Success – John Deere Tech Program.	
3. College Farm Update.	
4. Announcement of 2023-2024 Student Ambassadors.	20
5. Curriculum Committee Highlights.	21-22
6. Calendar of Events.	23-26

B. Action Items.

	Board Book Page Number(s)
1. Presentation of Audit and Board Acceptance.	
2. Approval of Resolution No.1023-007 – Intent to Continue Foundation Tax Levy.	27-29
3. Approval of Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna.	30-31
4. Acceptance of August 2023 Financial Statements.	32-37
5. Certification of Fall Student Government Association Election Results.	38

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| 6. Approval of Recommendation to Maintain Same Tuition and Fees Rates for Spring 2024. | 39 |
| 7. Approval of Renewal of Guidelines for Talented Student Awards. | 40-45 |
| 8. Approval of Strategic Use of Working Cash Fund and Revisions to Board Policy 10.17 – <i>Working Cash Fund</i> . | 46-49 |
| 9. Approval of Proposed Revisions to Board Policy 10.33 – <i>Payroll Withholdings</i> . | 50-51 |
| 10. Declaration of Surplus Item(s) or Equipment. | 52-53 |
| 11. Approval of Contract for Digital Marketing Services. | 54 |
| 12. Acceptance of M.A.I.D. Grant. | 55 |
| 13. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the College. | |

[Return to Open Session - Roll Call]

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| 14. Approval of Recommendation Regarding the Granting, Extension or Denial of Tenure Status for Two Non-Tenured Faculty Members as Discussed in Closed Session. | |
| 15. Recommendation to Approve Dismissal of a Tenured Faculty Member as Discussed in Closed Session. | |
| 16. Recommendation to Approve Issuance of Notice of Remedial Warning to a Tenured Faculty Member as Discussed in Closed Session. | |
| 17. Approval of Human Resources Report as Discussed in Closed Session. | 56-58 |

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

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



Regular Board Meeting No. 681
Board and Administration Center, Room 011
Mattoon, IL
September 11, 2023

Minutes

Call to Order.

Chair Cadwell called the September 11, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

The Chairman called for a moment of silence in remembrance of the 22nd anniversary of the 9/11 terrorist attack. The meeting resumed following the moment of silence.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of August 14, 2023, Regular Meeting.
2. Approval of Minutes of August 14, 2023, Closed Session.

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3. Approval of Agenda of August 10, 2023, Decennial Committee on Local Government Efficiencies Meeting.
4. Approval of Agenda of September 11, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	891,862.18
Building Fund	\$	37,097.95
Site & Construction Fund	\$	262,417.74
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	110,703.02
Restricted Purposes Fund	\$	404,125.72
Working Cash Fund	\$	-
Audit Fund	\$	37,000.00
Liability Insurance Fund	\$	17,894.00
Student Accts Receivables	\$	68,411.90
Total	\$	1,829,512.51

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz 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 Governor completed his review of state legislation passed during the 2023 session and there are a number of state laws that affect Illinois higher education. The administration will be reviewing those to see if any impact Lake Land College. Chair Cadwell along with President Bullock attended the ICCTA luncheon and training session this past week in Springfield, Illinois.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Finance.

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- The golf registration for the annual Foundation Golf Classic is live on the Foundation website. They hope you can join in, whether it's golfing or volunteering, on Friday, September 29.
- Grayson Gough, Financial Aid Scholarship Coordinator and Bailey Cole, Foundation Awards & Corporate Relations Coordinator hosted a table at the Student Welcome Day to hand out scholarship flyers and giveaways. The Foundation scholarship application closed August 31 and reviews are underway for the 2nd cycle. They have over 360 completed applications submitted during the month which brings the total overall to 1,162 submitted scholarship applications for 2023.
- The Foundation fall appeal (first appeal for the fiscal year) is in the final stages and will be reaching mailboxes soon! This is the first time for moving this work back internally and we could not be more excited and thankful to our MPR and Print shop colleagues for making this happen.

Student Report

Ms. Jacqueline Schertz, Student Trustee, said since our last board meeting the Student Government Association has started the year off with many activities. SGA Welcome Day was held on August 23 and was a huge success, and they handed out 500 t-shirts. She said tables were set up with interest forms for SGA Freshmen delegates, as well as games for students. On Wednesday, August 30, SGA held the Student Life open house as well as a blood drive. Ms. Schertz said the blood drive collected 34 units of blood which surpassed our goal of 25. She said in the August 16 meeting they voted to donate \$100 worth of can openers to the food pantry here at the college. SGA elections for freshman delegates are now closed and there are

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8 new candidates to join our team that we are so excited about. Student Life gave out portfolios to all of the SGA team as well as the student activity board members. She said SGA met with President Bullock on Wednesday, September 6 to introduce all of our members and get acquainted. President Bullock and Ms. Jean Anne Highland asked us to follow President Bullock on Instagram @lakerprez. We plan to meet with the president, vice presidents and other college staff once a month to discuss different issues and things that are brought to our attention. SGA is planning to have executive meetings the first Wednesday of each month where we will have our officer's report. SGA is having a float in the parade and is volunteering at the Special Olympics Family Fun Day on September 16. We are still looking for volunteers if you are available for any portion of the day. We have a giveaway of two baskets full of all kinds of Laker swag happening right now on Facebook where we will announce the winner on Wednesday, September 13. Be sure to follow our Lake Land College SGA Facebook page. On Wednesday, September 6, the Student Activity Board hosted Teas, Tutoring, and Testing. This event included beverages from SweaTeaz as well as ample information on our Free Tutoring and Testing Center. We served 199 drinks which was 100 more than we were expecting. The navigator has a new design that the group and Advisor Dustyn Fatheree have been doing this summer.

President's Report.

- Lake Land received payments of \$58,007 from the Illinois Department of Juvenile Justice (IDJJ) in August toward the FY 2023 outstanding balance. IDJJ invoices are paid in full for FY 2023.
- Lake Land received payments of \$1.7 million from the Illinois Department of Corrections (IDOC) in August toward the FY 2023 outstanding balance. A total of \$699,439 remains outstanding for IDOC for FY 2023.
- The College received no payments from IDJJ or IDOC in August toward the FY 2024 outstanding balances. A total of \$38,722 remains outstanding for IDJJ and \$359,412 for IDOC for FY 2024.
- In August, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$358,877 and an equalization payment of \$573,052. A total of \$4.9 million remains outstanding for credit hour reimbursement and \$5.7 million for equalization.
- The College received \$4.2 million in property tax payments in August.

Business Items.

Non-action Items.

Updates from City of Mattoon.

Mr. Rick Hall, City of Mattoon Mayor, provided an update on initiatives underway by the City of Mattoon, including the development of the Emerald Acres Sports Connection.

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Fall 2023 Tenth Day Enrollment Report.

Dr. Bullock presented the Fall 2023 Tenth Day Enrollment Report to the Board. In comparison to Fall 2022 tenth day, enrollment is down 3.86% in FTE and also down 1.15% in headcount.

FY 2023 Annual Enrollment Report.

Ms. Lisa Cole, Director of Data Analytics, highlighted the FY2023 Annual Enrollment Report.

Annual Report of Special Event Tuition Waiver Requests.

Ms. Jean Anne Highland, Chief of Staff, highlighted the special event tuition waiver requests approved during FY 2023. She said this annual report is provided per Board Policy 07.08 (item #4) and details all special tuition waivers with various values granted by myself and/or the Board for special events in the prior fiscal year. Ms. Highland said of the total number of special tuition waivers granted, not all waivers were accepted nor utilized by students.

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

Ms. Lisa Cole, highlighted a summary report on how approved tuition waivers were utilized in FY 2023.

Summary Results of the Spring 2023 Noel Levitz Student Satisfaction Survey.

Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighted the summary results and a final report of the Spring 2023 Noel Levitz Student Satisfaction Survey. These results will be shared with the College community during the September 20th "All staff" meetings and they are posted in the College's shared drive at: <S:\Institutional Research\Annual Reports\Noel Levitz\2023 Report>.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock also highlighted the College's online calendar to utilize for updates on any activities happening at the College. Additionally, he highlighted two upcoming Foundation events, the Foundation Golf Outing to be held September 29 and the 2nd Annual Foundation and Alumni Awards Celebration to be held October 19.

Action Items.

Approval of Special Event Tuition Waiver Requests.

Dr. Bullock requested the Board approve special event tuition waivers for seven different events to be held in fiscal year 2023 including:

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- Award 11 three-credit hour tuition waivers for the first-place winners of the Business and Computer Contest.
- Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge.
- Award five three-credit hour tuition waivers for attendees of the Principals, Deans and Counselors meeting.
- Grant a tuition waiver to Miss Illinois 2024 should she choose to attend Lake Land College.
- Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events hosted by the Effingham County Chamber, Coles Together and local manufacturers.
- Award five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
- Award 10 three-credit hour tuition waivers as part of a “Spring 2024, Summer 2024 and Fall 2024 Registration Giveaway” that encourages students to register by a certain date for each of these semesters, for a total of 30 three-credit hour tuition waivers. Please note that funding for the “Fall 2024 Registration Giveaway” will be built into the FY 2025 Budget.

Trustees reviewed details of each of the proposed special events.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented special tuition waiver requests related to seven separate special events to be held in FY 2024 or the Fall of 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Community Outreach Tuition Waivers.

Dr. Bullock requested that the Board approve up to 100 three-credit hour tuition waivers for the Spring 2024, Summer 2024 and Fall 2024 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. He 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 Fall of 2023. Trustees received information on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

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Trustee Curtis moved and Trustee Reynolds seconded to approve up to 100 three-credit hour tuition waivers for the Spring 2024, Summer 2024 and Fall 2024 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 Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of July 2023 Financial Statements.

Trustees reviewed the July 2023 Financial Statements and heard from Ms. Madge Shoot, Comptroller, who highlighted the Financial Statements and significant variances. Ms. Shoot noted an error in the formula for the budget to actual variance for revenues less expenditures, stating the corrected amount was \$1,135,838.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the July 2023 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of TORT Document.

Dr. Bullock said the Tort Immunity Act allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding the College's Tort Levy Expenditures/Risk Management Plan for FY 2024. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Dr. Bullock said the proposal for FY 2024 includes the addition of one new position, the Facilities Planning Manager, which works on assuring the College's facilities meet accessibility requirements mandated by the Americans with Disabilities Act and safety requirements mandated by OSHA and the Illinois Department of Labor.

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Trustee Curtis moved and Trustee Wright seconded to approve as presented the FY 2024 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 Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of FY 2024 PATH Grant from ICCB.

Dr. Bullock recommended the Board accept the FY 2024 Pipeline for the Advancement of the Healthcare Workforce (PATH) grant award, in the amount of \$572,660.00, from the Illinois Community College Board (ICCB). Trustees received the ICCB approved budget and agreement with ICCB for the grant award.

Dr. Bullock said the College will use the ICCB PATH grant funds to address the unmet labor market needs for both paramedics and nurses in the district. He said the College plans to use the grant funding in the following ways:

- Create an organized tutoring program for allied health students.
- Enable a PATH grant project manager and a part time Coach to begin working to provide support to students and the grant activities.
- Defray the student costs for testing, license fees and tuition, as well as to provide student equipment for healthcare programs.
- Cover the costs associated with obtaining accreditation for a Surgical Technologist program along with curriculum review for this future program.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented the FY 2024 Pipeline for the Advancement of the Healthcare Workforce (PATH) grant award, in the amount of \$572,660.00, from the Illinois Community College Board (ICCB).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to the following Board Policies:

- **05.01 – Definition of Full-Time and Part-Time Employment.**
- **05.02.09 – Performance Evaluation and Tenure of Full-Time Faculty Members.**
- **05.04.07 – Sick Days.**

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- **05.04.08 – Bereavement Leave.**
- **05.04.14 – General Leave of Absence without Pay.**
- **05.04.21 – Vacations.**

Dr. Bullock recommended the Board approve proposed revisions to the above-referenced Policies. He said that changes are needed to Policies 05.01, 05.02.09, 05.04.07 and 05.04.21 to align with current practices following the Board's approval of the recently bargained agreement with the Faculty Association. Dr. Bullock reported that revisions are needed to Policies 05.04.08 and 05.04.14 due to the Governor recently signing into law Public Act 103-0314, which includes modifications for various leave time due to violent crimes.

Dr. Bullock said we submitted this recommendation as first reading during the August 2023 Board meeting. Since that time, we have received no requests for additional changes.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented proposed revisions to the following Board Policies:

- 05.01 – *Definition of Full-Time and Part-Time Employment.*
- 05.02.09 – *Performance Evaluation and Tenure of Full-Time Faculty Members.*
- 05.04.07 – *Sick Days.*
- 05.04.08 – *Bereavement Leave.*
- 05.14.14 – *General Leave of Absence without Pay.*
- 05.04.21 – *Vacations.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid from Liberty Creative Solutions of Tinley Park, IL, for the Printing, Mail Preparation and Shipping for the 2023 Fall and 2024 Spring Lake Land College Magazine.

Dr. Bullock presented to the Board a joint proposal request from Ms. Kelly Allee, Director of Marketing and Public Relations, for the Board to approve the bid from Liberty Creative Solutions of Tinley Park, IL, in the amount of \$53,840 for the printing, mail preparation and shipping for the 2023 Fall and 2024 Spring Lake Land College Magazine. Trustees reviewed the bid tabulation sheet that detailed bids received from seven companies, with the only in-district company not meeting the bid specifications. Trustees learned Liberty Creative Solutions submitted the third lowest bid. Dr. Bullock highlighted why the administration was not recommending the bid be awarded to the two lowest bidders based upon previous experience in working with the two lowest bidders. Dr. Bullock said per Board Policy 10.22, the low bid need not be the sole criterion and the Board may take into consideration the reliability of the supplier and quality and availability of service.

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Trustee Sullivan moved and Trustee Reynolds seconded to approve the bid from Liberty Creative Solutions of Tinley Park, IL, in the total amount of \$53,840 for the printing, mail preparation and shipping for the 2023 Fall and 2024 Spring Lake Land College Magazine.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Closed Session

7:14 p.m. – Trustee Walk 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 Schertz voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

9:01 p.m.

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

Trustees Absent: None.

Approve of Resolution No. 0923-006 - Approving Seventh Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2026, as Discussed in Closed Session.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2026. Chair Cadwell said Dr. Bullock’s annual performance evaluation for FY 2022-2023 had been completed and reviewed by all Trustees.

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

[The agenda item was noted that a complete copy of the proposed resolution and seventh 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.]

Trustee Reynolds moved and Trustee Walk seconded to approve as presented Resolution No. 0923-006 - Approving Seventh Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2026. [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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

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. He also noted the retirement of Ms. Kathleen Daugherty and thanked her for her many years of service to the College.

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

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

Brough, Gayle	5/22/23-11/22/23
Niebrugge, Amber	12/9/23-3/9/24
White Landrus, Mariah	9/11/23-10/22/23

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Black, Gabriel	Assistant Baseball Coach	8/22/23
	Primary position Print Shop Technician Ast	
Clark, Deanna	Tutor - Disability Services	8/31/23
	Tutor - Student Learning Assistance Center	8/31/23
	Primary position Newspaper Ed Student	
Claybaugh, Jennifer	Allied Health BNA Clinical Instructor (hourly)	8/30/23
	Primary position Adj Faculty Allied Health	

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Craig, Bethany	Adjunct Faculty Humanities Division Primary position Grants Writer and Coordinator	8/21/23
Stamps, Ian	IEL Instructor Primary position Adj Reading Instructor	8/21/23
Strohl, Maria	Allied Health BNA Clinical Instructor (hourly) Primary position Allied Health BNA Adj Faculty	8/30/23
Part-time - Grant Funded		
Bloemer, Katelyn	Remediation Specialist Primary position Nursing Instructor	8/28/23
Brandt, Haylee	Remediation Specialist Primary position Nursing Instructor	8/28/23
Clark, Deanna	Tutor- Carl Perkins Primary position Newspaper Ed Student	8/31/23
Hardiek, Karla	Remediation Specialist Primary position Nursing Instructor	8/28/23
Haskenherm, Tarah	Remediation Specialist Primary position Nursing Instructor	8/28/23
Iheasi, Elfrieda	Institutional Research Intern Primary position Newspaper Ed Student	9/7/23
Jones, Nichole	Remediation Specialist Primary position Nursing Instructor	8/28/23
Lash, Lara	Remediation Specialist Primary position Nursing Instructor	8/28/23
Workman, Bethany	Remediation Specialist Primary position Nursing Instructor	8/28/23
Unpaid		
Morlen, Andrew	Assistant Baseball Coach Volunteer	8/22/23

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
McFarland, Michele	Accounting Assistant III - Accounts Rec	9/12/23
Lineberry, Kelly	Custodian	9/12/23
Ragon, Bryce	Web Programmer	9/12/23
Part-time		
Brock, Reese	Admissions and Records Data Entry Assistant	8/14/23
Gross, Jacqueline	Adjunct Faculty Humanities Division	8/21/23
Harley, Scott	Adjunct Faculty Agriculture Division	8/21/23
Hewitt, Paul	Technical Support Assistant	9/6/23
Hinds, Kambri	Cosmetology Clinical Instr (hourly)	8/24/23
Kearns, Jace	Part-Time Groundskeeper	9/1/23
Madlem, Benjamin	Adjunct Faculty Technology Division	8/21/23
Morlen, Andrew	Part-Time Groundskeeper	8/22/23

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Roberts, Amaahd	Print Shop Technician Assistant	8/14/23
Part-time Grant Funded		
Catt, Dannielle	College Work study - Workforce	8/21/23
Watkins, Crystal	Adult Education Instructor	8/21/23
Reeter, Molly	Dual Credit Instructor	8/16/23
College Work Study		
Baumann, Greyson	College Work Study Radio TV	8/30/23
Florea, Sidney	College Work Study - Student Life	8/7/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Daugherty, Kathleen	Business Instructor/Program Coord(Retirement)	8/3/23
Scherer, Jacob	Correctional Office Assistant	7/21/23
Part-time		
Jenkins, Elyse	Newspaper Editor - Student Newspaper	4/27/23
Miller, Chris	Financial Aid Representative	8/17/23
Stevenson, Alexander	Part-Time Groundskeeper	8/18/23

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Batman, Ryan	Infrastructure Analyst	9/18/23
	Transferring from Technical Support Specialist	
Dasenbrock, Charity	Counseling Services Coordinator	9/12/23
	Transferring from Counseling Svcs Specialist	
Hakman, Stacey	Academic Scheduling Coordinator	9/18/23
	Transferring from Acad Services Spec for the Dean	
Westendorf, Nate	Program Manager	9/18/23
	Transferring from Applications Team Lead	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

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There was no other discussion.

Adjournment.

Trustee Reynolds moved and Trustee Wright seconded to adjourn the meeting at 9:04 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/

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Rachel Ervin, Admissions Representative

DATE: September 25, 2023

RE: 2023-2024 Student Ambassadors

CC: Valerie Lynch, Vice President for Student Services

The 2023-2024 Student Ambassadors were selected in September after a very difficult process of reviewing several 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 fifteen 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!

Addison Bartlow	Monticello, IL
Reese Brock	Auburndale, WI
Jada Cobb	Mattoon, IL
Shayden Hogg	Highland, IL
Paige Lemenager	Hudson, IL
Kaitlyn Parker	Effingham, IL
Ila Richter	Charleston, IL
Lauryn Samuelson	Mattoon, IL
Sydney Sanders	Leesburg, OH
Jacqueline Schertz	El Paso, IL
Jocelyn Sweitzer	Martinsville, IL
Sophie Trainor	Tower Hill, IL
Sophia Wagner	Onarga, IL
Anna Webel	Farmington, IL
Whitley Wood	Lerna, IL

LAKE LAND
COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: September 21, 2023
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 2023 to September 2023.

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

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights April 2023-September 2023

Course Additions

- ABE 005 Vocational Math I
- ABE 006 Vocational Math II
- AHE 058 Central Services Tech Exam Review
- AHE 059 Central Services Tech Practicum
- AUT 045 Safe Practices
- ITT 074 Intro to OS and Security

Course Changes

- DHY 050 Ethics and Jurisprudence
- DHY 085 Nutrition for the Dental Hygienist

DOC Course Changes

- WDP 043 Warehouse Technology and Analytics

New Programs

- CRT.ATI Automotive Technician I
- CRT.AT2 Automotive Technician II
- NDP.BAUT Basic Automotive Technician

Program Changes

- AAS.CETAT CET/Advanced Technical Studies
- AAS.EET Electronic Engineering Technology
- AAS.EETES Electronic Systems Specialist
- CRT.ITTEC Computer Technician
- CRT.AUTO Auto Mechanic
- AAS.ITNET IT-Network Administration
- AAS.ITWEB IT-Web Design
- AAS.ITPRO IT-Programming
- AAS.ITAPS IT-Computer Applications

Programs put on Hold - due to low enrollment and Joe Tillman leaving

- CRT.REMG-Renewable Energy Management
- AAS.RNRG Renewable Energy
- CRT.RENEW Renewable Energy Technician
- NDP.SNRG Sustainable Energy

Calendar of Events

Thursday, October 5, 2023	9 a.m. – Board and Administration Center, 011 Finance Committee Meeting
Monday, October 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 19, 2023	2 nd Annual Foundation & Alumni Awards Celebration Foundation and Alumni Center
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, November 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, December 6, 2023	11 a.m. – 1 p.m. Lake Land College Holiday Luncheon Field House
Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, December 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 8, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, February 12, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center

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

Thursday, March 7, 2024
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Buildings and Site Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 10 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting

Monday, March 11, 2024
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, April 4, 2024
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Buildings and Site Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 10 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting

Monday, April 8, 2024
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, May 9, 2024
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Buildings and Site Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 10 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting

Monday, May 13, 2024
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, June 6, 2024
 Buildings and Site Committee Meeting
 8 a.m. – Board and Administration Center, 011
 Buildings and Site Committee Meeting
 9 a.m. – Board and Administration Center, 011
 Finance Committee Meeting
 10 a.m. – Board and Administration Center, 011
 Resource and Development Committee Meeting

Monday, June 10, 2024
 5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Monday, July 8, 2024
 5 p.m. – Board Dinner – Foundation and Alumni Center

	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 8, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, August 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center
Thursday, September 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, September 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, October 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Buildings and Site Committee Meeting 9 a.m. – Board and Administration Center, 011 Finance Committee Meeting 10 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting
Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	Buildings and Site Committee Meeting

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

Monday, December 9, 2024

5 p.m. – Board Dinner – Foundation and Alumni Center
6 p.m. – Board Meeting – Board and Administration Center, 011

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: September 19, 2023

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 2023 tax year.

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

<u>Cents per \$100 EAV</u>
2022 – 28.33
2021 – 29.07
2020 – 29.09
2019 – 29.05
2018 – 29.12

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: 1023-007

DATE: 10/9/23

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 2023 tax year.

Adopted this 9th day of October, 2023 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 9th day of October, 2023.

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 _____, 2023.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: October 2, 2023

RE: Health, Dental and Vision Insurance 2024 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.

Aetna proposal represents a 0% change in the annual administration fee compared to the prior year and overall would represent an 11.2% cost increase to the College for Medical Insurance. Due to this high increase the College has chosen to offset 1.2% of the costs with the funds that are designated for health insurance costs and the actual increase to employees will be 10.0%.

Initially the increase was 12.1% but with the help of Gallagher we were able to make some changes which brought the final rate down to 11.2%. The changes were:

1. Prescription Drug Formulary change—one employee will be impacted by this change.
2. Increased the Stop Loss from \$150,000 to \$175,000 with a laser.
3. Increased the out of pocket maximum from \$3,000/\$6,000 to \$3,500/\$7,000 for the current PPO plan.
4. Increased the coinsurance from 10% to 15% for the current HDHP plan only.

Dental and vision rates will remain flat for 2024.

Two extra programs will be offered to employees this year as well.

1. Voluntary Long Term Disability—this will be offered as a payroll deduction and the employee will pay the total premium.
2. Voluntary Pet Insurance—this will be offered to interested employees and they will pay the company directly.

Regarding premium rate changes and impact to employees, we are recommending the following changes for the FY 2024 Plan Year:

- Health Insurance 10.0% increase to employee premiums

HDHP/HSA

- o Single: \$0 Per Month, \$0 cost for single coverage
- o Single+1: \$376.43 Per Month; \$410.64 more annually
- o Family: \$581.02 Per Month; \$633.96 more annually

PPO

- o Single: \$0 Per Month, \$0 cost for single coverage
- o Single+1: \$692.92 Per Month; \$755.88 more annually
- o Family: \$918.14 Per Month; \$1001.64 more 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 2024 health, dental and vision insurance plan renewal through Aetna as presented above.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: September 25, 2023

RE: August 2023 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of August for Fiscal Year 2024.

Areas of Concern:

- We are not experiencing any budgetary areas of concern through the first two months of FY2024

Overall Variances:

- *Revenue* – Total August 2023 revenue was \$3,713,826 resulting in a favorable variance of \$476,265 and an unfavorable YTD variance of \$1,188,938. We are still experiencing the shortfall of tuition due to the reduced enrollment and also the delay in receiving CTE funding.
- *Expenditures* – Total August 2023 expenditures were \$2,825,092 resulting in a monthly favorable variance of \$143,746 and a favorable YTD variance of \$2,945,364. This is a result of lower operational expenditures.

Revenue Variances:

- *Local Sources* – A favorable variance exists of \$369,242 for the month and an unfavorable variance of \$99,582 YTD. This is a result of timing of property tax payments and CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$237,735 in August 2023 resulting in an unfavorable variance of \$99,285 and an YTD favorable variance of \$91,674. The variance is related to the credit hour payment that was received from the state was much higher than expected. This will normalize as the year proceeds.

- *ICCB Equalization Grant* – We received \$573,052 of equalization payments in August 2023 resulting in a \$0 monthly and YTD variance.
- *Tuition & Fees* – August 2023 yielded a favorable monthly variance of \$121,277 for tuition and a favorable monthly variance of \$53,759 in fees. Year to date tuition is unfavorable \$905,444 and fees are unfavorable \$78,517. This is a result of a decrease in enrollment for Fall 2023 semester.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$3,796 with an YTD unfavorable variance of \$315,983. This is due to not receiving the CTE funds in July as expected.
- *Other Revenue* – Other revenue is favorable by \$35,068 for August 2023 and also favorable by \$118,914 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Are favorable \$298,220 for the month of August 2023 and favorable YTD of \$693,565. This is due to the timing of when overload and adjunct pay began in FY2024
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in August 2023 of \$6,122 and a favorable YTD of \$62,021.
- *Instructional* – The Instructional expenditures had a favorable variance in August 2023 of \$235,280 and a favorable variance YTD of \$513,158.
- *Academic Support* – The Academic Support expenditures have an unfavorable variance of \$2,905 for the month of August 2023 and a favorable YTD variance of \$65,240.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in August 2023 of \$40,341 and a favorable variance YTD of \$136,000. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in August 2023 of \$33,858 and a favorable variance YTD of \$136,000. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$18,969 favorable to budget in August 2023 and a favorable YTD variance of \$253,152. This is a result of lower operational spending and lower utility costs compared to budget YTD.
- *Institutional Support* – The Institutional Support expenditures were \$94,994 favorable to budget in August 2023 and \$2,033,265 favorable to budget YTD. The large favorable variance is related to lower operational spending YTD.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for August 2023 of \$276,790 and an unfavorable variance of \$191,452 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts

Please do not hesitate to contact me if you have any questions, 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	FY23 Final Audited Numbers	FY24 Annual Budget
Revenues:										
2,156,618	1,787,376	369,242	Local Sources	4,071,107	4,170,689	(99,582)	-2.39%	4,129,931		12,522,321
237,735	337,020	(99,285)	ICCB Credit Hour Grant	765,714	674,040	91,674	13.60%	1,119,622		4,044,242
573,052	573,052	-	ICCB Equalization Grant	1,146,103	1,146,103	0	0.00%	1,089,217		6,876,620
33,495	37,292	(3,796)	Other State Sources	61,542	377,525	(315,983)	-83.70%	361,729		1,053,384
385,977	264,700	121,277	Tuition	4,708,838	5,614,281	(905,444)	-16.13%	4,434,011		8,632,290
170,191	116,432	53,759	Fees	1,658,700	1,737,217	(78,517)	-4.52%	1,631,493		4,428,591
156,758	121,689	35,068	Other Revenue	425,968	307,054	118,914	38.73%	336,504		1,612,595
-	-	-	Gift In Kind	-	-	-	0.00%	-		-
3,713,826	3,237,561	476,265	Total Revenues	12,837,972	14,026,910	(1,188,938)	(1)	13,102,507	-	39,170,043
Expenditures:										
Instructional										
615,645	821,709	206,064	Salary and Wages	1,535,657	1,614,472	78,816	4.88%	1,495,327		11,357,239
187,861	191,547	3,686	Employee Benefits	359,437	383,215	23,777	6.20%	262,546		2,468,069
11,947	4,150	(7,797)	Contractual Services	14,232	19,975	5,743	28.75%	5,759		647,065
17,170	47,688	30,519	General Materials and Supplies	30,388	230,145	199,757	86.80%	64,845		708,945
3,071	5,640	2,569	Travel and Meeting Expenses	4,694	51,020	46,326	90.80%	1,928		145,769
-	-	-	Fixed Charges	-	-	-	0.00%	-		99,375
-	240	240	Capital Outlay	-	158,740	158,740	100.00%	-		172,877
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
835,694	1,070,974	235,280	Total Instructional	1,944,409	2,457,567	513,158	20.88%	1,830,405	-	15,599,339
Academic Support										
34,514	48,343	13,829	Salary and Wages	68,284	91,542	23,259	25.41%	70,571		359,212
10,297	14,507	4,210	Employee Benefits	21,479	29,014	7,536	25.97%	14,524		61,120
-	-	-	Contractual Services	-	-	-	0.00%	-		-
26,367	9,129	(17,238)	General Materials and Supplies	58,021	88,358	30,338	34.33%	38,348		183,448
8,706	5,000	(3,706)	Travel and Meeting Expenses	10,691	14,800	4,109	27.76%	68		13,400
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
79,884	76,979	(2,905)	Total Academic Support	158,475	223,715	65,240	29.16%	123,511	-	617,180
Student Services										
125,025	148,303	23,278	Salary and Wages	270,437	254,745	(15,692)	-6.16%	263,499		2,243,554
39,830	51,014	11,183	Employee Benefits	79,610	102,028	22,417	21.97%	65,890		601,523
-	-	-	Contractual Services	-	9,540	9,540	100.00%	9,540		12,040
11,607	5,271	(6,336)	General Materials and Supplies	10,832	86,147	75,314	87.43%	10,764		118,172
(1,397)	10,818	12,216	Travel and Meeting Expenses	(906)	43,515	44,421	102.08%	247		107,177
-	-	-	Fixed Charges	-	-	-	0.00%	-		15,000
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
175,065	215,406	40,341	Total Student Services	359,974	495,974	136,000	27.42%	349,941	-	3,097,466
Public Service/Cont Ed										
39,254	54,971	15,717	Salary and Wages	69,509	109,943	40,434	36.78%	60,349		714,628
14,461	10,143	(4,318)	Employee Benefits	20,184	20,285	102	0.50%	9,498		124,744
3,474	3,500	26	Contractual Services	3,743	22,000	18,257	82.99%	35,661		102,000
919	13,001	12,082	General Materials and Supplies	5,811	55,102	49,291	89.45%	13,343		177,663
1,918	2,187	269	Travel and Meeting Expenses	1,918	10,061	8,143	80.94%	2,066		32,891
8,547	13,628	5,080	Fixed Charges	16,988	24,760	7,772	31.39%	17,132		106,232
-	5,000	5,000	Capital Outlay	-	12,000	12,000	100.00%	-		12,000
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
68,572	102,429	33,858	Total Public Service/ Cont Ed	118,151	254,151	136,000	53.51%	138,049	-	1,270,158
Operations & Maintenance										
92,266	106,817	14,551	Salary and Wages	161,780	210,152	48,372	23.02%	143,049		1,361,220
34,685	37,429	2,744	Employee Benefits	64,435	74,859	10,424	13.92%	46,556		460,345
21,833	13,969	(7,864)	Contractual Services	27,476	83,238	55,762	66.99%	32,456		388,534
14,582	2,500	(12,082)	General Materials and Supplies	30,643	61,500	30,857	50.17%	45,535		224,782
-	87	87	Travel and Meeting Expenses	-	798	798	100.00%	321		1,490
750	750	-	Fixed Charges	7,392	4,000	(3,392)	-84.80%	9,974		99,000
116,123	132,657	16,533	Utilities	225,231	300,563	75,332	25.06%	190,515		1,732,879
-	-	-	Capital Outlay	-	25,000	25,000	100.00%	-		-
-	5,000	5,000	Contingency Funds	-	10,000	10,000	0.00%	-		4,796
-	-	-	Gift In Kind	-	-	-	0.00%	-		60,000
280,239	299,208	18,969	Total Operation and Maint	516,958	770,110	253,152	3	468,405	-	4,333,046
Institutional Support										
305,101	329,882	24,781	Salary and Wages	148,063	666,440	518,377	77.78%	169,399		4,280,633
106,361	94,978	(11,383)	Employee Benefits	195,313	193,079	(2,234)	-1.16%	207,296		1,255,711
504,724	301,270	(239,455)	Contractual Services	623,684	987,753	364,069	36.86%	195,680		1,877,635
63,044	200,019	136,975	General Materials and Supplies	285,333	701,801	416,468	59.34%	459,048		2,035,050
11,112	19,318	8,206	Travel and Meeting Expenses	17,166	38,378	21,211	55.27%	14,253		146,577
6,883	-	(6,883)	Fixed Charges	8,905	205,832	196,926	95.67%	183,394		217,741
5,744	-	(5,744)	Capital Outlay	14,181	-	(14,181)	100.00%	-		290,000
66,842	258,375	191,533	Contingency Funds	83,212	422,746	339,533	80.32%	19,088		1,443,976
1,310	-	(1,310)	Other	1,501	-	(1,501)	100.00%	-		49,075
1,724	-	(1,724)	Strategic Initiatives	5,404	200,000	194,596	97.30%	-		-
-	-	-	One Time Budget Requests	-	-	-	0.00%	73,788		-
1,108,847	1,203,841	94,994	Total Institutional Support	1,382,763	3,416,027	2,033,265	7	1,321,947	-	11,596,398
276,790	-	(276,790)	Scholarships, grants, waivers	277,018	85,566	(191,452)	-223.75%	281,122	-	1,228,566
2,825,092	2,968,838	143,746	Total Expenditures	4,757,746	7,703,110	2,945,364	38.24%	4,513,380	-	37,742,153
888,734	268,723	620,012	Revenue Less Expenditures	8,080,226	6,323,800	1,756,427	(1)	8,589,126	-	1,427,890
-	-	-	Transfers Out:	-	-	-	0.00%	-		1,427,890
888,734	268,723	620,012	Excess of Revenues over Expenditures & Transfers	8,080,226	6,323,800	1,756,427	(1)	8,589,126	-	0

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,211,804.92	1,510,024.78	298,219.86	Salary and Wages	2,253,729.80	2,947,294.54	693,564.74
393,495.97	399,617.94	6,121.97	Employee Benefits	740,458.37	802,479.77	62,021.40
577,977.88	322,888.45	(255,089.43)	Contractual Services	669,134.77	1,122,505.45	453,370.68
133,688.81	277,608.13	143,919.32	General Materials and Supplies	421,027.54	1,223,052.57	802,025.03
23,409.31	43,049.57	19,640.26	Travel and Meeting Expenses	33,563.42	158,571.90	125,008.48
16,180.44	14,377.50	(1,802.94)	Fixed Charges	33,285.44	234,591.50	201,306.06
116,123.10	132,656.53	16,533.43	Utilities	225,231.11	300,563.05	75,331.94
5,744.14	5,240.00	(504.14)	Capital Outlay	14,181.05	195,740.00	181,558.95
66,841.98	263,375.00	196,533.02	Contingency Funds	83,212.44	432,745.71	349,533.27
279,824.99	-	(279,824.99)	Other Expenditures	283,922.11	200,000.00	(83,922.11)
2,825,091.54	2,968,837.90	143,746.36	Total	4,757,746.05	7,617,544.49	2,859,798.44

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$1,535,657	\$1,614,472	\$78,816	\$11,357,239	\$1,535,657	\$11,357,239	\$9,821,582
Salary and Wages - Acad. Support	\$68,284	\$91,542	\$23,259	\$359,212	\$68,284	\$359,212	\$290,928
Salary and Wages - Stud. Svcs	\$270,437	\$254,745	(\$15,692)	\$2,243,554	\$270,437	\$2,243,554	\$1,973,117
Salary and Wages - Public Svc.	\$69,509	\$109,943	\$40,434	\$714,628	\$69,509	\$714,628	\$645,119
Salary and Wages - Maintenance	\$161,780	\$210,152	\$48,372	\$1,361,220	\$161,780	\$1,361,220	\$1,199,440
Salary and Wages - Inst. Support	\$148,063	\$666,440	\$518,377	\$4,280,633	\$148,063	\$4,280,633	\$4,132,570
Total Salary and Wages	\$2,253,730	\$2,947,295	\$693,565	\$20,316,486	\$2,253,730	\$20,316,486	\$18,062,756

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$359,437	\$383,215	\$23,777	\$2,468,069	\$2,051,378	\$2,468,069	\$416,691
Employee Benefits - Acad. Support	\$21,479	\$29,014	\$7,536	\$61,120	\$74,099	\$61,120	(\$12,979)
Employee Benefits - Stud. Svcs	\$79,610	\$102,028	\$22,417	\$601,523	\$438,935	\$601,523	\$162,588
Employee Benefits - Public Svc.	\$20,184	\$20,285	\$102	\$124,744	\$61,706	\$124,744	\$63,038
Employee Benefits - Maintenance	\$64,435	\$74,859	\$10,424	\$460,345	\$334,730	\$460,345	\$125,615
Employee Benefits - Inst. Support	\$195,313	\$193,079	(\$2,234)	\$1,255,711	\$1,317,320	\$1,255,711	(\$61,609)
Total Employee Benefits	\$740,458	\$802,480	\$62,021	\$4,971,512	\$4,278,168	\$4,971,512	\$693,344

LAKE LAND COLLEGE

MEMO

TO: Valerie Lynch, Vice President of Student Services
 FROM: Lisa Shumard-Shelton, Director of Student Life
 DATE: September 15, 2023
 RE: Student Government Freshman Elections 2023

The Elections for Freshman Student Government Association were held on Wednesday, September 14 and Thursday, September 14, 2023 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. The student body had 198 students cast votes in the election. The following are the results of the elections.

Freshman Student Government Association results:

Fall 2023 Election Results	
SGA Nominees	
Name	Votes
Aubrey Hebenstreit	198
Tanatswa Mutamira	162
Alex Kaufmann	154
Kaylee Blackford	150
Alexis Marie Johns	112
Savanah Cawthron	92
Nathaniel Carlin	81
Mason Jachim Simmons	51



Lisa Shumard-Shelton
Director of Student Life



Madilyn Brummer
SGA President



Jackie Schertz
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
 FROM: Dr. Josh Bullock, President
 DATE: September 27, 2023
 RE: Proposed Tuition and Fees Rates for Spring 2024

Lake Land College remains committed to delivering a high-quality education to our students, while remaining one of the most affordable educational choices in the State of Illinois.

In order to ensure a college education remains affordable and accessible for Lake Land College students, the Cabinet is recommending in-district tuition and fees for spring 2024 remain at \$110.50 per credit hour, the same rate charged from summer 2023 through fall 2023. With Board approval, the tuition and fees rates for spring 2024 will remain as detailed below.

<u>Tuition</u>	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
Spring 2024	\$110.50	\$237.96	\$431.36

Activity Fee:

We are recommending that Lake Land College maintain the same \$2.50 per credit hour activity fee rate for the upcoming spring term.

Service and Rec Fee:

We are recommending that Lake Land College maintain the same \$29.67 per credit hour service and rec fee rate for the upcoming spring term.

Dual Credit Fee:

We are recommending that we maintain the dual credit fee at the same \$18.42/credit hour rate for the upcoming spring term.

We are proud to recommend an affordable tuition rate that allows a student enrolled at Lake Land College in spring 2024 to pay the same in-district tuition rate as was in place in summer 2020.

The above represents the Cabinet's recommendation to the Board of Trustees for tuition, activity fees, service and rec fees, and Dual Credit fees for the spring 2024 term. Please do not hesitate to contact me if you have any questions or need any further clarification on any of these items.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Dr. Valerie Lynch, Vice President for Student Services
DATE: September 22, 2023
RE: Administration of Talented Student Scholarships

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

Board Policy 07.12 requires that the guidelines for administration of Talented Student Scholarships be presented to the Board of Trustees for approval for three two-year cycles. Attached are guidelines for administration for the next three two-year cycles: 2024-2026, 2025-2027, and 2026- 2028. There are no changes from the guidelines currently in force, other than adding the skeet and trap shooting team approved in August 2023.

Over the past three two-year cycles, the guidelines have supported approximately 6% of the district high school graduates enrolling each fall semester with a Presidential Scholarship. The Livestock Judging and Athletic Scholarships continue to support awarding scholarships in accordance with requirements of the Livestock Judging Coaches Association and the National Junior College Athletic Association.

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

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

Thank you.

LAKE LAND COLLEGE

PRESIDENTIAL SCHOLARSHIP GUIDELINES

Academic Years 2024-2026, 2025-2027, 2026-2028

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

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

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

Presidential Scholarships will be awarded as follows:

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

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

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

Reviewed and approved by Lake Land College Board of Trustees:

November 2008, November 2011, November 2014 (Adapted from previous Academic Talented Student Award); October 2017; October 2020; October 2023

LAKE LAND COLLEGE

PRESIDENTIAL SCHOLARSHIP GUIDELINES

Pathways and GED

Academic Years 2024-2026, 2025-2027, 2026-2028

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

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

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

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

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

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

LAKE LAND COLLEGE

LIVESTOCK JUDGING SCHOLARSHIP GUIDELINES

Academic Years 2024-2026, 2025-2027, 2026-2028

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

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

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

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

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

Total number of scholarships (new and continuing) 22

Maximum number of out-of-district scholarships – 18

Minimum number of in-district scholarships 4

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

Reviewed and approved by Lake Land College Board of Trustees:

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

October 2023

LAKE LAND COLLEGE

ATHLETIC SCHOLARSHIP GUIDELINES

Academic Years 2024-2026, 2025-2027, 2026-2028

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

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

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

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

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

Volleyball:

Total number of scholarships (new and continuing) 14

Maximum number of out-of-district scholarships 11

Minimum number of in-district scholarships – 3

Men's Basketball:

Total number of scholarships (new and continuing) 15

Maximum number of out-of-district scholarships – 12

Minimum number of in-district scholarships 3

Women's Basketball:

Total number of scholarships (new and continuing) 15

Maximum number of out-of-district scholarships – 12

Minimum number of in-district scholarships 3

Softball:

Total number of scholarships (new and continuing) 24

Maximum number of out-of-district scholarships – 18

Minimum number of in-district scholarships 6

Baseball:

Total number of scholarships (new and continuing) 24

Maximum number of out-of-district scholarships – 18

Minimum number of in-district scholarships 6

Cheer:

Total number of scholarships (new and continuing) 8

Maximum number of out-of-district scholarships – 4

Minimum number of in-district scholarships 4

Skeet and Trap Shooting:

Total number of scholarships (new and continuing) 6

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

Grants-in-Aid

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

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

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

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

Reviewed and approved by Lake Land College Board of Trustees:

November 2008, November 2011; October 2012; November 2014; October 2017; October 2020; October 2023

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Ms. Jean Anne Highland, Chief of Staff
Strategic Use of the College's Working Cash Fund and Proposed Revisions to Board

RE: Policy 10.17 – *Working Cash Fund*

Earlier this year Governor Pritzker signed into law Public Act 103-0278 which provides community colleges more flexible access to the working cash fund, and brings the parameters of use in line with what K-12 institutions already had in place. Public Act 103-0278 now enables monies in the working cash fund to be used for any and all college expenses and further allows colleges to abate their working cash fund and transfer the balance to operating funds. However, it is the administration's recommendation that we continue using the working cash fund as we have done so in the past, with the parameters that transfers from our working cash fund will only go to the education fund, operation and maintenance fund, and the operation and maintenance restricted fund per approval of the Board. We also have no intention of recommending we abate the working cash fund.

Following consultation with Ms. Madge Shoot, Comptroller, and our bonding advisors with Chapman and Cutler LLP and PMA Securities LLC, we respectfully submit proposed revisions to Board Policy 10.17 – *Working Cash Fund* to define our continued parameters for use of the College's working cash fund. Since the Public Act 103-0278 became effective July 28, 2023, we respectfully request the Board waive first reading and approve proposed revisions during the October 9, 2023 Board of Trustees meeting.

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

Working Cash Fund

The Board may by resolution establish a working cash fund which shall be maintained and administered for the purpose of enabling the College to have at all times sufficient money to meet demands for ordinary and necessary expenditures.

In order to create the fund or to increase the fund, the Board may incur an indebtedness for working cash purposes based on the lesser of the following: a.) in an amount or amounts not exceeding in the aggregate at any one time outstanding 75% of the taxes permitted to be levied for educational purposes and for operation and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum education tax rate and the maximum operation and maintenance tax rate applicable to the district by the last assessed valuation as determined at the time of the issue of the bonds plus 75% of the last known entitlement of such districts to the taxes as by law enacted or amended to replace revenue lost by units of local government as a result of the abolition of the *ad volarem* personal property taxes less the amount of working cash bonds outstanding, or b.) 90% of the taxes permitted to be levied for educational purposes and for operation and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum education tax rate and the maximum operation and maintenance tax rate applicable to the district by the last assessed valuation as determined at the time of the issue of the bonds plus 90% of the last known entitlement of such districts to the taxes as by law enacted or amended to replace revenue lost by units of local government as a result of the abolition of the *ad volarem* personal property taxes plus the amount of monies to be received by the College in the current year for educational or operations and maintenance purposes from the State or Federal government less the amount presently to the credit of the working cash fund. Known as working cash bonds. ~~They bonds~~ may be issued without submitting the question of issuance to the voters of the Lake Land College district for approval. Before issuing the bonds, however, the Board shall hold a public hearing and at a subsequent meeting adopt a resolution designating the purpose and fixing the amount of the bonds proposed to be issued, the maturity, the rate of interest, and the amount of taxes to be levied annually for the purpose of paying the principal and interest. The bonds shall be issued in

the corporate name of Lake Land College and will be signed by the Chairperson, Treasurer and Secretary of the Lake Land College Board of Trustees.

~~The Board, by resolution before or at the time of issuing the bonds, shall provide for the levy and collection of a direct annual tax upon the taxable property within Lake Land College's district sufficient to pay the principal at maturity and to pay the interest as it falls due.~~

~~All monies derived from this tax bond proceeds received from the sale of working cash bonds,~~ when received by the Lake Land College ~~†~~Treasurer, shall be set apart in a fund specified for working cash purposes. The monies in the fund account shall not be ~~regarded as current assets available for appropriations and may not be~~ appropriated by the Board in the annual budget.

Monies may be transferred from the working cash fund to the educational fund, ~~or~~ operation and maintenance fund, and the operation and maintenance restricted fund of the College upon the authority of the Board of Trustees, which shall be a resolution directing the Treasurer to make such transfers. ~~The particulars of this resolution are set by State statute.~~⁴ All use of working cash funds must comply with Public Act 103-0278.

Monies earned as interest from the investment of the working cash fund or any portion thereof may be transferred from the working cash fund to the educational fund or operations and maintenance fund of the College without any requirement of repayment to the working cash fund when authorized by a separate resolution of the Board of Trustees.

~~1-110 ILCS 805/3-33.1 through 33.6~~

Adopted November 9, 1998

Revised April 12, 2004

Revised April 14, 2014

Page 2 of 2

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
Board of Trustees

FROM: Ms. Jean Anne Highland, Chief of Staff

RE: Proposed Revisions to Board Policy 10.33 – *Payroll Withholdings*

With Board approval of the insurance plan renewal with Aetna for the College's overall health, dental and vision plan, employees will be able to voluntarily participate in a long-term disability plan effective January 1, 2024. Thus, please find attached proposed revisions to Board Policy 10.33 – *Payroll Withholdings* to add this additional benefit.

If the Board approves the insurance plan renewal with Aetna during the October 9, 2023 Board of Trustees meeting then we also respectfully request the Board waive first reading and approve proposed revisions to Policy 10.33 during the same meeting.

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

10.33

Payroll Withholdings

Under the Government Salary Withholding Act, the Board of Trustees may, by resolution, authorize the withholding from the compensation of employees to provide insurance or retirement benefits and to make voluntary payroll deductions. The Board of Trustees, therefore, authorizes payroll deductions or withholdings, upon the written request of the individual employee, to cover the following:

- Union dues
- Credit union deductions
- Tax sheltered annuities
- Combined charities campaign
- Flexible spending accounts
- Optional life insurance
- Dependent health care premiums
- Voluntary Short Term Disability Insurance
- Voluntary Vision Insurance
- Voluntary Accident Insurance
- Voluntary Critical Illness Insurance
- Voluntary Hospital Indemnity
- Voluntary Long Term Disability Insurance (effective 1/01/24)
- United States Savings Bonds
- Identification theft and legal protection services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation

Future deductions must be approved by resolution of the Board of Trustees, which in turn will become part of the Board Policy Manual.

Adopted November 9, 1998
 Revised April 10, 2000
 Revised December 12, 2016
 Revised January 8, 2018
 Revised December 10, 2018
 Revised December 13, 2021
Revised

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Amanda Arena, Manager of Bookstore and Textbook Rentals

CC: Madge Shoot, Comptroller

DATE: September 19, 2023

RE: Surplus Equipment

The F'real Milkshake Machine has been experiencing continual issues, costing more than it's making. The latest has caused water damage to the cabinet that it sets on; the cabinet is not repairable and must be removed. After comparing profit and loss reports, I am requesting to surplus the machine and list it in the upcoming auction.

- One F'real machine with all accessories
- Extra cups, lids, straws, etc. that are remaining and undamaged from the water leak

As with previous surplus items, we will seek the best financial route to follow in disposing of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchase.

I recommend declaring all these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: September 26, 2023
RE: Surplus Equipment

Below is a list of items that have become surplus from the Automotive and Physical Plant departments. They are obsolete and have little value to the college:

- 1 – Ford Rotundra vehicle lift with jacks
- 1 – Hunter R611 system
- 1 - Hunter P411 system
- 1 - Hunter DPS600 system (tower)
- 1 – 1981 International 1824 dump truck / snow plow / salt spreader

As with past surplus items, we will seek the best financial route to follow in disposing of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.

LAKE LAND COLLEGE

MEMO

TO: Dr. Valerie Lynch, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

CC: Dr. Josh Bullock, President

DATE: September 30, 2023

RE: Annual digital marketing contract with Clarus Corporation, a Carnegie Company

The Marketing & Public Relations issued a Request for Qualifications for Marketing Services in 2022. We notified 12 companies, published a legal notice and advertised on the Lake Land College bidding website. Eight companies submitted proposals, with a ninth missing the deadline. Our goal for issuing the Request for Qualifications was to identify a marketing company that would provide Lake Land College with a customized, responsive, data-driven digital advertising plan that generates leads, campus visits and enrollment.

After a thorough review of the proposals and reference checks, we selected Clarus Corporation of Nebraska for digital marketing services. Clarus Corporation has been working with community colleges for more than 30 years and is a national leader in marketing communication and digital marketing. Clarus Corporation is very involved in the national community college landscape, presenting at National Council for Marketing & Public Relations (NCMPR) conferences as well as the American Association of Community Colleges.

At the time of this selection, we opted to work with Clarus on individual, specific campaigns versus an annual contract to evaluate the company's effectiveness and customer service.

The campaign results and relationship with Clarus have been positive and beneficial. We have been very pleased with their data driven results, innovation and customer service. Clarus works with multiple community colleges throughout the nation and shares best practices and trends that have benefited Lake Land College.

I respectfully request the Board of Trustees approve my request to select Clarus Corporation, a Carnegie Company as the College's Digital Advertising provider for FY 2024, with the option to renew for one additional year.

I will be in attendance at the meeting and will be glad to answer any questions.

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 FY24 M.A.I.D. Grant

Lake Land College has received a one-time grant for \$80,000 from the Mattoon Area Industrial Development (M.A.I.D.). M.A.I.D. actively promotes and encourages business and industrial growth within the corporate limits of Mattoon, IL. The organization aids and assists the economic welfare and growth of the city's industries and businesses. Industry and businesses may submit requests for funding on an annual basis. However, this is the final year and final award given from M.A.I.D., as the organization is disbanding.

With the grant funds, the following equipment will be purchased in order to expand and update the mechanical training area of the Lake Land College Center for Business & Industry (CBI) lab: Mechanical Drives 1 Learning System with an accompanying hand-tool set, a Mechanical Drives 2 Learning System with a Tools and Viscosimeter set, a Laser Shaft Alignment Learning System, a Mechanical Drives 3 Learning System with Hand Tool package, a Mechanical Drives 4 Learning System, a hand tool package for pneumatic systems, and Click PLCs. This package will allow CBI to expand and update our mechanical training systems and provide more up-to-date programming for our business partners.

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

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
October 9, 2023**

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

Ewell, Ryan	10/16/23-1/5/24
Kakara, Suzanne	9/3-intermittent
McGregor, Shannon	09/18/23-12/18/26

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bowen, Mercury	IEL Instructor Primary Position Coordinator of DEIB	9/6/23
Hunter, Kimberly	IEL Instructor Primary Position Director Student Success	9/14/23
Marino Lopez, Juliana	IEL Instructor Primary Position Lab Student Asst	9/7/23
Mason, Ronald	Tutoring Services Specialist Primary Position Tutor - Student Lrng Asst	9/20/23
Spanhook, Kimberly	Community Learning Instructor Primary Position Adult Education Instructor	9/22/23
White, Lee	Tutor - Disability Services Primary Position Tutor - Student Lrng Asst	9/5/23
Wiles, Tessa	IEL Instructor Primary Position Director of Dual Credit	9/6/23
Part-time - Grant Funded		
Nohren, Maria	Remediation Specialist Primary Position Nursing Instructor	9/25/23

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Wagner, Sophia	College Work Study - Student Life Primary Position College Advancement Intern	9/7/23
Stamps, Ian	IEL Instructor Primary Position Adj Reading Instructor	9/5/23
Westendorf, Nathan	Applications Team Lead Primary Position Program Manager	9/17/23

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

	Position	Effective Date
Full-time		
Allen, Abigail	Dual Credit Specialist	10/10/23
Briney, Jennifer	Associate Dean of Correctional Programs	9/25/23
Cole, Dylan	Assistant Comptroller & Purchasing Coord	10/10/23
Rubin, Valerie	Student Wellness Specialist	10/10/23
Tolppanen, Lori	Administrative Assistant for Business	10/10/23

Part-time

Cukle, Feda	Print Shop Technician Assistant	9/27/23
Deornellas, Laura	Admissions Services Specialist	10/2/23
Hacker, Chelsie	Community Learning Instructor	9/13/23
Hincapie Alzate, Samuel	Print Shop Technician Assistant	9/14/23
Mutamira, Tanatswa	Newspaper Editor - Student Newspaper	9/18/23
Reardon, Robin	Special Needs Note Taker	9/19/23
Rincon Rojas, Jean	Laker Mascot Talent	9/21/23
Taylor, Mackenzie	Admissions and Records Data Entry Assistant	9/25/23
Waggoner, Alexander	Tutor - Student Learning Assistance Center	9/28/23

Part-time Grant Funded

Bok, Grace	Perkins Student Worker	9/14/23
Dennis, Danielle	Perkins Student Worker	9/18/23
Skidmore, Maria	Adult Education Instructor	9/25/23
Taylor, Tiffany	Perkins Student Worker	9/25/23

Unpaid

Robison, Sean	Dual Credit Instructor	9/22/23
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Work-study

Davis II, Aaron	College Work Study - Social Science Education	9/14/23
Hill, Kirk	College Work Study - Student Life	9/26/23
Howell, Cecil	College Work Study - TRIO SSS	9/18/23
Hunter, Madison	College Work Study - Humanities	9/19/23

Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Full-time		
Davis, Breanna	Administrative Assistant to Business	8/3/23
Legus, Aryon	Correctional Auto Body Instructor/Vienna	10/9/23
Miner, Caitlin	Correctional Remedial Bridge Instructor	9/14/23
Pivetta, Christopher	Correctional Career Technology Instructor	9/29/23
Tucker, Laura	Custodian	9/29/23

Part-time

Cardenas, Gordon

Assistant Baseball Coach

8/15/23

Transfers/Promotions**The following employee is recommended for a change in position**

	Position	Effective Date
Full-time Kroeger, Devon	WIOA Business Services Specialist Transferring from Student Svcs Spc III - Admissions	10/16/23